

**Dokumentation – Bestämning av prisindex för
tryckta och elektroniska media inköpta av
bibliotek (ISO 9230:2007, IDT)**

**Information and documentation – Determination
of price indexes for print and electronic media
purchased by libraries (ISO 9230:2007, IDT)**

ICS 01.140.20

Språk: engelska

Publicerad: augusti 2007

Den internationella standarden ISO 9230:2007 gäller som svensk standard. Detta dokument innehåller den officiella engelska versionen av ISO 9230:2007.

Denna standard ersätter SS-ISO 9230, utgåva 1.

The International Standard ISO 9230:2007 has the status of a Swedish Standard. This document contains the official English version of ISO 9230:2007.

This standard supersedes the Swedish Standard SS-ISO 9230, edition 1.

Upplysningar om **sakinnehållet** i standarden lämnas av SIS, Swedish Standards Institute, telefon 08 - 555 520 00.

Standarder kan beställas hos SIS Förlag AB som även lämnar **allmänna upplysningar** om svensk och utländsk standard.

Postadress: SIS Förlag AB, 118 80 STOCKHOLM
Telefon: 08 - 555 523 10. *Telefax:* 08 - 555 523 11
E-post: sis.sales@sis.se. *Internet:* www.sis.se

Contents

Page

Foreword.....	iv
Introduction	v
1 Scope	1
2 Terms and definitions.....	1
3 Presentation	5
3.1 General.....	5
3.2 Preferred presentation	6
3.3 Geographical coverage	6
4 Structure of price	6
4.1 General.....	6
4.2 Price differences	6
4.3 Prices for books	7
4.4 Prices for serials	7
4.5 Prices for databases.....	8
5 Price indexes for books	9
5.1 General.....	9
5.2 Books not included in the index	9
5.3 Categories for the index.....	10
5.4 Sources for collection of prices	10
5.5 Methods of compilation.....	10
5.6 Reporting of indexes	11
6 Price indexes for serials	11
6.1 General.....	11
6.2 Serials included in the index	11
6.3 Serials not included in the index.....	12
6.4 Sources for the collection of prices.....	12
6.5 Methods of compilation.....	12
6.6 Reporting of indexes	13
7 Price indexes for databases	13
7.1 General.....	13
7.2 Databases included in the index	13
7.3 Databases not included in the index	14
7.4 Sources for the collection of prices.....	14
7.5 Methods of compilation.....	14
7.6 Reporting of indexes	15
Annex A (informative) Subject classification	16
Annex B (informative) Guidelines for local cost indexes	19
Annex C (normative) List of equivalent terms.....	21
Bibliography	22

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 9230 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 8, *Quality — Statistics and performance evaluation*.

This second edition cancels and replaces the first edition (ISO 9230:1991), which has been technically revised.

Introduction

The intention of this International Standard is to provide the international library community with a methodology for establishing national price indexes for the documents they acquire. This second edition has been expanded to cover electronic as well as printed books and serials, and electronic databases.

A problem well known to libraries is the difficulty of controlling the amount of funding made available annually for acquisitions.

If libraries generally acquired documents, in one physical medium, solely from national sources, and had stable budgets, the problems of budget control for library documents would be simple. This is, however, not the situation. Libraries now have to cope with information of a greater variety than before, and from international sources. These developments in the information world are accompanied by general economic developments that seem to create reductions and instability in library budgets.

Under such circumstances the demand for effective library management grows, and with it the demand for tools for library management. Use of price indexes is, of course, only one element in library management practice, but one which is nevertheless necessary for relevant budget control. National price indexes are not only needed for funding but also for negotiation with vendors and publishers.

Price indexes do not relate only to national production, but to materials of both national and international origin used by libraries. It is not intended that price indexes constructed according to this methodology should in any way replace general consumer price indexes or specific indexes set up by the trade. However, indexes can normally be regarded as accurate only within a specific environment. The experience that led to the preparation of this International Standard was the difficulty in applying indexes of non-library origin to library management.

It is easy to understand the difficulties of reporting prices when one takes into consideration the international background of most library and information work, which can involve many countries and currencies.

This International Standard is intended to be, therefore, an accepted tool for library management.

It has been necessary to apply certain limitations to this International Standard.

Though libraries in most countries still spend the majority of their financial resources on print media (books and journals), there is a growing collection of electronic documents that can be more important for use. The priority between these groups can differ from library to library, but they are dealt with together in this International Standard. Increasingly, libraries are acquiring large electronic collections, and one of the key reasons for revision of this International Standard was to incorporate methodologies appropriate to a range of digital documents. This International Standard therefore covers books and serials in both print and electronic forms, and databases. It was decided to continue to exclude from this International Standard criteria which could be used for price indexes for other types of physical media. This International Standard does not ignore the need to deal with these other physical media. They have, however, been excluded in order to bring this work to a conclusion.

In the future, when more experience is gained, any revision of, or addition to, this International Standard could include other physical media.

Information and documentation — Determination of price indexes for print and electronic media purchased by libraries

1 Scope

This International Standard specifies a method for the determination of price indexes relating to the prices of print and electronic media acquired by libraries. It is not meant for calculating a price index of the national media production. The media included are restricted to books, serials and databases.

NOTE Further details are given in 2.2 and 3.1.

It is intended primarily for use by the library community, although it is accepted that other organizations may also find it useful. It focuses on compiling price indexes on the base of national and international sources, relevant to one country or region and different types of libraries. Different indexes will be appropriate to different types of library, according to the types of material in their collections. This International Standard presents a methodology allowing for a general index which could be calculated from subsets of data, and could be weighted according to local needs. It introduces sampling methods for the selection of materials on which to base calculations.

Note that this International Standard describes indexes of prices, not of costs. Local cost indexes can be compiled instead of price indexes where there is insufficient uniformity of pricing structures to permit the calculation of price indexes, or as an additional tool for libraries. Guidelines for the calculation of local cost indexes are given in Annex B.

2 Terms and definitions

For the purpose of this document, the following terms and definitions apply.

NOTE The equivalent English or French terms, as appropriate, have been given in Annex C.

2.1

access rights

rights for reaching or using the library collection

NOTE For the electronic collection, this implies that the library has secured permanent or temporary access for its users by law, license or other contractual and/or cooperative agreement.

[ISO 2789:2006, definition 3.2.2]

2.2

audiovisual document

document in which sound and/or pictures are predominant and which requires the use of special equipment to be seen and/or heard

NOTE This includes audio documents such as records, tapes, cassettes, audio compact discs, files of digital audio recordings; visual documents such as slides, transparencies, and combined audiovisual documents such as motion pictures, video recordings, etc. Microforms are excluded.

[ISO 2789:2006, definition 3.2.4]

SS-ISO 9230:2007 (E)

2.3

average price

total of the prices of all documents of a given category for a stated period, divided by the number of items

2.4

book

non-serial printed document in codex form

[ISO 2789:2006, definition 3.2.5]

2.5

book price

specified or recommended price of a book to the public by the publisher without discounts

2.6

bundle

collection of databases, electronic serials or digital documents from a single publisher, on a single subject, or for a special interest group, sold for a combined price

2.7

compact disc read-only memory

CD-ROM

computer-based information storage and retrieval medium based on laser technology that contains data in text and/or multimedia formats

NOTE CD-ROMs are counted according to their contents as database, digital document, electronic serial, audiovisual document, or electronic patent.

[ISO 2789:2006, definition 3.2.7]

2.8

database

collection of electronically stored data or unit records (facts, bibliographic data, texts) with a common user interface and software for the retrieval and manipulation of the data

NOTE 1 The data or records are usually collected with a particular intent and are related to a defined topic. A database can be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet.

NOTE 2 Licensed databases are counted separately even if access to several licensed database products is effected through the same interface.

NOTE 3 Adapted from ISO 2789:2006, definition 3.2.10.

2.9

digital document

information unit with a defined content that has been digitized by the library or acquired in digital form as part of the library collection

NOTE 1 This includes eBooks, electronic patents, networked audiovisual documents and other digital documents, e.g. reports, cartographic and music documents, preprints etc. Databases and electronic serials are excluded.

NOTE 2 Items incorporated in databases are covered by 2.8.

NOTE 3 A digital document can be structured into one or more files.

[ISO 2789:2006, definition 3.2.12]

2.10 document

recorded information which can be treated as a unit in a documentation process, regardless of its physical form and characteristics

NOTE 1 Documents can differ in their physical form and characteristics.

NOTE 2 Adapted from ISO 2789:2006, definition 3.2.13.

2.11 electronic book eBook

digital document, licensed or not, where searchable text is prevalent, and which can be seen in analogy to a print book (monograph)

NOTE 1 The use of eBooks is, in many cases, dependent on a dedicated device and/or a special reader or viewing software.

NOTE 2 eBooks can be lent to users either on portable devices (eBook readers) or by transmitting the contents to the user's PC for a limited time period.

[ISO 2789:2006, definition 3.2.15]

2.12 electronic collection

all resources in electronic form in the library collection

NOTE The electronic collection includes databases, electronic serials, digital documents and computer files. Free Internet resources, even those which have been catalogued by the library in its online catalogue or a database, are excluded.

[ISO 2789:2006, definition 3.2.16]

2.13 electronic serial

serial published in electronic form only or in both electronic and another format

NOTE Comprises serials held locally and remote resources for which access rights have been acquired, at least for a certain period of time.

[ISO 2789:2006, definition 3.2.17]

2.14 library collection

all documents provided by a library for its users

NOTE 1 Comprises documents held locally and remote resources for which permanent or temporary access rights have been acquired.

NOTE 2 Access rights can be acquired by the library itself, by a consortium and/or through external funding.

NOTE 3 Acquisition is to be understood as deliberately selecting a document, securing access rights and including it in the online catalogue or other databases of the library. Interlibrary lending and document delivery are excluded.

NOTE 4 Does not include links to Internet resources for which the library has not secured access rights by legal agreements (e. g. legal deposit right), license or other contractual and/or cooperative agreement. Free Internet resources, even those which have been catalogued by the library in its online catalogue or a database, are excluded.

[ISO 2789:2006, definition 3.2.22]

SS-ISO 9230:2007 (E)

2.15

monograph

publication in print or non-print form, either complete in one volume or complete, or intended to be completed, in a finite number of volumes

[ISO 2789:2006, definition 3.2.25]

2.16

monographic series

number of monographs related to other monographs through the addition of a collective title

[ISO 2789:2006, definition 3.2.26]

2.17

newspaper

serial which contains news on current events of special or general interest, the individual parts of which are listed chronologically or numerically and appear usually at least once a week

NOTE Electronic newspapers are included.

[ISO 2789:2006, definition 3.2.28]

2.18

paperback

book issued by a publisher in a paper cover trimmed flush with the leaves

[BSI DD 247:1998]

2.19

periodical

serial under the same title published at regular or irregular intervals, over an indefinite period

NOTE 1 Individual issues in the series being numbered consecutively or each issue being dated.

NOTE 2 Series of reports, transactions of institutions, series of regular conference proceedings and annuals are included, while newspapers and monographic series are excluded.

NOTE 3 Electronic periodicals are included.

NOTE 4 Adapted from ISO 2789:2006, definition 3.2.33.

2.20

physical unit

physically coherent document unit inclusive of any protective devices, freely movable against other document units

NOTE 1 Coherence can be achieved, for example, by binding or encasement.

NOTE 2 For printed documents, the term "volume" is used for the physical unit.

[ISO 2789:2006, definition 3.2.34]

cf. **volume** (2.25).

2.21

price index

index showing the relative change in the average price over an interval of time

NOTE 1 Adapted from ANSI/NISO Z39.20:1999.

NOTE 2 A price index has a base period of one or more years, and the average price in the base period is assigned the index value of 100; the average prices in succeeding years are divided by the base period average price and multiplied by 100 to give the price index for each year.

2.22
serial

publication in print or in non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever its periodicity

[ISO 5127:2001, definition 2.4.06]

NOTE 1 For the purpose of this International Standard, serials are subdivided into newspapers and periodicals, each of these by format into electronic and non-electronic serials.

NOTE 2 Monographic series are excluded and are counted as books.

2.23
serial price

publisher's domestic institutional price for an annual subscription to a serial

NOTE When different delivery schemes exist, the price for the subscription with domestic surface delivery is chosen. Prices, including discounts, multi-year subscription rates, etc., are not chosen.

2.24
title

words at the head of a document thus identifying it and normally distinguishing it from others

[ISO 5127:2001, definition 4.2.1.4.01]

NOTE For measuring purposes, "title" describes a document which forms a separate item with a distinctive title, whether issued in one or several physical units, and disregarding the number of copies of the document held by the library. See ISO 11620:1998, 3.23.

2.25
volume

physical unit for a printed document assembling a certain number of leaves under one cover to form a whole or part of a set

[ISO 2789:2006, definition 3.2.39]

3 Presentation

3.1 General

To prevent confusion the following overall presentation should be used. In this presentation, monographic series are included in the definition of monographs (2.15), and series of regular conference proceedings, yearbooks and annuals are included in the definition of periodicals (2.19). This is in line with the definitions given in ISO 2789.

If other presentations are given the actual choice should be stated.