Prezentace předmětu:
INFORMATION MANAGEMENT

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INFORMATION MANAGEMENT

4. DOCUMENTS - TYPES AND IDENTIFICATION

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Introduction

The chapter deals not only with the definition of the document itself but also with the division into individual types, document identification, document work, object placement.

A significant part is also devoted to the issue of electronic documents, which depend on the technical means, the standards of the environment used and, last but not least, on the program tools necessary for accessing their content.

In terms of a huge number of different documents, it is absolutely essential for efficient work to make use of quick and accurate document search capabilities through the creation of internationally usable document identification systems.

Goals of the chapter

✓ **Define the concept of documents**

✓ **Define the types of documents**

✓ **Identification of documents**

Documents

To define the document, we will build on several definitions in Czech technical standards (ČSN) currently issued by the Office for Technical Standardization, Metrology, and State Testing.

According to CSN ISO 5963, a document is any item that has been made in a print or other way and can be cataloged or indexed.

This definition relates not only to written and printed documents in paper or micrographic forms such as books, magazines, pictures, maps, but also non-printed documents such as machine-readable recordings, films, sound recordings, and three-dimensional objects or realms used as proofs.

Documents

According to the ČSN 01 0193 standards, a document is a material object which serves as an information source function, which can be cataloged and indexed.

ISO 9707 then defines the term document as recorded information, which can be considered as a unit in the documentation process, regardless of its physical form and proper-ties.

Vaněk (2013) states that the documents (information sources) are divided according to a number of criteria, eg according to the way (forms) of recording the content, by means of the medium (transmitted by energy, printed, electronic etc.) or issuing continuity (single or periodic) Documents can be identified, processed, exchanged as a whole (unit) between users and / or systems.

Documents

According to Vaněk (2013), electronic documents do not differ from traditional types of documents from content but some formal characteristics, especially from the digital recording of information. The content of the documents is independent of the media - the storage medium.

Electronic documents are dependent on:

❑ technical means,

❑ standards of the environment used,

❑ the programming tools necessary to access their content.

Types of documents

The most well-known types of documents include:

- ❑ **books,**
- ❑ **periodicals and serial publications,**
- ❑ **special literature,**
- ❑ **gray literature,**
- ❑ **other kinds of documents.**

Types of documents - books

The most famous type of document is probably a book that has existed in various forms since antiquity (from ancient scrolls to modern digital books).

The book is referred to as the most effective, lasting and oldest means of communicating ideas.

In terms of professional definition, for example, according to ČSN ISO 5127, a book of mental work is written, printed or electronic, usually divided into pages and forming a physical unit. Another Standard CSN ISO 01 0166 defines the book as a printed or any other-made graphic document, bundled in the shape of a bundle and forming a thought and artistic whole.

Types of documents - books

Types of books by Vaněk (2013):

❑ **monographs - a publication, systematically, versatile and in detail dealing with one topic usually narrowly defined, may be the work of one or more authors,**

❑ **proceedings - a set of individual articles of many authors, eg contributions from conferences, congresses, etc.,**

❑ **textbooks - learning material for different grades of schools,**

❑ **university script,**

❑ **manuals,**

❑ **encyclopedia (Educational Dictionary) - Alphabetically or systematically structured terms,**

❑ **dictionaries - language (translation, interpretation, terminology, glossaries,**

Types of documents - books

- ❑ **directories, phone directories,**
- ❑ **tables,**
- ❑ **guides,**
- ❑ **instructions,**
- ❑ **music,**
- ❑ **atlases,**
- ❑ **visual publications.**

Types of documents - periodicals, series publications

After books, the most well-known types of documents are undoubtedly periodicals and serial publications, which have the great advantage of containing up-to-date information from various authors in frequently themed themes.

The periodical, respectively. a periodical press according to Act 46/2000 Coll. means: "newspapers, magazines and other printed matter published under the same title, with the same content focus and uniform graphic design at least twice in the calendar year".

According to ČSN ISO 5127, the serial publication is printed or non-printed, issued sequentially, in part or in part, with a numerical or chronological mark and intended for unlimited continuity regardless of periodicity.

Types of documents - periodicals, series publications

The periodicals are published at certain predetermined intervals (periodically) and contain individual articles from different authors thematically oriented according to the main orientation of the periodical, which is usually expressed in its title. From the point of view of the target reader, the periodical is intended either for a wider circle of readers or for readers who prefer a given topic.

Among the most famous periodicals are:

❑ newspapers - they contain up-to-date information, their periodicity is usually 1 day to 1 week,

❑ magazines - published with a period of one week to six months,

❑ yearbooks - published once a year.

Types of documents - special literature

Special literature includes standards, patents and corporate literature.

Standards can be defined as certain agreements containing technical specifications and other criteria for different materials, products, processes, and services to suit the purpose. These are qualified recommendations, the use of which is voluntary.

Patents are documents created in connection with the registration of inventions, discoveries, designs and trademarks and the granting of patents, copyright certificates, etc. These include, for example, patent documents, copyright certificates, industrial and utility designs or certificates, trademarks, applications, etc.

Types of documents - special literature

The patent is, according to ČSN ISO 690, a patent document in which the specification defining the invention is officially published, used to obtain or enforce patent rights.

The last type of special literature is corporate literature, which includes, for example, directories, catalogs of trade fairs and exhibitions, catalogs with production programs of companies, corporate magazines as well as annual reports.

Corporate literature includes those materials that companies, business organizations, and companies issue to inform the public about their products, services, or activities.

Types of documents - gray literature

Gray literature refers to documents that can not be obtained from a regular distribution network, for example through a book market. Thanks to the development of modern in-formation technologies, however, they are available. They are also published or only electronically and time-made accessible without limitation to all users.

Higher education qualifications, which are individual written work papers that are the basis for obtaining a university degree, academic degree or scientific-pedagogical degree. They are:

- ❑ bachelor thesis,
- ❑ dissertation,
- ❑ rigorous work,
- ❑ doctoral (dissertation) work,
- ❑ habilitation work.

Types of documents - gray literature

The research reports contain information on the results of the research assignment. The technical reports contain the materials for production, information on the results of the test operation, the technical-economic study etc.

Types of documents – other types of documents

Other documents may include, for example, legislative documents include laws, statements, directives, regulations. In addition, the image documents include cartographic documents (monolithic, wall, plastic maps, globes, plans, and atlases).

Graphics that represent objects, facts or ideas (posters, postcards, photographs, reproductions of artwork, illustrative teaching aids, technical drawings, diagrams, and diagrams) are also included in this group.

Audio documents include audio and video recordings, sounds, sounds, sound-tracks, gramophone records, sound CDs, tapes, and cassettes, etc.

Audiovisual documents are documents recording both sound and images, such as soundtrack, videotape, DVD, multimedia, etc.

Identification of documents

In order to be able to search for documents accurately, internationally comprehensible and internationally applicable document identification systems have been developed. The significance of identification of documents within these identification systems lies in the unambiguous and unambiguous designation of the document, including the identification of its publisher, publisher,

The most important identification systems of today include the following:

- ❑ **ISBN - International Standard Book Numbering,**
- ❑ **ISSN - International Standard Serials Numbering,**
- ❑ **ISMN - International Standard Music Numbering,**
- ❑ **ISAN - International Standard Audiovisual Number,**
- ❑ **DOI - Digital Object Identifier.**

Identification of documents - ISBN

ISBN stands for "International Standard Book Numbering". It is the system of international standard numbering of books, which originated in the late 1960s in the UK. The original intention was only the national system, which gradually spread to the world and was introduced also in the Czech Republic since 1989. The center of this system is the International ISBN in Berlin. In the Czech Republic, the highest authority is the ISBN National Agency, which is based and works in the National Library of the Czech Republic. Participation in the ISBN is voluntary and is free of charge.

The basic documents governing the operation of the ISBN system are ČSN ISO 2108 Information and Documentation - International Standard Numbering Books (ISBN) and ISBN23 User Manual.

Identification of documents - ISBN

For uniquely identifying, a 10-digit ISBN is used to uniquely identify books. The following databases are created within the ISBN operation:

- ❑ the database of allocated ISBNs for individual national production titles,

- ❑ NAK (publisher directory)

- ❑ The ISBN of the books reported.

The ISBN has a solid structure where individual ISBNs are separated by a hyphen or space. The ISBN must precede the international book number.

Identification of documents - ISBN

The original 10-digit ISBN (ISBN-10) contains the following 4 parts:

❑ **a group identifier, ie a national, geographic, language or another steady group, is assigned by an international ISBN and varies with the productive age of the group,**

❑ **the identifier of the publisher or producer is assigned internally within a group specifically established for this purpose by the Agency, its length varies according to the publisher's or producer's productivity,**

❑ **the identifier of the title, the length of which is given by the length of the group identifiers and the issuer or the manufacturer,**

❑ **check digits.**

Identification of documents - ISBN

The new 13-digit ISBN (ISBN-13) then has an extra group at the beginning.

ISBN-13 now has the same structure as the EAN-13 barcode, so books like barcodes are listed directly by ISBN.

Using the ISBN in practice:

❑ booksellers for book orders, stock agenda, etc.,

❑ libraries for unambiguous title identification in bibliographic and catalog data-bases, interlibrary loan services, etc.,

❑ checking own production for publishers of books,

❑ search for end users (readers) within book catalogs.

Identification of documents - ISSN

ISSN abbreviation from the English "International Standard Serials Numbering" and is an international standard numbering system for serial publications that originated in the late 1960s in the US. In the Czech Republic, it was introduced around the beginning of the 1970s. The ISSN's top governing body is the ISSN International Center in Paris. In the Czech Republic, the Czech National Center ISSN is the governing body of the State Technical Library in Prague. The allocation of ISSNs is voluntary.

The ISSN consists of eight digits, two four-digit numeric groups, among which is a hyphen. The international number must be preceded by ISSNs. The ISSN abbreviation is separated from the first digit by a space. Prior to the ISSN, a two-letter country code, such as CS, can be entered.

Identification of documents - ISSN

The use of ISSN in practice is, according to the National Technical Library, as follows:

❑ ISSN can be used in quotes from professional journals,

❑ the ISSN is used as an identification code for the need for computer processing, searching, and transmission of data,

❑ ISSNs use libraries to identify and order magazines, for interlibrary services and union catalogs,

❑ ISSN is an essential element for effective electronic delivery of documents,

❑ You can generate a GTIN 13 barcode for the distribution of periodicals from ISSN.

Identification of documents - ISMN

ISMN is an abbreviation derived from the English "International Standard Music Numbering" and is an international standard numbering system for music, which has existed since 1995.

According to the National Library of the Czech Republic, the ISMN system in the Czech Republic has been in operation since 1996. The system originated from the success of the ISBN system and is intended for a specific type of publications - printed music. At present, 60 countries are registered in the ISMN system.

Identification of documents - ISAN

ISAN stands for English Standard International Audiovisual Number. It is an identifier that uniquely, permanently and globally identifies the audiovisual work and its expressions.

The structure of the ISAN is made up of 16 hexadecimal digits (using digits 0-9 and six letters of the Latin alphabet A-F).

ISAN is divided into two basic segments:

❑ segment tribal, it consists of 12 hexadecimal digits (the letter R = Root in the model number),

❑ a segment consisting of 4 hexadecimal digits is a segment for identifying an episode or part of a serial audiovisual work (see E = Episode in Model Number).

Identification of documents - DOI

DOI is the abbreviation of the English Digital Object Identifier and is a digital object identifier that is unique and still assigned to a digital object. DOI identifies only one entity. This identifier is machine-readable and allows for easy communication between different systems. DOI makes it easier to work with digital objects from the point of view of intellectual property.

The use of DOI is now commonly used to allocate a unique identifier to journal articles in their electronic versions. Generally, DOI can be used for any objects located on the network. The method of allocation is directed by individual registration organizations, which are overseen and managed by the International DOI Foundation.

Identification of documents - DOI

As crossref.cz states, DOI serves primarily to redirect to the current URL. While the URL changes with the move to another server, the DOI remains the same. DOI may contain other identifiers (eg, ISBN, ISSN), which also serve as unique identifiers for scientific work.

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