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# Survey on the state of national bibliographies in Latin America

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## Abstract:

This paper presents the results of a survey on national bibliographies in Latin America. The survey is a result of an initiative by the IFLA Bibliography Section to gather and update information on the status of the national bibliographies in the regions where the WLIS is being held. 17 national bibliographic agencies (NBAs) have responded to the survey. The main findings are that existing legal deposit legislation still emphasises printed material. Many agencies presently are revising or plan to revise their legislation to include more types of material, in particular electronic documents. While these national bibliographies are becoming more diversified in terms of including different types of material, there is still a clear emphasis on print/text formats. With the exception of books, the percentage of material under bibliographic control is higher than the inclusion of the materials in the national bibliographies. Print remains the preferred format for national bibliographies, but NBAs are increasingly focusing on Internet access. The NBAs generally adopt internationally approved standards.

## Contents

<a href="#">Survey on national bibliography</a> .....	1
<a href="#">Background</a> .....	2
<a href="#">Survey results</a> .....	4
<a href="#">Conclusions</a> .....	15

## Background

### Project assignment

The IFLA Bibliography Section's strategic plan for 2004/2005 has the following provision:

**“Goal 1. Extend the provision of universal bibliographic control by advocating and promoting the production of national bibliographies.**

*Professional priorities: a) Supporting the role of libraries in society; d) providing unrestricted access to information; f) promoting resource sharing; g) preserving our intellectual heritage; h) developing library professionals; I) promoting standards, guidelines, and best practices).*

#### Actions:

- Identify needs and requirements of NBAs in the production of national bibliographies by developing/administering surveys and other means.
- Gather and update information on the status of the national bibliographies in the regions where the WLIS is being held in the next few years.“

At the section's meeting during the IFLA conference in Berlin (2003) a working group was identified to plan and present a programme at the Buenos Aires conference in 2004 on national bibliographies in Latin America and the Caribbean, stressing local/regional experiences. This working group decided that it would be feasible to undertake a survey of the region. Unni Knutsen and Francisca Movilla Lopez volunteered to do this.

The Bibliography Section has initiated several studies during recent years. Robert Holley's study *Results of a 'Survey on bibliographic control and national bibliography'* was carried out in 1996. John Byrum's study *Inclusion of information covering electronic resources in national bibliographies : results of a survey conducted May-June 1998* provided very useful information on the level of inclusion of electronic documents in national bibliographies. Information gathering was also an important tool in the preparation of the International Conference on National Bibliographic Services (ICNBS) in Copenhagen, 1998. The recommendations from the conference were published in 1999 and form the basis of national bibliographic work worldwide. The survey *An examination of national bibliographies and their adherence to ICNBS recommendations* by Barbara Bell and Annema Hasund Langballe was carried out in 2000/2001. Unlike the Holley and Byrum surveys that focus on types of documents included in the national bibliography, Bell/Langballe deal with the formal presentation of document description included in the national bibliographies and on the formal presentation of the bibliography itself. In 2001 Unni Knutsen conducted an update of the findings of Robert Holley in the survey *Changes in the national bibliographies, 1996-2001*, based on information from 52 countries from all over the world. The Latin American and Caribbean countries were, however, poorly represented.

## **Working methods**

The mission of this study was to get an overview of the current situation in Latin America in terms of legal deposit and national bibliography.

The main aims of the survey were:

- To ask about the existence of legal deposit in each country
- To determine the extent of bibliographic control by national agencies and whether there is coherence between bibliographic control and legal deposit.
- To identify forthcoming changes in the area of bibliographic control and legal deposit
- To ask about the existence of a national bibliography, its coverage and formats
- To investigate whether all the material under bibliographic control is included in the national bibliographies
- To determine the extent of use of international standards and principles
- To determine whether national bibliographic records are available online

Once the questionnaire (appendix 2) was approved, Francisca Movilla Lopez translated it into Spanish. By doing so we hoped to have more responses from the Spanish speaking countries of Latin America and the Caribbean than in previous surveys, in which all forms and accompanying information were in English only. In November/December of 2003 we distributed the survey to the 30 countries in the region by e-mail and surface mail with instructions to return the survey by February 1<sup>st</sup> 2004. We encouraged the national bibliographic agencies to contact us by telephone, email or fax if they had any questions on the survey. Once the questionnaires were returned, Francisca Movilla Lopez translated the comments from Spanish to English. Unni Knutsen did the actual compiling of the data and is responsible for the contents of the report.

In compiling the data it has proved very useful to consult the Bell/Langballe report mentioned above and Barbara Bell's *An annotated guide to current national bibliographies* (1998).

## **The response rate**

By February 15<sup>th</sup> 2004 we had received 17 responses (appendix 1), which gives a return rate of 56.6 percent.

Of these, 9 countries were situated in Central America and the Caribbean and 8 countries in South America.

## Survey results

### Bibliographic control

#### Legal deposit laws

*Does legal deposit legislation exist?*

When asked whether the countries had legislation that requires legal deposit of some or all types of publications 16 agencies answered yes, and 1 agency (Guatemala) answered no.

Not all countries have a specific legal deposit act. In Argentina some regulations are included in the *Ley 11.723 de propiedad intelectual*. In Chile legal deposit is included in the *Ley 19.733 llamada ley sobre las libertades de opinión e información y ejercicio del periodismo*. Even in Guatemala there is an article in the *Ley de emisión del pensamiento*. From the answers given one might suspect that this situation applies to more agencies.

In view of how the question was phrased, all countries fulfill the criteria of having some kind of legal deposit legislation.

*Has current legislation been revised?*

15 agencies provided information as to when their legal deposit legislation was passed and the year of the latest revision.

Four agencies have revised their legislation since 1998 when the ICNBS conference was held. These are Chile, Cuba, Peru and Venezuela. Two countries, Brazil and Mexico, expect that their revisions will be passed by their national legislatures in the near future. Bolivia reports that the Ministry of Culture is currently studying a proposed revision. Jamaica has introduced legal deposit legislation, thus complying with the ICNBS recommendation "States currently without legal deposit legislation are urged to introduce it." The law is, however, not yet implemented as the regulations are still being drafted, and unfortunately it does not include legal deposit of electronic material.

Some countries have quite old laws that require revision. Examples are Barbados (1982), Bermuda (1971 with a minor revision in 1996), Bolivia (1979 and 1984)<sup>1</sup> Costa Rica (1902, latest revision 1982), Trinidad and Tobago (1984)<sup>2</sup> and Uruguay (1970, latest revision 1971).

*Is the legal deposit system considered to be effective?*

16 countries answered the question of whether they considered the legal deposit system to be effective in their country. 8 agencies answered yes, 8 no. Not surprisingly, the states without a separate legal deposit act (Argentina, Chile, Guatemala) consider their system ineffective. Argentina states that their present legal deposit system does not conform to international recommendations. In Chile only two articles in their present legislation refer to legal deposit,

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<sup>1</sup> 1909 according to Bell (1998), Bell does not mention the 1984 revision

<sup>2</sup> According to Bell (1998) Copyright Law of 1966

and they would therefore like to have a legal deposit act. Guatemala states that according to their present legislation publishers and authors are obliged to deliver one copy of their publications to the national library. The law is not well observed and especially private publishers fail to comply.

Among the six countries that are in need of revision (Barbados, Bermuda, Bolivia, Costa Rica, Trinidad and Tobago and Uruguay) three countries consider their system to be ineffective. These countries state that the system is not fully enforced, and besides, the legislation does not cover non-print materials. In Bolivia it is the national repository, not the national library that is in charge of legal deposit. The surveillance is not effective, and sometimes documents are held at the national repository and not sent to the national library. The national library therefore presented an initiative to change the law to the Ministry of Culture in 2002. This proposal is currently being studied.

The remaining seven agencies have revised their laws between 1995 and 2002 or have revisions pending in congress. Five of the agencies considered their legal deposit system to be effective, although some qualifying remarks were given. One agency reported non-fulfilment by government institutions, another remarked that publishers find it expensive to send the material they produce, and one agency would like more effective control of legal deposit. Brazil is expecting their new legal deposit legislation to be passed by the legislative body within a short period of time. This act will include electronic publications and other new media (CD-ROM, CDs, etc.). Mexico is in a similar situation, and is not satisfied with the present system since it lacks sanctions toward those publishers that do not comply. Peru reports that current legal deposit law is being revised and evaluated by the legislature in order to clarify who is responsible for the deposit, the number of copies and their distribution.

Several agencies expressed the need for information campaigns. Publishers are often ignorant of their obligations. Budget restraints and lack of staff were also cited as obstacles to maintaining a satisfactory legal deposit system.

## Types of materials under bibliographic control

The following table presents the number and percentage of those agencies that answered “yes” for each type of material under their bibliographic control. 16 agencies provided information.

Types of materials under bibliographic control	Number of agencies	Percentage
Books	16	100,0
Textbooks	15	93,7
Serials	15	93,7
Maps	12	75,0
Music	12	75,0
Pamphlets	12	75,0
Sound recordings	12	75,0
Official publications of your government	11	68,8
Conference proceedings	10	62,5
Video recordings	10	62,5
Graphic materials	10	62,5
Microforms	9	56,3
International government publications	9	56,3
Motion pictures	8	50,0
Other electronic documents	7	43,8
Dissertations	7	43,8
Computer files and software	6	37,5
Periodical articles	6	37,5
E-journals	5	31,3
E-books	4	25,0

These results show that there is still primary emphasis on the bibliographic control of print formats. Some countries, for example Barbados, only cover textual formats. Others have included a few other formats.

Some countries have substantial bibliographic control; e.g., Brazil, Mexico, Panama, Peru and Venezuela.

The agencies were asked to indicate whether the material under bibliographic control is included in their legal deposit legislation. Five countries have more material under bibliographic control than what is included in the legal deposit system. Five countries have bibliographic control of all the material obtained under legal deposit, whereas two countries have less material under bibliographic control than is included in the law. The remaining NBAs did not answer this question. Several agencies (e.g. Mexico, Panama) have included digital material even though it is not yet part of the legislation. In Peru e-books and e-journals are included in the legislation, but the material is not under bibliographic control.

It is worth noticing that the percentage of inclusion of e-material was far higher in the worldwide survey of 2001. In that survey 53.8% had bibliographic control of e-books, 51.9% of computer files and software, 50% of e-journals and 48.1% of other electronic documents.

9 agencies (56.3%) have bibliographic control of international government publications. Paragraph 18 in the ICNBS recommendations states: "IFLA should encourage intergovernmental and international non-governmental organizations to record their publications in bibliographies (preferably their own), according to internationally agreed bibliographic standards". Some countries have this type of material included in their legal deposit legislation, others have not. In the 2001 survey the percentage was 36.5.

### **Plans for the future**

When asked about their plans for the next five years in terms of major changes in the area of bibliographic control and legal deposit Argentina reports that the national library drafted a legal deposit act in 2003. This act will also form the basis of the introduction of a national bibliography. The national libraries of Bolivia and Guatemala have also drafted revisions to current law. The revisions of Brazil and Mexico have been sent to their respective legislatures. Several agencies, such as Colombia, Trinidad and Tobago and Uruguay, report that they are eager to include electronic documents and /or audiovisual material.

### **Do the NBAs comply with the ICNBS recommendations regarding legal deposit?**

According to *The final recommendations of the International Conference on National Bibliographic Services* (1998), paragraph 1, states should, as a matter of urgency, examine existing deposit legislation and consider its provisions in relation to present and future requirements. Where necessary, existing legislation should be revised.

Several countries in Latin America and the Caribbean have indeed examined and revised their legal deposit legislation since 1998. The agencies with recent legislation comply far better with the recommendations, as might be expected. An example is Venezuela, which had a revision in 1999. This country has bibliographic control of all the material types incorporated in this survey. In some of the countries there is still, however, a need to revise legislation further to include more types of materials e.g. electronic publications.

The countries that have not revised their legislation recently have, generally speaking, fewer types of materials under bibliographic control than those with recent revisions. These countries should be urged to revise their legislation as soon as possible.

Countries without specific legal deposit acts consider their legal deposit system to be inefficient and should be asked to introduce legal deposit legislation as soon as possible. These countries do not currently conform to the ICNBS recommendation, paragraph 2: "States currently without legal deposit legislation are urged to introduce it".

Several countries report that the publishers are not fully informed about their obligations. Others report that their NBAs do not have the resources to collect the material or launch information campaigns. There are also problems connected with the number of copies and the enforcement of the law. The ICNBS recommendations stress the fact that legislation should

include measures for law enforcement and the deposit of copies (paragraph 3). The NBAs should address this issue.

### **The national bibliography**

When asked whether there is a national bibliography in their country, 14 agencies answered yes, 3 no. The countries that do not have a national bibliography at the moment are Argentina, Guatemala and Panama.

Argentina reports that regional and subject bibliographies do exist in the country, but not as substitutes for the national bibliography.

The national libraries currently compile all the national bibliographies. In Bolivia the Archivo y Biblioteca Nacionales de Bolivia has been responsible for preparing the national bibliography since 2003. From 1963-2001 an individual book dealer, Mr. Werner Guttentag T, published the national bibliography.

None of the agencies plan to eliminate the national bibliography in the next five years. Argentina and Panama plan to start producing a national bibliography within the period. Guatemala would like to start publishing if it can find the necessary resources.

### **Materials covered by the national bibliography**

The following table presents the number and percentage of those agencies that answered “yes” for each kind of material. 15 agencies provided information.

<b>Types of materials</b>	<b>Number of agencies</b>	<b>Percentage</b>	<b>Added in the 1999-2003 period</b>	<b>To be added before 2008</b>
Books	15	100,0		
Serials	13	86,7		
Textbooks	12	80,0		
Pamphlets	10	66,7	1	
Sound recordings	10	66,7	3	
Official publications of your government	10	66,7		
Maps	9	60,0	2	
Materials about the country published abroad	9	60,0		
Conference proceedings	9	60,0		
Music	8	53,3	3	
Video recordings	8	53,3	4	
International government publications	6	40,0		
Dissertations	6	40,0		
Graphic materials	5	33,3	3	1
Microforms	4	26,7	1	1
Motion pictures	4	26,7	1	1
Other electronic documents	4	26,7	3	4



Computer files and software	4	26,7	3	
Periodical articles	4	26,7	1	
E-journals	2	13,3	1	5
E-books	2	13,3	1	5

This table shows that there is still an emphasis on text formats and describes a situation quite similar to the findings in the 2001 survey. It is, however, encouraging to see that newer material such as e-books and e-journals to a certain extent are being included in the national bibliography and that many agencies plan to include this material within the next five years. It was also good to see that no material had been deleted during the 1999-2003 period and that there were no future plans for excluding any form of material.

With the exception of books, the percentage of materials under bibliographic control is higher than the inclusion rate of the materials in the national bibliographies. Still, many countries have a situation where the bulk of the material under bibliographic control is included in the national bibliographies. A clear exception is Colombia with 16 types of material under bibliographic control and a national bibliography merely consisting of books. Audiovisual and electronic materials material tend to be more easily left out of the national bibliographies than textual material. An exception is Barbados, which has included e-books and e-journals in its national bibliography even though they do not report having bibliographic control of the material.

9 agencies (Barbados, Bermuda, Bolivia, Chile, Cuba, Jamaica<sup>3</sup>, Peru, Uruguay, Venezuela) report that they include publications about the country published abroad even if this is not included in the legal deposit legislation.

Some agencies have had an impressive expansion in terms of including new material in the national bibliography in the 1999-2003 period. Good examples are Mexico (6 additions), Trinidad and Tobago (7 additions) and Peru (8 additions).

While some countries; e.g., Brazil, Cuba, Mexico, Peru and Venezuela, have comprehensive national bibliographies, other countries leave out quite a number of materials. In Colombia the national bibliography consists of books only. Costa Rica is in a similar situation.

### **Plans for the future**

The overall impression is that future plans include adding more formats to the national bibliography. An example of this is Trinidad and Tobago, which despite having an old legal deposit law has included much material during the last few years and plan adding another 6 types of material before 2008.

### **The production and distribution of the national bibliography**

Several agencies reported that their national bibliography had not been published during a certain period, and that there were financial constraints on printing the bibliography, or

<sup>3</sup> Not yet implemented, regulations are still being drafted

general staff problems due to the economic situation in the country. Some reported that their problems were in the process of being solved.

### *Publication pattern*

Of the 13 countries that filled in information on the publication pattern, 11 countries report that their national bibliography is published annually. Chile, Cuba, and Trinidad and Tobago report having cumulations. Bermuda publishes quarterly, whereas Colombia's national bibliography was planned as an annual publication, but will probably be printed biannually and supplemented by annual CD-ROMs.

In Jamaica the national bibliography was previously published quarterly, now from 1998 annually. For a period publishing came to a halt due to lack of human resources. The agency plans to go back to quarterly and cumulative issues once they have cleared the back issues.

### *Arrears*

Colombia reported that their bibliography was published in 1992-1996. They plan to publish 1997-2003 in 2005. The printing of the national bibliography depends on the availability of financial resources.

In Cuba the national library has been in charge of the national bibliography since 1959. The years 1990 and 1991 have not been published; the Universidad de Río Piedras in Puerto Rico will publish the 1994-1997 editions. Cataloguing is up to date in manual systems and in some cases in databases, but there are economic problems in terms of printing.

Guatemala states that the national library would like to publish the national bibliography if and when it has the resources. The bibliography has not been published since 1997.

Mexico reports that the bibliography is delayed. The years 2001-2003 are, however, in the process of being published in CD-ROM form.

Trinidad and Tobago has produced cumulations to bring the publication up to date.

In Uruguay the national bibliography was published steadily from 1968-1995. They plan to publish their arrear (1996-2003) on CD-ROM.

In Venezuela the national bibliography has been compiled up to the year 2002, but not published since 1997 due to lack of financial resources.

### *Distribution*

When asked whether they considered the distribution of the national bibliography to be effective, 7 agencies answered yes, 7 no, for a variety of reasons. One agency states that the dissemination of records would have been better if the national bibliography appeared on the Internet; others consider transportation costs and tight library budgets to be an obstacle to effective distribution.

### **Adoption of international standards**

The survey asked some questions to explore whether the agencies use internationally approved standards.

### *Scripts*

Some agencies gave answers that needed interpretation. In these cases the Bell/Langballe report (2001) was consulted. All countries support Latin scripts. No other scripts were reported.

### *Cataloguing tools*

All the agencies except Costa Rica reported that they use AACR. Barbados, Columbia, Uruguay and Venezuela in addition use ISBDs, whereas Barbados, Costa Rica, Mexico and Trinidad and Tobago also use ALA rules. Brazil, Jamaica and Trinidad and Tobago use LC subject headings. Only Cuba reported using other systems (national cataloguing codes).

### *Classification*

Except for Bolivia, which does not classify, but files by size, and Uruguay, all agencies use Dewey Decimal Classification. Uruguay and Venezuela also use Library of Congress Classification. Venezuela has also indicated using other systems, but has not provided further details.

### *International standard numbers*

When asked of what international standard numbers are in use, Guatemala and Peru answered ISBN (only). The other agencies (14 in all) also include ISSN. Three agencies even include ISMN (Brazil, Colombia, Trinidad and Tobago).

### *CIP programmes*

When asked if their countries have a CIP programme 5 agencies answered yes (Colombia, Costa Rica, Jamaica, Mexico and Venezuela), while 12 answered no. Colombia reported that there is a CIP programme run by the Biblioteca Luis Ángel Arango de Bogotá and that the national library is planning to offer this service as well. Mexico reported that CIP only is used by a very low number of publishers. Venezuela, Peru and Chile gave similar answers. Some of the countries that answered no to the question reported some CIP activities. Cuba and Trinidad and Tobago are considering initiating CIP programmes.

## The format of the national bibliography

Country	Print	Microfiche	Computer tape	Floppy disk	CD-ROM	On line	Internet
Barbados	x						
Bermuda	x						
Bolivia	x				x		
Brazil							x
Chile						x	x
Colombia	x						x
Costa Rica			x				
Cuba	x					x	
Jamaica	x						
Mexico					x		
Peru	x					x	x
Trinidad and Tobago	x				x		
Uruguay	x						
Venezuela	x				x	x	x

Of the 14 countries that have reported having a national bibliography, 10 still publish a print version (71%). One agency publishes on computer tape, while 4 have CD-ROM, 4 are online and 5 agencies use Internet access.

During the 1999-2003 period the agencies reported the following changes: Brazil stopped producing CD-ROMs. Peru stopped producing floppy disks, but introduced online and Internet access. Chile introduced online and Internet access. Trinidad and Tobago introduced CD-ROMs.

When asked about their plans for the next five years, Barbados, Jamaica, and Trinidad and Tobago indicate that they plan to add online access as well as Internet access. Costa Rica, Mexico and Uruguay plan to have Internet access. Colombia, Peru and Uruguay plan to add CD-ROM capability.

None of the agencies report that they plan to stop producing the printed bibliography. This indicates that the printed format holds a strong position in the area.

## National records as an online resource

13 agencies (76.5%) report that they have MARC-based records, Argentina, Barbados, Bolivia and Guatemala do not. Guatemala plans to join the Caribbean Digital Library in 2004. 8 agencies use MARC 21, Jamaica UNIMARC. Uruguay has records with elements in common with the MARC format, and plans a conversion to MARC21. In Costa Rica a MARC

format used by the SIABUC programme, developed by the Universidad de Colima, México is used.

Cuba reports that their databases covering the period 1992-1997 are in a local format that has been developed by the national library. They have also used BMARC, based on UNIMARC during the 1998-2001 period.

In Peru the national library uses USMARC and IBERMARC formats adapted to software in the SABINI database. The national library plans to use MARC21 from 2005.

When asked about how agencies make the online national bibliographic records available multiple answers were given. 8 answered that the records were mixed in as part of the file that includes all records held by the agency. 3 reported that the records are in a separate file of materials published in the country and held by the agency. 1 agency has its records included as part of a union catalogue of materials published in the country and held by several agencies.

### **Do the NBAs comply with the ICNBS recommendations regarding national bibliographies?**

Three agencies do not produce a national bibliography. The ICNBS recommendations state that the national bibliography is a major instrument in ensuring a full recording of the national published heritage and achieving bibliographic control. The countries currently without a national bibliography should therefore be encouraged to produce one.

#### *Coverage:*

The ICNBS recommendation, paragraph 4, states that national bibliographies should include the current national output. In Latin America and the Caribbean there are some national bibliographies that are impressively comprehensive. Some NBAs have included several new types of material during the last few years and/or have plans to include more material in the future. Still, other national bibliographies only include printed material. Generally speaking this recommendation is not met.

All countries support Latin scripts, which indicate that the NBAs use transcription/transliteration when dealing with other scripts. According to paragraph 5 of the ICNBS NBAs are recommended to include the languages and/or scripts in which publications are produced within a state. Wherever possible the records should include the languages and/or scripts in which the publications originally appeared.

#### *The presentation and timeliness/international standards used:*

Most Latin American countries still use a print format. This format meets recommendation 6: "At least one of the formats used to distribute the national bibliography should be capable of meeting archiving and preservation needs of the national bibliography and should be permanently accessible." The agencies that have online access only should ensure that the recommendation is met.

Paragraph 7 states that the material should be listed as soon as possible after publication and that the distribution of the national bibliography is effective. Timeliness and effective distribution is a problem in this region and is a matter that should be addressed by the NBAs.

Most NBAs have formats according to internationally approved standards thus complying with paragraph 10, “The bibliographic records included in the national bibliography should be based on internationally recognised standards....”

## Conclusions

- The agencies acquire materials through legal deposit
- Legal deposit legislation still emphasizes print material
- Many agencies presently revise legislation to include more types of materials, especially electronic documents
- Some countries have old legislation that requires revision
- Countries without a specific legal deposit act would like/plan to introduce it
- In awaiting new legal deposit legislation some agencies include material under bibliographic control that is not provided for under the current legislation.
- The national bibliographic agencies are committed to producing national bibliographies
- Countries currently without national bibliographies would like/plan to establish this service
- The national bibliography is becoming increasingly diversified in terms of including different types of material, but there is still a clear emphasis on text formats
- With the exception of books, the percentage of materials under bibliographic control is higher than the inclusion rate of the materials in the national bibliographies
- Timeliness is a problem in some countries. This is mainly due to the economic situation in the area
- The agencies use international standards in cataloguing, classification and use of numbering systems
- Less than 1/3 of the countries have CIP programmes
- Print remains the preferred format for the national bibliography. One agency has abandoned the CD-ROM; others plan to start CD-ROM production. There is increased focus on online and Internet access. Other formats are almost non-existing
- About 76 percent of the agencies have MARC-based records
- Online national bibliographic records exist mainly as part of the national library’s catalogue, but also in separate files or as part of the national union catalogue.

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## Appendix 1

### Survey respondents in alphabetical order

Survey respondents in alphabetical order

Country	Institution
Argentina	Biblioteca Nacional de la República Argentina
Barbados	National Library Service
Bermuda	Bermuda National Library
Bolivia	Archivo y Biblioteca Nacionales de Bolivia
Brazil	National Library Foundation
Chile	Biblioteca Nacional de Chile
Colombia	Biblioteca Nacional de Colombia
Costa Rica	Biblioteca Nacional “Miguel Obregón Lizano”
Cuba	Biblioteca Nacional de Cuba Jose Marti
Guatemala	Biblioteca Nacional de Guatemala
Jamaica	National Library of Jamaica
Mexico	Biblioteca Nacional de México
Panama	Biblioteca Nacional Ernesto J. Castillero R.
Peru	Biblioteca Nacional de Perú
Trinidad and Tobago	National Library and Information System Authority
Uruguay	Biblioteca Nacional de Uruguay
Venezuela	Instituto Autónomo Biblioteca Nacional

## Appendix 2

### IFLA survey on national bibliography

Name of agency:	
Address:	
Person answering survey:	
Title/Position:	
Date survey completed:	E-mail:
Telephone:	Fax :
Please return by <b>February 1<sup>st</sup> 2004</b> to:	Unni Knutsen, National Library of Norway, P.O. Box 2674 Solli N-0203 Oslo, NORWAY Email: <a href="mailto:unni.knutsen@nb.no">unni.knutsen@nb.no</a>

#### 1. Legal deposit and bibliographic control

1.1. *Does your country have legislation that requires legal deposit of some or all types of publications?*

Yes:		No:	
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1.2. *If your country has legal deposit legislation, please indicate when the act was passed and the year of the latest revision (if any).*

Which year was the legal deposit act passed?	
Which year was the latest revision?	

1.3. *Do you consider the legal deposit system to be effective in your country?*

Yes:		No:	
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Comments

1.4. For what types of materials published in your country does your institution attempt to provide bibliographic control? (Please indicate with an x if the material is included in the legal deposit regulations in your country)

Types of materials	Yes	No	Included in legal deposit
Books			
Serials			
Maps			
Music			
Sound recordings			
Motion pictures			
Video recordings			
Graphic materials			
Computer files and software			
Microforms			
E-books			
E-journals			
Other electronic documents			
Pamphlets			
Official publications of your government			
International government publications			
Dissertations			
Conference proceedings			
Textbooks			
Periodical articles			
Other (please specify)			

1.5. Do you have any plans for major changes in the area of bibliographic control and legal deposit within the next five years? Any other comments?

## 2. The national bibliography

2.1. *Do you produce a national bibliography in your country?*

Yes:		No:	
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2.2. *If yes, is the National Library the responsible agency? (If no, please state the responsible agency under comments)*

Yes:		No:	
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2.3. *If a national bibliography does not exist, is there a regional bibliography or other substitution? (Please specify under comments)*

Yes:		No:	
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2.4. *If the national bibliography has ceased to exist, please indicate the years of operation*

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2.5. *If you do not have a national bibliography at the moment, are there any plans to establish one within the next five years?*

Yes:		No:	
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2.6. *Are there any plans to eliminate the national bibliography within the next five years?*

Yes:		No:	
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Comments

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2.7. What types of materials does the national bibliography cover?( Please indicate changes that took place in the 1999 –2003 period and changes you foresee in the next five years)

Types of materials	Yes	No	Added(+) or deleted(-) in the 1999-2003 period	To be added(+) or deleted(-) before 2008
Books				
Serials				
Maps				
Music				
Sound recordings				
Motion pictures				
Video recordings				
Graphic materials				
Computer files and software				
Microforms				
E-books				
E-journals				
Other electronic documents				
Pamphlets				
Official publications of your government				
International government publications				
Dissertations				
Conference proceedings				
Textbooks				
Periodical articles				
Materials about the country published abroad				
Other (please specify)				

2.8. What scripts does your national bibliography support?

Scripts	Yes	No
Latin		
Non-Latin		
Others (please specify under comments)		

2.9. What cataloguing tool(s) do you use?

Cataloguing tool	Yes	No
AACR		
ISBDs		
ALA rules		
LC rules		
Others (please specify under comments)		

2.10. What classification tool(s) do you use?

Classification tool	Yes	No
Dewey Decimal Classification (DDC)		
Universal Decimal Classification (UDC)		
LC Classification		
Others (please specify under comments)		
We do not classify the material		

2.11 What international standard numbers are in use?

Type of standard number	Yes	No
International Standard Book Number (ISBN)		
International Standard Serial Number (ISSN)		
International Standard Music Number (ISMN)		

2.12. Does your country have a CIP programme?

Yes:		No:	
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Comments

### 3. The format for publication of the national bibliography

3.1. What are the present format(s) for publication of the national bibliography?

Format of publication	Yes	No	Added(+) or deleted(-) in the 1999-2003 period	To be added(+) or deleted(-) before 2008
Print				
Microfiche or similar				
Computer tape				
Floppy disk				
CD-ROM				
On-line access (other than Internet)				
Internet				

3.2. How often is the national bibliography published? (not applicable for agencies with only on-line/Internet access)

Publication frequency	Yes	No
Monthly		
Quarterly		
Twice a year		
Yearly		
Other publication pattern (please specify under comments)		
Do you produce cumulations (please specify under comments)		

3.3. Do you consider the distribution of the national bibliography to be effective in your country?

Yes:		No:	
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Comments

## 4. National records as an online resource

4.1 Are the records MARC-based?

Yes:		No:	
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4.2 If yes, what MARC format(s) do you use?

MARC format	Yes	No
UNIMARC		
MARC21		
National MARC format		
Others (please specify under comments)		

4.3. Which answer best describes how you make the online national bibliographic records available? (Only one answer, please)

Mixed in as part of the file that includes all records held by our agency	
As a separate file of materials published in our country and held by our agency	
Mixed in as part of a union catalogue of all records held by several agencies	
As part of a union catalogue of materials published in our country and held by several agencies	

Comments