



## **Tab Delimited Format for Contribution of Data in Bulk for ISNI Assignment for Organisations**

This data format is made available for submission of data in bulk for ISNI assignment. It is designed to facilitate the easy extraction of data from databases.

The data must be in text format with Unicode UTF-8 encoding. None of the elements are repeatable. All elements are technically optional, but those that are particularly important and should be included if available, are shaded in the list below.

It is recommended to submit multiple lines for an organisation with as many titles of associated works as are known to maximise the effectiveness of the matching.

A sample file can be found on page 4.

Conformant to ISNI-IA policy, there is no guarantee that an ISNI will be assigned for every record that is submitted in bulk. ISNIs will only be definitely assigned where there is a high level of confidence in the data itself, in the completeness of the metadata and contingent on matching with existing database data. The ISNI Data Policy can be found [here](#) on the ISNI website.

- Field 00: **Local name Identifier**  
The identifier used in the contributing database to identify the organisation. The file should be sorted by this element such that multiple lines for the same organisation are grouped together. Contact OCLC if you can not supply a unique identifier from a contributing database.
- Field 01: Other name ID
- Other identifier of the same organisation. If you have an identifier that isn't just local, then it can be helpful for matching data from other sources. The identifier itself goes in this field and the type in the following field.
- Field 02: Other name ID type
- Field 03: Blank
- Field 04: Blank
- Field 05: **Organisation type**
- Refer to list of values under Organisation Type in the document ISNI Data element values on the [ISNI website](#), e.g. "Broadcaster", "Distributor", "Publisher", "Hospital", "University or College" etc.
- Field 06: **Main name of organisation**
- Field 07: Subdivision name
- Field 08: Alternative name
- Include a name variation, e.g. organisation initials. To include more than one name variation, create follow up lines for the organisation.
- Field 09: **Date use of the name commenced, use ISO 8601, YYYYMMDD preferred (see data element values)**
- Field 10: **Date use of the name terminated (format as above)**
- Field 11: Title identifier
- Field 12: Title identifier type, e.g. ISBN, ISRC, ISSN
- Field 13: **Title (of publications of the organisation)**
- If you wish to convey multiple titles, then multiple complete records should be included in your file. Please include initial articles at the front of titles, if possible within pointed brackets e.g. "<The> Library Journal".
- Field 14: Subtitle
- If your database separates sub title and title, then include subtitle in this field, otherwise, it is also acceptable to include the subtitle with the title and to leave this field blank
- Field 15: Blank
- Field 16: Year of Publication

- Field 17: Creation Class, e.g. text (books, novels, textbooks, published articles), music, audio-visual (films, videos, plays), maps, art works, database or computer system,
- The list of values is not yet completed. It is intended to indicate the field of creation in which the identity creates and is used in combination with role.
- Field 18: Creation role, see table in the document Data element Values for valid values on the [ISNI website](#) .
- Field 19: Publisher
- Include a publisher of titles of the organisation, e.g. journals, if applicable
  - To include more than one publisher, create multiple records
- Field 20: Organisation relationship type
- See table in the document ISNI Data element values on the [ISNI website](#) for valid values, e.g. supersedes, isSupersededBy
- Field 21: Affiliated organisation
- Include the name of a related institution, bands, universities, clubs, etc. here.
  - Or include your local identifier of the affiliated organisation
  - To include more than one affiliated institution, create multiple records
- Field 22: Related person
- Include the name of a person related to an organisation, e.g. employee, director, contact. Include in the format Surname, Forename, e.g. Smith, John D.; Meegeren, H. van; Peterson, .
  - Or include your local identifier of the related person
  - To include more than one related person, create multiple lines for the organisation.
- Field 23: Person relationship type
- Refer to ISNI data element values, e.g. “contact” or “colleague / collaborator”
- Field 24: Country
- Use ISO 3166-1 2 character codes: [http://en.wikipedia.org/wiki/ISO\\_3166-1\\_alpha-2](http://en.wikipedia.org/wiki/ISO_3166-1_alpha-2)
- Field 25: Region or state
- Use ISO 3166-2 [http://en.wikipedia.org/wiki/ISO\\_3166-2](http://en.wikipedia.org/wiki/ISO_3166-2)
- Field 26: City
- Use UN/LOCODE whenever available; Otherwise free-text, e.g. AU HBA = Hobart  
<http://www.unece.org/cefact/locode/service/location.htm>
- Field 27: URL to Organisation’s main web page

*Do not omit a field. Make sure you that have the right number of tabs before each data field.*

A	BCDE	F	G	H	I	J	K	LM	N	OP	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
71		University or College	Gotham City University														Clarke, Kenneth		GB	GB	GTM	<a href="http://www.gotham.a">www.gotham.a</a>
OR-191919		Library	Public Library Gotham	Gotham Library	1-6-1916				Guide for our patrons	1916	text	aut	Gotham House						US	Gotham		<a href="http://www.gotham.u">www.gotham.u</a>
OR-191919		Library	Public Library Gotham	Gotham Library	1-6-1916				100 years	2016	film	aut	Gotham House						US	Gotham		<a href="http://www.gotham.u">www.gotham.u</a>
BB1010101		Musical group or band	Swiss Alps Yodling Group	<d>Schwiizer Alpe Juuchzer					Uuu schöni Högerli			music	cre						CH	CH	HOL	<a href="http://www.uesimusi">www.uesimusi</a>
BB1010101		Musical group or band	Swiss Alps Yodling Group	<d>Schwiizer Alpe Juuchzer					D'chatze jaged d'müüsl			music	cre						CH	CH	HOL	<a href="http://www.eusimusi">www.eusimusi</a>
BB1010101		Musical group or band	Swiss Alps Yodling Group	<d>Schwiizer Alpe Juuchzer								music	cre				Jaeggi, Joggeli	hasMember	CH	CH	HOL	<a href="http://www.eusimusi">www.eusimusi</a>
BB1010101		Musical group or band	Swiss Alps Yodling Group	<d>Schwiizer Alpe Juuchzer								music	cre				Ballmer, Ursli	hasMember	CH	CH	HOL	<a href="http://www.eusimusi">www.eusimusi</a>
AQ12-12		Publisher	Gotham Publishing House			1-1-2016			Batman never twitters	2016	text	org		isMemberOf	Z-Publishers				US	New York		
ZZ-12-12		Publisher	Gothic Publishers			1-1-1954 31-12-2015			Robin will survive	1955	text	org		isSupersededBy	Gotham House				US	New York		