



Unesco

united nations educational, scientific and cultural organization  
organisation des nations unies pour l'éducation, la science et la culture

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Dear Sir or Madam,

I have pleasure in attaching hereto a copy of the publication "CCF: The Common Communication Format".

The CCF is a specification to assist designers of bibliographic information systems in devising procedures and computer programs to facilitate exchange of files of bibliographic information. Its main purpose is to provide a detailed and structured method for recording a number of mandatory and optional data elements in a computer-readable bibliographic record for exchange purposes between two or more computer-based systems. However, it can also be used within non-computerized bibliographic systems. Use of the CCF data elements in such systems will simplify computerization of their activities at a later date.

The CCF provides a standard format for three major uses:

- to permit the exchange of bibliographic records between groups of libraries and abstracting and indexing services;
- to allow a bibliographic agency to manipulate with a single set of computer programs bibliographic records received from both libraries and abstracting and indexing services;
- to serve as the basis of a format for a bibliographic agency's own bibliographic database.

Unesco will maintain this format by the introduction of any modifications that may prove necessary in the light of users'

.../...

comments. For this reason, we would be very grateful if you could provide us with your preliminary comments and observations on this first version of the format and, in the future, keep us informed of the progress you achieve in its implementation in the framework of your information system.

If you are interested in this format, we would appreciate it if you could complete and return the attached sheet to the following address:

Section for the Promotion of Methods, Norms and Standards  
Division of the General Information Programme (PGI)  
Unesco  
7 Place de Fontenoy  
75700 - PARIS  
France

Thank you very much in advance for your very valuable co-operation.

Yours faithfully,



W. Löhner  
Chief, Section for the Promotion  
of Methods, Norms and Standards  
Division of the  
General Information Programme

CCF: The Common Communication Format

- Name and acronym (if applicable) of your institution:

- Postal address of institution:

Telephone no.: ..... Telex and/or cable address: .....

- Name and acronym (if applicable) of information system(s):

- Name and function of person to whom further information should be sent:

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1. Preliminary comments and observations on the CCF:

.../...

2. Would you consider the adoption of the CCF in the framework of the development of your information system?:

Yes

No

If yes, would you use the CCF for:

1) Exchange purposes:

Yes  No

2) The manipulation with a single set of computer programs of bibliographic records in other formats:

Yes  No

3) The basis of your agency's own bibliographic format:

Yes  No



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1 April 1985

Dear Maria Luisa,

I refer to your letter by which you have requested a copy of the Common Communication Format document. I am pleased to inform you that it has been sent to you under separate cover.

In this context it might be interesting to note that a Unesco consultant was sent recently to Brazil to assist IBICT in developing compatible formats for the processing of their bibliographic information and that similar projects are envisaged to take place in Mexico and Argentina.

You may wish to ask our mutual friend Paulo Santana to send you a copy of the consultant's report.

I would be interested to be kept informed of any achievements in this area in your library system.

With my best regards, I remain,

Yours sincerely,

W. Löhner  
Chief, Section for the Promotion of  
Methods, Norms and Standards  
Division of the  
General Information Programme

Ms. Maria Luisa Arenas Franco  
Director  
Sistema de Bibliotecas  
Pontificia Universidad Católica de Chile  
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