

SECTION 3

CHARACTERISTICS OF THE DATA BASE

At the centre of any bibliographic data base is the basic core of information to be contained in each record that will be included in the file:

Author (s)

Title

Place of publication, publisher

Name of journal

Date

Paging

Depending on the anticipated use of the data base, it is probable that it will be useful to include other information where appropriate such as:

Departmental or corporate affiliation

Contract numbers and related information

Series notation

Illustrations

Statistical information, graphs

Maps

Bibliographies

Source or availability information