

- b) Contributing this information towards the establishment and maintenance of the International file by communicating to the IC all additions, corrections or deletions in the Nigerian file.
- c) Promoting the use of ISSN within Nigeria and providing the link between publishers of serials and the ISDS network.
- d) Disseminating information from the Nigerian files and responsibility for the relationships with the various users of ISDS
- e) The NNSDC will in future maintain complete duplicates or subsets of the international file in order to serve its user community. Conditions under which these files may be reproduced or otherwise distributed are governed by the terms of agreement with the IC and the copyright conventions must be complied with.
- f) Closely following national standardizing activities in all areas connected with serial registration and processing and also participating, as a national agency in the development of international standards. The NNSDC is already communicating with the Nigerian Standards Organisation (NSO) in this regard. The Centre has the sole responsibility of abbreviating title words of serials written in Nigerian languages. This will not be an easy task.
- g) Coordination with other departments of the National Library dealing with Nigeria serials viz. Legal Deposit Section, Cataloguing Department (NBN Section) and Serials and Documents Department.
- h) Contribution to the development of ISDS by active participation at meetings and activities resulting there from e.g. amendments to the Guidelines.

The National Centre carries out its functions in accordance with the operational policies of ISDS and adheres to the common procedures, rules and standard defined in Guidelines for

ISDS and its amendments.

#### Procedure

Since the commencement of systematic registration of serials, the Legal Deposit Section of the Acquisition Department has been requested to forward all serials to the centre after accessioning.

#### Step II:

Serials Data Centre checks Ulrich's Periodicals Directory both 15th and 16th editions): New Serial Titles (for serial which started before 1971) and National File to ascertain whether a number had been allocated. If found, the ISSN is accepted; if not seen the centre assigns one. In either case the publisher is informed and requested to print the ISSN on subsequent issues of the serial.

#### Step III:

Registration is completed by constructing the key title according to the Guidelines for ISDS and filling the other data elements on the worksheet. Photo copies of the cover and title page are made and the serial with the ISSN written on it is forwarded to the Cataloguing Department for listing in the National Bibliography of Nigeria. ISSN, Title and Publisher cards are typed and filed.

#### Step IV:

Searching in Serials and Documents Department and bibliographical tools e.g. Nigerian Periodicals and News papers for data elements not found in the serial.

#### Step V:

Photocopies of cover and title page and data transmittal sheet are despatched to IC in Paris while a national record is made in a vertical file. At the IC, the records will be key-boarded into the international file and will be published in the ISDS Bulletin in due course. If, however, the serial was a new title, there would be no need for searching for an old number. Rather an ISSN would be immediately assigned from the block of 1,000 numbers.

In responding to user demands which involves retrospective registration, the serials are retrieved from the Serials and Documents Department. Publishers have been requested to send details of new and changed serials in advance of publication so that the

SSN can be assigned in time to appear on the first issue. Therefore, requests for ISSN from publishers get priority attention.

#### State of Work

Publicising ISDS and the use of ISSN was the first task under-taken by the NNSDC. Promotional literature was prepared and disseminated. The ISSN brochure was despatched to 117 libraries and 172 publishers initially. Since then over 30 others have received it on request. In October 1976, the ISSN was publicised in five national daily newspapers and also advertised in the radio. In December 1977, it was advertised for the second time in newspapers. Publishers are responding gradually to these notices.

It must be pointed out that unlike the ISBN, the publisher does not play a part in the ISSN assignment. However, his cooperation is needed in printing the allocated number in the serial and in notifying the centre about the publication of a new title long before the Legal Deposit Section knows of it.

The subset of the international Base File sent from the IC contained thirty nine (39) titles. These records have been checked and corrections made to 9 entries and communicated to the IC. Request from the IC totalling about 70 have been answered. Ulrich's International Periodicals Directory 15th ed. listed 151 Nigerian titles with ISSN out of which 31 have been validated.

To date, 290 titles (including 126 official documents) have been registered and 110 of the publishers have been notified of the ISSN assignment. Forty (40) requests have been received from Nigerian publishers.

#### Future Developments

The bulk of the work handled by the centre is retrospective and therefore it has become necessary to draw up the following list of priorities for registration of serials:

- a) All new serials
- b) Requests from publishers
- c) Requests from IC and other users
- d) Titles in Ulrich's International Periodicals Directory

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