

ICS 01.140.20
CCS A 14

WH

**INDUSTRY STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

WH/T 87.1-2019

**Public library professional work specifications -- Part 1:
Provincial public library
(English Translation)**

Issued on: September 4, 2019

Implemented on: September 4, 2019

Issued by: Ministry of Culture and Tourism

Table of Contents

Foreword	
Introduction	
1 Scope	
2 Normative references	
3 Terms and definitions	
4 General	
5 Document collection	
6 Document organization	
7 Document preservation, protection and restoration	
8 Reader Service	
9 Information construction	
10 Coordination	
11 Business Management and Research	
Appendix A (informative appendix) Provincial public library business specification index system	
Reference	

Foreword

WH/T 87 "Public Library Business Specification" is divided into 3 parts.

---Part 1: Provincial public libraries;

---Part 2: Municipal Public Library;

---Part 3: County-level public libraries.

This part is the first part of WH/T 87.

This section was drafted in accordance with the rules given in GB/T 1.1-2009.

This part was proposed and managed by the National Library Standardization Technical Committee (SAC/TC389).

The main drafting unit of this section. National Library.

Participating in the drafting of this section. Hubei Provincial Library, Shandong Provincial Library.

Drafters of this section. Wang Dongbo, Shen Xiaojuan, Tang Xuyan, Li Xining, Wang

Xiuxiang, Wang Tianle, Zhang Ruobing, Yan Jidong, Liu Yuanjun, Ma Zhili, Wu Jindun, Tao Jiajin, Du Yunhong, Sun Zhendong.

Introduction

To promote the institutionalization, standardization and standardization of public libraries at all levels, and to enhance the scientific in order to improve the efficiency of public cultural services, the former Ministry of Culture has launched the "Provincial, Municipal, and County-level Public Books" since March.2014.

The development project of Library Business Specification. WH/T 87 is modified and improved on the basis of the research results of this project.

This part of WH/T 87 provides a set of basic norms for the business work of provincial public libraries.

Provide a basis for standardized management of the main business work of the library.

Public library business specifications Part 1: Provincial Public Libraries

1 Scope

This part of WH/T 87 gives the basic norms for the work of provincial public libraries. These basic specifications are divided into literature collection, document organization, document preservation, protection and restoration, reader service, information construction, collaboration and coordination, business management and research 7 aspects.

This part is applicable to regulate the content and quality of the main business work of provincial public libraries, and it is also the business of provincial public libraries.

Provide basis for work assessment and provide reference for third-party assessment. The business work of public libraries in cities separately listed in the plan and sub-provincial cities can be implemented by reference.

2 Normative references

The following documents are indispensable for the application of this document. For dated reference documents, only the dated version applies to this document.

For undated references, the latest version (including all amendments) applies to this document.

GB/T 3792.2 General book description rules GB/T 3792.3 Document Description Part 3: Continuous Resources GB/T 3792.4 Document Description Part 4: Non-book materials GB/T 3792.6 Recording rules for surveying and mapping data GB/T 3792.7 Rules for the description of ancient books GB/T 3792.9 Document Description Part 9: Electronic Resources GB/T 3860 Document subject indexing rules GB/T 6159.5 Technical vocabulary

of microfilming Part 5: Image quality, readability and inspection GB 18030 Information Technology Chinese Coded Character Set GB/T 21712 Technical specifications and quality requirements for restoration of ancient books GB/T 22239 Information Security Technology Network Security Level Protection Basic Requirements GB/T 25100 Information and Documentation Dublin Core Metadata Element Set GB/T 27703 Document preservation requirements for information and documentation libraries and archives GB/T 28220 Service Specification for Public Library GB/Z 28828 Information Security Technology Public and Commercial Service Information System Personal Information Protection Guide GB/T 30227 Basic requirements for library ancient books and stacks GB/T 31219.2 Code for Digital Processing of Library Collection Resources Part 2: Text Resources GB/T 31219.3 Specification for Digital Processing of Library Collection Resources Part 3: Image Resources GB/T 31219.4 Code for Digital Processing of Library Collection Resources Part 4: Audio Resources GB/T 31219.5 Specification for Digital Processing of Library Collection Resources Part 5: Video Resources GB/T 32003 Technical Specification for Sci-tech Novelty Retrieval GB/T 33286 Chinese machine readable catalog format GB/T 35660 (all parts) Information and Literature Library Radio Frequency Identification (RFID) GB/T 36719 Library Service Specification for the Visually Impaired