



Documentation — Vocabulary

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Committees responsible for this Draft for Development

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British Museum (Natural History)

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Foreword

This Draft for Development has been prepared by Subcommittee IDT/2/8. It is intended that once this Draft for Development is implemented as a British Standard it will replace BS 5408:1976.

As far as possible the format used in this document aligns with that specified in ISO 10241 with regard to the presentation of terms but does not align with regard to the arrangement of terms by concept (although alphabetical arrangement is allowed for in ISO 10241). When published as a British Standard it is intended that the format will be modified to conform fully with the preferred format given in ISO 10241.

This publication is not to be regarded as a British Standard. It is being issued in the Draft for Development series of publications and is of a provisional nature because the subject area is undergoing rapid development and the committee believe that the information contained in this document would benefit from wider exposure. It should be applied on this provisional basis, so that information and experience of its practical application may be obtained. A review of this Draft for Development will be carried out not later than 2 years after its publication. Notification of the start of the review period, with a request for the submission of comments from users of this Draft for Development, will be made in an announcement in the appropriate issue of *Update Standards*. According to the replies received, the responsible BSI Committee will judge whether the Draft for Development can be converted into a British Standard or what other action should be taken. Observations which it is felt should receive attention before the official call for comments will be welcomed.

These should be sent to the Secretary of BSI Technical Committee IDT/2/8 at British Standards House, 389 Chiswick High Road, London, W4 4AL.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 112, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

Documentation — Vocabulary

Term	Definition	No.
A		
4to	SEE quarto .	
8vo	SEE octavo .	
12mo	SEE duodecimo .	
A sizes	range of standard(a) paper sizes as specified in BS 4000.	3.6.1
AACR	Anglo American Cataloguing Rules. NOTE AACR 1 was the edition (a) of 1966; AACR 2 was the edition (a) of 1978.	2.2.1
abridgement abridgment condensation digest	shortened version of a document , retaining the essential character of the original.	3.4
abstract	summary of the information in a document .	3.7.4
abstracting service	information service which provides abstracts of the contents of a number of documents.	1.3
access date	date at which archives (a) or (b) or records (a) become available for consultation by the general public, usually determined by the lapse of a specified number of years.	1.3 2.5.2 3.5.1.1
access point	name, term , code (e) etc. under which a record (a) may be searched and identified.	2.5.1
accession, noun	document that has been accessioned.	2.1 3.8.2
accession, verb	to register the formal acceptance of a document (d) into a collection .	2.1
accession number	unique number given for identification purposes to each acquisition as it is recorded.	2.1
accessions register	record of the additions to a collection (d). NOTE Normally the items are recorded in the order in which they are received.	2.1 5.2
accompanying material	any material issued with the main part (s)(a) of a document and intended to be used with it. cf. insert (a).	3.7.3 3.8.1
acquisition addition	(a) work of increasing and bringing up to date, by purchase, gift or exchange , a collection (d). (b) document so obtained.	2.1 3.8.2
acronym	(a) word formed from the initial letter or letters of the successive words or major words of a compound term, such as the name of a corporate body or a title. SEE ALSO initialism . (b) SEE acronym key .	0.3
acronym key	index term for a record in a acronym (b) machine readable file , consisting of a string of characters selected (according to a set of rules) from specified fields (e.g. title ; or author and title) in that record .	2.4.2
Act of Parliament	in the UK, a statute .	3.4.2.1

Term	Definition	No.
acting edition	edition (c) of a play in which particular attention is given to indicating entrances, moves, exits, properties required, lighting etc., for use in preparing a performance.	3.4.5
adaptation	work derived from another, especially where intended for a different readership or audience (e.g. "adapted for children"), or for a different medium, or in a different literary or musical form (e.g. a play or an opera adapted from a novel). cf. arrangement .	3.4
added entry	in a catalogue , bibliography (b) or index , any entry representing a particular bibliographic unit other than the main entry .	2.2.3
addition	SEE acquisition (b).	
address	(a) <computers> an identifier for a position in the memory. (b) <programme(b) production> a selected edit point used for editing videotape , marked with a time code.	2.6.2 3.4.5 3.4.6.2
adhesive binding perfect binding unsewn binding	method of binding a book (a) without sewing or stitching, by applying flexible adhesive to the spine (b) and cover .	4.2.1
administrative unit	SEE library (a).	
advance copy	copy (c) of a document made available before its date of publication (c), for comment, review, notice or other purposes.	3.8.2
All Rights Reserved	statement appearing in or on documents to claim all relevant copyright and moral rights in all jurisdictions around the world.	3.3
all-through arrangement	SEE letter-by-letter arrangement .	
alley	SEE gutter (b).	
alphabetico classed sequence	alphabetical listing of main terms , each with any subordinate terms following, usually also in alphabetical order.	2.1.2
alphabetico direct catalogue	SEE alphabetico specific catalogue .	
alphabetico specific catalogue alphabetico direct catalogue	catalogue arranged alphabetically by specific subject headings. SEE ALSO dictionary catalogue .	1.2
alphamosaic	any of the alphanumeric characters or the mosaic characters used for generating block graphics .	0.1
alphanumeric character	any of the letters A to Z or the numerics 0 to 9.	0.1
alternative location	<classification scheme> the provision of two or more places for a given concept to allow for a deliberate choice of emphasis in classifying a document . Found e.g. in Bliss bibliographic classification.	2.3.3
alternative title	second part of a title proper , joined to the first part by the word "or" or its equivalent.	3.7.4.1
AMC	Archives and Manuscripts Control of the US MARC format .	2.2.3.1
analog analogue	of devices, operations or data (a); or (b) using continuously variable physical quantities to represent information	0.1

Term	Definition	No.
analysis	(a) operation of investigating a document with the object of determining its components and their relation to each other. (b) operation of preparing a bibliographic record which describes a part or parts of a larger document .	2.2 2.3.6
analytical bibliography	SEE bibliography(c) .	
analytical entry	entry in a catalogue, bibliography or index for a component part of a document , including a reference to the whole document .	2.2.3
analytical note	statement in an analytical entry of the component part's location in the host document .	2.2.3.2
analytico synthetic classification	SEE faceted classification .	
annex	<archive administration> document attached to, but not originally part of, another document .	3.5.1
annexe		3.7.3
attachment		
annotation	SEE note(a) or (b).	
anterior subdivision	<classified sequence> subject subdivision which is placed before the subject treated generally.	2.3.3
aperture card	card, normally part of a data retrieval system , having a piece of microfilm(a) containing one or more microimages positioned in a pre-cut opening.	2.5.1 3.6.2
applications software	software which performs tasks required by an end user(a) , e.g. word processing , payroll. cf. systems software .	3.4.8
approach term	(a) broad term used as a preliminary to the formulation of a precise search question. (b) term providing entry into a classification or indexing system . NOTE In PRECIS, called a "lead term".	2.5.1 2.3.1
approval	(a) system whereby a document requested by a potential purchaser is sent by a supplier for acceptance or rejection after examination. (b) document itself.	2.1 3.8.2
approval scheme	type of blanket order whereby the library may return without penalty documents sent to it by the supplier.	2.1
arabic numerals	numerals 1, 2, 3 etc. (as opposed to the roman(c) I, II, III etc.)	0.1
archival quality	of a physical medium(a), such as processed film(a) , paper or magnetic recordings , that is estimated to retain its characteristics without deterioration during an indefinite period of storage under controlled conditions.	2.1.1 3.5.1
archive	(a) archives(a) or (b) originating from a single provenance . (b) document forming part of archives(a) or (b).	3.5.1
archive	(a) collection , construction, administration preservation and organization of archives(b) . (b) study of such procedures.	1.1 3.5.1.1

Term	Definition	No.
archive group	primary division in the arrangement of archives (a) or (b), based on the provenance .	2.1.2 3.5.1.1
group		
archives	(a) non- current records (a) that have been preserved by the persons responsible for the transactions to which they relate, or by their successors, in their own custody, and normally in the arrangement in which they were created or received during the business in question. (b) archives (a) which have been deliberately selected for permanent preservation . (c) SEE record office .	3.5.1
area	major section of a bibliographic description, comprising data of a particular category or set of categories, e.g. " author area ", " title area ".	2.2.3.2
arrangement	(a) <music> modification of a work for performance by voices or instruments other than those for which it was originally composed. cf. adaptation .	3.4.4
	(b) <music> modification of a work for performance by singers or instrumentalists of a different level of technical ability from that originally intended. cf. adaptation .	3.4.4
array	<classification> series of mutually exclusive terms, subclasses or foci derived from a parent class by application of a single characteristic of division.	2.3.3
arrowgraph	form of thesaurus display in which conceptual relationships are indicated by arrows or lines.	0.3 2.3.1.1
articulated subject	index , using the presence and order index of terms, prepositions and conjunctions, which can be manipulated to bring certain elements to the filing position in turn, in entries approximating to natural language .	2.2.1.3
artificial digit	<notation of a classification scheme> letter or other symbol used in certain cases as a substitute to provide a more prominent location or shorter notation for various concepts.	2.3.4
artificial language	<information retrieval> indexing language in which the relationships have been structured and displayed, and the vocabulary controlled, prior to its use.	0.3 2.4.2 2.5.1
controlled language	SEE ALSO controlled vocabulary .	
artwork	(a) Originals from which illustrations are to be printed. (b) SEE camera-ready copy .	4.2.3 4.1.2
ascenders	upper part of the following lower case characters: b, d, f, h, k, l, t. SEE ALSO descenders . NOTE See Figure A.5.	4.2.3.1
ASCII	American Standard Code for Information Interchange, a scheme for encoding characters. NOTE Commonly used to refer to a type of file that contains only the characters of the normal computer keyboard.	0.1.1
aspect card	SEE feature card .	

Term	Definition	No.
aspect ratio	ratio of horizontal to vertical dimensions of an image (a), (b) or (c). NOTE For example, a television picture has an aspect ratio of 4 : 3, i.e. is four units wide for every three units of height.	3.4.7 3.4.6.1
associative indexing	indexing by means of a computer, which records association between terms without there necessarily being a specified relationship between them.	2.4.2
asyndetic	Not syndetic .	2.3.2
atlas	document consisting of a collection of maps selected or designed to be kept together (bound or loose), usually with a unified purpose. NOTE Sometimes used of a book (a) with a high proportion of illustrations, which may or may not include maps.	3.4.3 3.4.7
atlas folio	largest size of folio (c) (nominally 25 inches × 16 inches).	3.6.1
attachment	SEE annex .	
audio disc	SEE compact disc; sound disc .	
audio tape	SEE sound tape .	
audiovisual document non-book material(b)	document combining sound and pictures. NOTE 1 In the plural, the term may include documents containing sound only or picture only. NOTE 2 In the context of international library statistics, an audiovisual document is a non- microform , non-electronic which requires the use of special equipment to be seen and/or heard.	1.1.1 3.4 3.4.6.1
author	person(s) or corporate body(ies) responsible for the intellectual or artistic content of a document .	3.2
author abstract	abstract written by the author of the work abstracted.	3.7.4
authority file	file of headings and cross references used to standardize entries in cataloguing or indexing.	2.2.1.1 2.4.2
authority list	SEE authority file .	
automatic abstracting	production of an abstract by computer, with minimal human intervention.	2.4.1
automatic	classification (a) of classification keywords or documents by means of a program , which typically involves the use of clustering techniques.	2.3
automatic indexing	production of an index by computer, with minimal human intervention.	2.4.2
auxiliary subdivision	<Universal Decimal Classification> a common subdivision which may be applied to any class (a).	2.3.5.3
auxiliary table	<classification scheme> a schedule of common subdivisions .	2.3.5
avant-titre	other title information occurring before the title proper in that part of the document from which the title proper is taken.	3.7.4.1
B		
B sizes	range of standard paper sizes as described in BS 4000, Annex A.	3.6.1
back spine(b)	<binding> the part of a book (a) formed by the fastened folds of the sections (a).	4.3.2

Term	Definition	No.
back issue	any published part (a) of a serial (a) other than the current issue.	3.7.2 3.8.2
back projection	projection of an image (a) on to a translucent screen, to be viewed from its other side.	4.5.2
back up	(a) <data processing> to make security copies. (b) to print on the reverse of a printed sheet (b).	2.6.2 4.2.3
back-up copy	SEE security copy .	
back-up service	provision of originals or copies(b) in support of, e.g., an abstracting service .	1.3
background	<printed matter> in a photograph, or on a screen display, the area against which a character (or other information) appears, and which renders the information visible by contrast. SEE ALSO foreground colour . NOTE An individual character may have a local background different from that of the rest of the page or screen display.	2.6.4 4.2.3.1
backup copy	SEE security copy .	
banner page	<computer printout> a page (a) displaying the equivalent of a title page . cf. title screen .	2.6.4 3.7.3
bar chart	graph in which rectangles represent the quantity of each category shown.	3.4.2.3
bar code	series of vertical bars used for encoding alphanumeric or numeric data (b).	0.1 3.4.2.3
base	range of characters used in a notation .	0.1
base map	(a) map on which additional information has been, or is intended to be, depicted for a particular purpose. (b) map used as a primary source for the compilation of other maps.	3.4.3
batch searching	Search method by which several queries are collected for later processing.	2.5.1
bay	(a) space in a repository (a) enclosed on three sides, frequently by shelving, and usually wide enough to take readers' tables or other furniture. (b) unit of shelving consisting of shelves arranged one above another between two uprights. Access may be from one or both sides. NOTE Also called "press".	5.4
Beta	trade name for several video (a) recording systems originated by the Sony Corporation, e.g. Betamax, Betacam, Beta 2.	4.5.2
biannual	of a serial (a) of which the parts are issued twice a year. cf. biennial .	3.7.2
bias	phase relation between two terms, indicating that a subject has been treated for users who are specialists in another field , e.g. mathematics for engineers.	0.2
bibliid	standardized alphanumeric and special characters identifying a contribution in a serial (a) or book (a), and displayed in eye readable form .	2.2.2 3.7.4.1
bibliographic identification		

Term	Definition	No.
bibliographic coupling	method of indexing or classification based on the link formed between two documents by their common citation (a) of one or more other documents. Thus when “n” citations are common to both, there is said to be a coupling strength “n” between the documents.	2.3.6
bibliographic data element	basic unit of identifiable data (b). It has an identifier and one or more values for expressing a particular fact.	2.2.3.2
bibliographic description	set of bibliographic data (b) recording and identifying a document .	2.2.2
bibliographic identification	SEE bibliid .	
bibliographic record	complete set of data (b) relating to any one bibliographic unit. In addition to the bibliographic description it may contain catalogue entry elements , subject descriptors and any machine readable coding required for processing the data (b).	2.2.2
bibliographic reference	description of a document or of part of a document , sufficiently precise and detailed to identify it and enable it to be located.	2.2.2 3.7.4.1
bibliographical reference	NOTE 1 Adapted from the definition of “reference” in BS 1629:1989.	
list of references references	NOTE 2 When listed in a document which cites the work in question, the bibliographic references are usually headed simply: “References” or “List of references”.	
bibliographic unit	any document , group of documents or part of a document given an individual entry in a bibliography (b) or catalogue .	2.2.2 3.8.2
bibliographical reference	SEE bibliographic reference .	
bibliography	(a) systematic description and listing of documents for particular purposes.	2.2
enumerative bibliography systematic bibliography	(b) resulting document of bibliography (a), especially when reasonably comprehensive within its context.	2.2.1.2
analytical bibliography critical bibliography	cf. references.	
bibliometrics	(c) systematic study of the physical and/or textual characteristics and the properties of books(a) or (b) and other documents in relation to the transmission of texts(a) or to the techniques of printing and book production .	2.2
statistical bibliography	application of statistical methods to the study of the use or publication (c) of documents.	1.1.1 2.5
biennial	of a serial (a) of which the parts are intended to be issued every two years.	3.7.2
	cf. biannual .	
bill	in the UK, a draft version of a proposed statute as discussed by a legislature before enactment.	3.4.2.1
bimonthly	of a serial (a) of which the parts are intended to be issued in alternate months.	3.7.2

Term	Definition	No.
	NOTE Incorrectly used of serials of which the parts are intended to be issued twice a month.	
binary digit	SEE bit .	
bind	to fasten sheets together and to attach to them protective covers, which may be made of a variety of materials, e.g. cloth, leather, wood.	4.3.1
binder's cloth	(a) cloth used for the cover of a book (a) or (d). (b) <book(a) or (d) collecting> cloth binding which is unique to the copy (c), i.e. not the original publisher's binding .	4.3.2
binder's title	title (a) on a document , provided by the binder.	3.7.4.1 4.3.1
binding record	(a) record of how a document is to be or has been bound. (b) record of the progress of documents through binding operations. (c) list of documents being bound.	2.2.1.1 4.3.1
biobibliography	bibliography of works by and about a particular person.	2.2 3.2
birth brief	<genealogy> page displaying ancestry in columns for each generation, divided successively into two, four, eight etc. sections for details of individual ancestors.	3.4.2.4
bit binary digit	<data processing> the smallest unit of information representing either of two values, e.g. 0 or 1; on or off. NOTE 1 Also used for the representation of such units, e.g. by a magnetisable spot on a recording surface, or by a pulse in an electronic circuit. NOTE 2 The term " bit " is derived from "binary digit".	2.6.1
bitmap	rectangular array of pixels.	2.6.4 4.5.2
black and white	(a) <image(a) or (b)> formed of tones of grey, or of an approximation of blackness and whiteness, as opposed to a coloured image (a) or (b). (b) <photographic film(a)> designed to record only black and white (a) images(a) or (b). (c) <black and white(a)> positive (a) print (d) intended for projection.	3.4.6.1 3.4.7 4.2.2
black letter	SEE Gothic (b).	
blanket order	order requesting suppliers to select and supply documents on their own initiative within defined categories of interest.	2.1
BLDMARC record	bibliographic record in UKMARC format produced by or for a Department of the British Library primarily for use in the British Library's own collections. NOTE BLD is an abbreviation of "British Library Departmental".	2.2.3.1
bleed, noun	part of a printed image (c) beyond the area to which the finished print(a) will be cut. [BS 4277].	3.7.4 4.2.3
bleed off, verb	<printing> to spread the illustration or background tints intentionally to the edge of the page (a), so that no margin is left after the final trim .	3.7.4 4.2.3
blind, adj	of blocking, tooling etc. without the use of gilt or colour, and visible only in relief.	4.3.1

Term	Definition	No.
blind reference	cross reference in a catalogue or index , to an entry which does not appear in the catalogue or index .	2.2.4
blinking character	SEE flashing character .	
BLMARC record	bibliographic record in the UKMARC format produced within the British Library, being either a BNBMARC record or a BLDMARC record.	2.2.3.1
block	(a) <data processing> a group of units such as words, characters or records stored in adjacent physical positions in a memory or on a peripheral storage device and therefore capable of being treated as a single unit, so that data can be transferred between or within storage device and memory using one instruction.	2.6.2
	(b) plate (b) mounted to the same height as the type in letterpress printing .	4.2.3.1
	(c) SEE woodblock .	
block pull	pull from a block (b).	4.2.3 3.8.1
blocked	SEE justify , NOTE 3.	
blocking	production of an indented design or lettering on the cover of a book (a) or (d) by the use of a block in a press. It may be blind , gilt or coloured.	4.3.1
blue book	in the UK, a parliamentary paper , especially one published in the nineteenth century.	3.4.2.1
	NOTE 1 So called because many parliamentary papers in the nineteenth century were issued in blue covers.	
	NOTE 2 number of specific works such as the annual "National income and expenditure" issued by the Central Statistical Office are known to their regular users as the "Blue book".	
blue paper	in the UK, a collective term for the daily "Vote bundle" of the House of Commons, containing Notice papers, order paper, votes and proceedings and division lists.	3.4.2.1
	SEE ALSO green paper , white paper .	
blueprint cyanotype	copy made by a wet process using ferroproussiate salts, usually negative (a) and showing white lines on a blue ground; a positive (a) print may be made from it, showing blue lines on a white ground.	4.2.1
blurb	publisher's description of a document , for publicity purposes.	3.4 3.7.4 4.4
BNBMARC record	bibliographic record in the UKMARC format produced within the British Library Bibliographic Services for the British National Bibliography(BNB) and associated databases and services.	2.2.3.1
boards	pieces of material used to impart rigidity to the covers of a book (a).	4.3.2
body	(a) greater part of a piece of type (a), supporting the reversed character (s).	4.2.3.1
	NOTE See Figure A.4.	
	(b) dimension of a piece of type (a), measured along the height of the character , including those parts of the body (a) above and below the character . It is usually measured in points.	
	NOTE 1 See Figure A.4.	
	NOTE 2 the term is also used for analogous measurements in phototypesetting or digital typesetting .	

Term	Definition	No.
body type text type	type used for the text(b) of a document .	4.2.3.1
boilerplate	document constructed from prefabricated textual components. SEE ALSO mail merge .	3.8.1
bold bold face	version of a typeface , using thicker strokes than ordinary type .	4.2.3.1
	NOTE The preferred terms in this glossary are printed in bold .	
book	(a) document consisting of a number of sheets or leaves fastened together at one edge so as to be opened at any particular place and bearing readable text and/or illustrations, the whole being protected by binding or covers of some kind. NOTE 1 For certain purposes the term is sometimes used of a bound publication having 50 or more pages (see also pamphlet). NOTE 2 Within the ISBN system , books include microform and mixed media publications(a). NOTE 3 See Figure A.1.	3.8.1 3.5.3
	(b) written work long enough to occupy one or more books(a).	3.7
	(c) major division of a written work.	3.7.4
	(d) blank book(a) intended for writing notes, records , memoranda, etc.	3.9
	(e) SEE monograph .	3.7.1
	(f) <musical play> the spoken dialogue as opposed to the words of the songs. Cf. lyrics.	3.4.5
book card	identifying card kept with the document except when used for recording loan transactions.	2.5.3
book club edition	edition(b) sold by a club to its members at a special price. It may or may not be the same as editions(b) produced for sale to the public.	3.8.3 4.5.1
book-end	SEE book support .	
book jacket dust jacket jacket wrapper	loose paper covering in which books(a) are published.	4.3.3
book pocket pocket(b)	holder attached to a document to hold the book card .	2.5.3
book proof	proof of a book(a) in its final collated form, normally without covers.	3.8.1 4.2.3
book rest	adjustable frame or support placed on a desk or table to hold a book at an angle convenient for reading.	5.4 2.5.2
book support book-end	piece of rigid material used to keep books upright on shelves.	5.4
book trade	sum of publishing, bookselling and other organizations engaged in the commercial distribution of printed publications(a) .	4
book trough	free standing tilted shelf with a back at right angles to it, used for displaying a limited number of books so that the spines are clearly visible.	5.4
bookplate	label indicating ownership when fixed into a book .	3.4.2.4

Term	Definition	No.
Boolean search	search strategy for retrieving items according to the presence, absence or combination of specified elements or values.	2.5.1
border	(a) <descriptive bibliography> ruled lines or a frame with decorations, surrounding text(c) , especially of a title page ; also decoration round the edge of a cover . (b) on a map , the area lying between the neat line and the surrounding framework.	4.2.3.1 4.3.2 3.4.3
bowdlerize	SEE expurgate .	
box chart	SEE terminograph	
Bradford's law	empirical law which relates the number of serials(a) , arranged in decreasing order of relevance , to the number of papers of specified type contained between them. $F(x) = k \log(1 + cx)$ where $F(x)$ is the total yield from the more productive fraction x of the serials(a) , and k , c are constants of the median.	1.1.1 2.5
broad classification	use of the more general classes of a classification scheme , without detailed subdivision.	2.3
broadcast , noun	transmitted radio or television programme(b) .	3.8.3
broadcast , verb	to transmit electronic signals by means of a radio frequency.	4.5.2
broadcast standard	of recording and reproduction systems meeting the exacting requirements of international broadcasting , in contrast to the lower specification acceptable for commercial and domestic operations.	4.5.2
broadcast videotex	SEE teletext .	
broader term BT	<thesauri> a term of more inclusive meaning than the one under consideration.	2.3.2
broadsheet , adj	<newspapers> printed on large sheets(b) . cf. tabloid .	3.7.2
broadsheet , noun	document consisting of a single sheet(b) , normally printed on both sides. NOTE Sometimes used as a synonym of broadside .	3.7.1
broadside broadsheet	document consisting of a single sheet(b) , printed on one side only, e.g. a handbill; news sheet; proclamation.	3.7.1
brochure	printed document containing promotional literature. NOTE Originally used for a stitched pamphlet .	3.7.1
broken order	arrangement in which all the documents on some subjects are stored out of the main sequence of a single classification .	2.1.2
Browne issue system	issue(c) system in which the user's ticket is matched with a book card and retained in the library(a) when a document is borrowed.	2.5.3
browsing	informal investigation of the contents of a document or collection of documents .	2.5.2
BT	SEE broader term .	
buffer	(a) substance used to control acidity in paper, e.g. during conservation . (b) <data processing> temporary storage for data(b) awaiting processing or re-use.	2.7 2.6.2

Term	Definition	No.
bulletin	publication (b), usually a serial (a), containing official or authoritative topical information . NOTE Also called a "buffer store".	3.7.2
bulletin board electronic bulletin board	computerized information service available for consultation in a manner analogous to a notice board. cf. electronic mail .	3.8.3 4.5.3
bundle	<archives(a) or (b)> a number of individual documents , whether or not related by content or function, usually tied together with string , tape etc. NOTE bundle may be original(b), or formed for convenience at a later date. If original (b), it is usually so described in lists or inventories.	3.5.1
business library commercial library	special library , often forming part of a public library service, concerned with the provision of information to assist the business community.	1.2
byte	<data processing> the representation of a single character , normally by 8 bits. NOTE Also used as a unit of size, as in kilobytes, megabytes of memory.	2.6.1
©	prescribed symbol by which copyright protection is claimed under the Universal Copyright Convention. Used in the form "© 1987 A N Other". NOTE 1 The symbol © applies to literary works, artistic works and motion pictures . NOTE 2 See also copyright; p .	0.1.1 3.3
calendar	<archive administration> a list, usually in chronological order, of precis of individual documents giving all content and material information essential to the user.	2.2.1.1 3.5.1
call number location mark press mark shelf mark shelf number	Set of symbols indicating the location of a document in a collection .	2.1.1 2.2.3.2
camera-ready copy artwork(b)	copy (a) intended for reproduction without further preparation.	3.8.1 4.2
canonical sequence	<classification(a)> a sequence of concepts derived from tradition or convention rather than from natural characteristics. For example, textbooks on physics often use the sequence "Heat, Light and Sound".	2.3.3
caption legend(b) title caption	(a) heading of a chapter, section, page or column . (b) Descriptive text printed adjacent to an illustration, table, diagram etc. NOTE Also called " legend " or " title caption ".	3.7.4.1
card catalogue	catalogue in which each entry is recorded on a separate card and filed in drawers in a cabinet.	2.2.1.2
carrel	small enclosed space within a repository (a) for individual private study.	5.4
cartobibliography	bibliography (a) or (b) of cartographic materials .	2.2.1.2 3.4.3

Term	Definition	No.
cartogram	abstracted and simplified map which is not true to scale , distances having been altered systematically to display data(a) .	3.4.3
cartographic material	any document which represents, in whole or in part, the Earth or a celestial body at any scale . NOTE Cartographic materials include maps [including charts and plans(a)], sections(b), three dimensional models and globes.	3.4.3
cartographic projection	SEE map projection .	
cartography	art, science and technology of making cartographic materials, together with their study as scientific documents and works of art.	1.1 3.4.3
cartouche	panel, often decorative, enclosing a title(a) , legend(a) or other information .	3.7.4
cartridge endless-loop cartridge	(a) closed container of tape or film(a) , especially in continuous loop form (in this case, called an "endless loop cartridge"). (b) SEE magazine .	3.4.4.1 4.3.3
cartridge paper	strong, good quality paper, traditionally with a coarse surface. NOTE Such paper with a smooth surface is sometimes known as "offset cartridge".	3.6.1
cartulary	register of copies of charters , title deeds, grants of privileges and other documents of significance belonging to a person, family or institution.	2.2.1.1 3.5.1
case	(a) hard cover manufactured separately and subsequently affixed to a book(a) or (d). (b) form in which alphabetic characters appear, i.e. upper case or lower case.	4.3.2 0.1 4.2.3.1
case files	SEE case papers .	
case papers case files dossiers particular instance papers project files	<archive administration> files(a) or (b) relating to a specific action, event, person, place, project or other subject. NOTE In particular cases, they may also be called "dossiers" or "project files".	3.4.2.4 3.5.1
cassette	(a) container enclosing both feed and take up reels(a) for film(a) or tape. (b) SEE magazine .	3.4.4.1 4.3.3
casting off	<printing> the estimation of the area into which a given number of characters will fit.	4.2.3
catalogue	list, arranged according to some definite plan, which records and describes documents brought together permanently or temporarily.	2.2.1.2
catalogue raisonné	bibliography(b) , often exhaustive and usually relating to an individual or school, with illustrations and comments.	2.2.1.2
cataloguing in publication cataloguing in source CIP	creation of a bibliographic record for a document before its publication (c).	2.2.1
cataloguing in source	SEE cataloguing in publication .	
cataloguing level	SEE levels of description .	
catchline	temporary caption(a) or (b) on a galley proof .	3.8.1 4.2.3

Term	Definition	No.
catchword	(a) word at the foot of a page or column , anticipating the first word on the next.	3.7.4
	(b) <cataloguing> a significant or easily remembered word, other than the first, selected from the title as the entry word.	2.2.3.2
	(c) approach term for a classification scheme for patent documents .	2.3.1 3.4.2.2
catchword index	index in which significant words found in titles of documents are used as approach terms .	2.4.3
category	<Colon Classification> one of five basic groupings of concepts . The five categories are, in the order established by Ranganathan: personality, matter, energy , space and time.	2.3.1 2.3.5.1
CD	SEE compact disc .	
CD ROM compact disc read-only memory	compact disc (a) used to store data (b) which cannot be altered in any way.	2.6.2 3.5.5.1
centralized cataloguing	within a library system or network , the cataloguing of documents by a central agency and the distribution of the resulting records .	2.2
chain	<classification> hierarchy of terms each representing a subdivision of its predecessor and including all those which follow it.	2.3.2
chain indexing	method of compiling an alphabetical subject index entry by beginning with the last (or most specific) link in the chain of a classification hierarchy and proceeding step by step through the chain by successively deleting terms. For example, the index entries for ABCDE would be successively EDCBA, DCBA, CBA, BA and A.	2.4.3
chain procedure	method of deriving suitable subject headings or index entries using the hierarchical chain of terms, e.g. for chain indexing.	2.3 2.4.2
	member of a set of elements upon which agreement has been reached and which is used in a system for the organization, control or representation of data .	0.1
character	NOTE Characters may be letters, digits, punctuation marks or other symbols, often represented in the form of a spatial arrangement of adjacent or connected strokes, or in the form of other physical conditions in data media.	
character recognition	automatic identification of characters, e.g. optical character recognition (OCR) ; magnetic ink character recognition (MICR) .	2.6.4
character set	finite set of characters specified for a particular purpose, e.g. an alphabet; ASCII .	0.1.1
characteristic	quality by which concepts are assembled, divided or arranged in sequence, in a classification scheme .	0.2 2.3.1
charge	SEE issue , noun(c) and issue , verb.	
chart	(a) map designed primarily for navigation.	3.4.3 3.9
	(b) data (a) presented in graphic or tabular form.	3.4.2.3 3.4.4.1
	NOTE Often used in the plural in the sense of lists of popular or best selling documents (originally gramophone records).	3.4.7
	(c) document containing information intended for display, e.g. a wall chart .	3.4.7 3.9
charter	legal instrument conferring powers on a corporate body.	3.4.2.1

Term	Definition	No.
check digit	digit arithmetically related to a data (a) or (b) sequence and used to check the accuracy of the data (a) or (b).	2.6.1
chorus score	<music> score of a vocal work in which all the chorus parts (c) are given, usually set out on separate staves, but the instrumental parts (c), and, usually, the solo vocal ones are either omitted or abbreviated.	3.4.4
CIM	SEE computer input microform . cf. COM	
cine film	SEE motion picture film .	
cine mode	of microfilm (a), filmstrips etc. having the base of the frame (b) perpendicular to the sides of the film (a). cf. comic mode . NOTE 1 See Figure A.2.	3.5.3
Cinemascope	trade name of Twentieth Century Fox Productions Ltd. for a system of anamorphic wide screen motion picture on film (a), using a horizontal compression expansion factor of 2 : 1.	3.4.6.2 4.5.2
cinematographic film	SEE motion picture film .	
cinematography	recording and reproducing motion as a series of images (a) on film (a).	3.4.6 4.2.2
CIP	SEE cataloguing in publication .	
circulation	(a) process of recording the whereabouts of a document not currently in its normal place, primarily the recording of those lent to users with details of the date due for return. (b) average number of copies (c) of a serial (a) sold and/or otherwise distributed over a specified period. (c) regular distribution of current issues (b) of serials (a) to sequences of interested users.	2.5.3 3.7.2 4.5.1 1.3 3.7.2
circulation record	SEE issue (noun)(c).	
citation	(a) bibliographical reference, especially one that is linked systematically (e.g. as a numbered note) to a text which quotes or refers to the work that the reference identifies. (b) <classification> the selection of an element of notation as representing an aspect of the document's subject, and its incorporation into a class number for the document .	2.2.2 3.7.4.1 2.3.3 2.3.4
citation index	list of cited documents together with the sources, normally arranged according to source document .	2.2.1.3
citation order	order of application of facets.	2.1.2
facet formula	SEE citation(b).	2.3.5
citation study	statistical analysis of the citations(a) given by authors in the published literature.	2.5
citation title	title (a) of a document , such as a statute , by which it is authorized to be cited.	3.4.2.1 3.7.4.1
claim	(a) communication sent to a supplier requesting a publication on standing or regular order, or on subscription , which has not been received. (b) notice sent to a publisher or his agent requesting a publication due under legal deposit . SEE ALSO reminder .	2.1

Term	Definition	No.
	(c) <patent specification> statement of the monopoly rights to which the applicant asserts his entitlement.	3.3 3.4.2.2
class	(a) group in which the members have one or more characteristics in common. NOTE For class (verb), see classification (a).	2.3.3
	(b) <archive administration> a number of items with the same provenance and one or more other common characteristics. NOTE Also called series .	3.5.1.1
class heading class description	(a) <classification(a)> a word or group of words to express the concepts to be classified in the class (a) concerned. (b) class heading (a) together with a scope note and/or cross references .	2.3.5
class list list	<archive administration> a list of items in a class (b), in numerical order and with enough detail to distinguish one item from another. cf. descriptive list .	2.2.1.2 3.5.1
class mark	set of symbols assigned within a notation (b) or (c) to a specific subject.	2.3.4
class number	numeric class mark .	2.3.4
classification	(a) determination of the subject content of a document , and the assigning to it of class marks of a classification scheme . NOTE Also called "classing". (b) SEE classification scheme .	2.3
classification scheme classification(b)	(c) determination of the confidentiality rating for a document . (a) arrangement of concepts in subject groups designed to express selected relations between them. The concepts and relations may be expressed by a notation . (b) <archive administration> a pattern of arrangement (a) of archives (a) or (b) by archive groups, classes(b), items etc.	1.2.2 2.3.5 3.5.1.1
classified catalogue systematic catalogue	catalogue of subject entries arranged in the order of a classified notation , usually supplemented by an alphabetical index or indexes containing entries for subjects, authors, titles etc.	2.2.1.2
classing	SEE classification (a).	
clearing house	organization that collects and maintains records of research and development being planned, currently in progress, or completed. NOTE It may provide documents or lists of documents derived from these activities and provide referral services to other sources for information relating to these activities.	1.3
clip	extract from a motion picture or videotape .	3.4.6.1
clip art	<desktop publishing> images (c) available in machine readable form , which can be included in documents and manipulated by desktop publishing systems .	3.4.7 4.1.3
clipping	SEE cutting .	
close classification in-depth classification	use of minute subdivisions of classes.	2.3
close score compressed full score	<music> score showing all the parts(c) on the smallest convenient number of staves.	3.4.4

Term	Definition	No.
closed	(a) of files (a) or (b), entries, catalogues etc., to which further additions are unlikely to be made, e.g. because the matters to which they relate are completed, or the agency that created them is abolished.	3.8.1
	(b) of archives (a) or (b) to which access is restricted, e.g. because the access date has not been reached.	2.1.1 2.5.2 3.5.1.1
	exclusion of users from direct access to the stock of a repository (a).	2.5.2 2.1.1
closed access	exclusion of users from direct access to the stock of a repository (a).	2.5.2 2.1.1
closed entry	entry in a catalogue, bibliography or index , for a document published in more than one part , in which all or the range of parts published or held are specified.	2.2.3 3.7.2
	group of phenomena (e.g. index terms, documents), normally found by statistical analysis, which are in some way associated with each other.	0.2
cluster	group of phenomena (e.g. index terms, documents), normally found by statistical analysis, which are in some way associated with each other.	0.2
co edition	document published in identical form in a number of countries or languages, often simultaneously.	3.7 3.8.1
code , noun	(a) set of rules.	3.4.8
	(b) set of patterns for representing a character set .	0.1.1
	(c) pattern or set of patterns recognizable by a computer system for the purpose of isolating or processing data elements or representing a character set .	2.6.1 3.4.8
	(d) system of characters , or symbols with arbitrary meanings, for brevity, secrecy or universality.	1.2.2 2.1.1
	(e) one element in such a system , denoting a particular entity.	
	(f) statute embodying the whole of the law on a given topic, or the whole law of a jurisdiction.	3.4.2.1
code , verb	(a) to represent information in the form of a code (c) or (d). NOTE Also called "encode".	0.2
	(b) to create a code (noun)(b) and (c).	
code of practice	document embodying practices or procedures recommended by a competent authority. NOTE A code of practice may be a standard, a part of a standard, or independent of a standard.	3.4.2.2 3.4.8
	SEE encoding level .	
coding detail, level of	SEE encoding level .	
collation	(a) gathering of the sheets of a document in their correct order. NOTE Also called "gathering".	4.1
	(b) examination of the sheets of a document to verify their number and arrangement .	2.2
	(c) textual or critical comparison of versions of a document .	2.2.3.2
	(d) <bibliographic record> the statement of the physical constitution of a document , such as medium, number of pages, details of illustrations and height.	
	(e) Making a synthesis of available information on a subject or situation.	2.5.1
collection	(a) total holdings (a) of a library (a) or other repository (a).	1.2
	(b) document , or series of documents, containing a number of separate works or parts of works, combined and issued as a whole, normally under a common title .	3.7

Term	Definition	No.
	(c) part of a library stock which is kept separately because of its form, subject, date or some other characteristic.	1.2
	NOTE Sometimes called "special collection".	
	(d) <archive administration> an artificial accumulation of documents, which may or may not be archival in character, not necessarily having any essential unity.	3.5.1
collective title	title proper that is an inclusive title(a) for a document containing several works.	3.7.4.1
collocation	<classification scheme and shelving>, the act of bringing items together, and the results of so doing.	2.1.2 2.3
collotype	planographic printing process using a gelatine surface exposed to light without the use of a screen , and treated with reagents.	4.2
	NOTE Because of its fine gradation of tone, it is used for very high quality reproduction.	
colophon	statement at the end of a document giving information about one or more of the following: the title , author(s) , publisher, printer, date of publication or printing .	3.7.4
colour separation	production of a set of images(a), each of which records a separate section of the visible spectrum as transmitted from a coloured original, and all of which are used in the process of making a colour reproduction of the original.	4.2
column	(a) vertical division of a page(a) , (b) or (c) or a table.	3.7.3 4.1.3
	NOTE 1 In printing, when the page(a) is divided into columns(a), the width of the type(b) is specified as e.g. three columns of twelve picas each. This specification excludes margins and the spaces between columns.	
	NOTE 2 See Figure A.1.	
	(b) item of content in a newspaper or other periodical , normally regular and identified by subject, title(a) or contributor.	3.7.4
COM	output from a computer directly as microform .	2.6.3
computer output		3.5.3
microform		3.8.1
comb binding	form of mechanical binding with curved teeth fitting through holes punched in the edge of the sheets.	4.3.2
	NOTE See Figure A.3.	
combined negative	Negative(a) or (b) film(a) carrying both sound and picture.	3.4.6.2 3.6.3
comic mode	of microfilm(a) or filmstrips having the base of the frame(b) parallel to the sides of the film .	3.4.7 3.5.3 3.6.3
	cf. cine mode .	
	NOTE 2 See Figure A.2.	
commag	motion picture on film(a) , on which is printed both the picture images(a) and the magnetic sound track .	3.4.6.2 3.5.6
	NOTE "Commag" is an abbreviation of "combined magnetic".	
command paper	in the UK, a parliamentary paper containing information which the executive branch of government wishes to convey to Parliament.	3.4.2.1

Term	Definition	No.
	NOTE So called from the formula whereby such papers are “presented by command of Her Majesty”.	
commentary	(a) text (a) which comments, or provides systematic notes(a), on another text.	3.4
	(b) descriptive remarks, especially to be spoken or broadcast, or to accompany a motion picture .	3.4.5 4.5.2
commercial library	SEE business library; subscription library .	
common subdivision	one of a group of general concepts which can be applied throughout a class or classes in a classification scheme .	2.3.5
comopt	motion picture on film (a), on which is printed both the picture images(a) and the optical sound track .	3.4.6.2 3.6.3
	NOTE “ Comopt ” is an abbreviation of “combined optical”.	
compact disc CD	(a) type of digital optical disc normally 12 cm in diameter.	2.6.2 3.4.4.1 3.5.5.1
	(b) compact disc (a) used for high quality sound recordings.	
compact disc read-only memory	SEE CD ROM .	
compact shelving	several rows of shelving close together, and capable of being manipulated to allow access to each bay , thereby increasing the density of books per square metre.	5.4
compiler	(a) one who produces a single document by collecting and arranging material from various sources.	3.2 4.1.1
	(b) <data processing> program which converts instructions in a high level language into machine code.	2.6.5
complex subject	subject which reflects more than one distinct conventional class , e.g. Psychology of teaching; French railways. SEE ALSO composite subject and compare compound subject .	2.3.3
composing composition typesetting	<printing> the placing of type from which to print. This includes type and spacing, but not illustrative matter .	4.2.3
composite subject composition	generic term for complex subject and compound subject . SEE composing .	
compound subject	subject which reflects more than one facet within a conventional class : for instance, within the class “chemistry”, a subclass reflecting both a substance and an operation (e.g. vacuum distillation of ethyl alcohol) is a compound; or, within the class “building”, “concrete roof” is a compound, reflecting both a material and a part . cf. complex subject. SEE ALSO composite subject .	2.3.3
compressed full score	SEE close score .	
computer file	SEE file .	
computer input microform CIM	input to a computer from microform via optical character recognition.	2.6.3 3.5.3

Term	Definition	No.
computer output microform	SEE COM.	
concept	idea of a thing or of a class(a) of things.	0.2
concept analysis	analysis of a subject into its component concepts.	2.3
concept of unique definition	<classification> a concept which cannot be subdivided further, e.g. St Paul.	2.3.3
concordance	(a) index of words and phrases in a document , in terms of their context. (b) index to an indexing language in terms of an arrangement of another language. (c) <archives(a) or (b)> a finding aid , in two columns(a), establishing the relationship between the past and present reference numbers of individual items.	2.2.1.3 3.5.1
condensation	SEE abridgement .	
condensed score	<music>, a score giving the principal parts(c) on a small number of staves, generally organized by instrumental sections.	3.4.4
conductor part conductor score	<music> a part(d) to which cues have been added to enable a performer also to conduct the ensemble. NOTE Used in phrases such as "violin conductor part", usually abbreviated to "violin conductor", etc.	3.4.4
conservation	physical maintenance and repair of documents.	2.7
contact print	copy(b) produced by holding a sheet of sensitized material in contact with the original, or with a negative(a) , during exposure. SEE ALSO reflex print, transmission print .	4.2.2
contents list table of contents	list of distinguishable headings in a document , given in the order in which they occur, together with their location.	3.7.4
contents page	page(a) , usually in the preliminaries , on which the contents list is found.	3.7.3
continuation	(a) separately published part(a) of a monograph(a) , a serial(a) or a series(a) . (b) SEE supplement .	3.7.3
continuous pagination	use of one sequence of page numbering throughout a multi-volume work or volume of a serial .	4.1.2
continuous revision	method of revision (e.g. of an encyclopaedia) in which some parts of the work are revised for each printing , the whole work being revised over a period of years.	4.1.1
continuous tone full tone	shading of tones on an illustration, gradually and continuously from white to black or between any two shades of grey or other colour(s). SEE ALSO half tone, line original .	3.4.7
control character	<data processing> code(c) reserved for conveying or storing instructions (as opposed to alphanumeric characters , punctuation etc.).	2.6.1 2.6.5
controlled circulation	(a) routing of documents to users so that each recipient returns each item to the library after use, for transmission to the next recipient. In an uncontrolled circulation, each recipient passes items straight on to the next listed recipient. (b) distribution of a document , normally a periodical , to a specified or selected readership.	2.5

Term	Definition	No.
controlled language	(a) SEE artificial language . (b) SEE controlled vocabulary .	
controlled vocabulary	list of permitted indexing terms.	2.4.2
controlled language(b)	SEE ALSO artificial language .	
conventional name	name (other than the real or official name) by which a person, corporate body , place or thing has come to be generally known.	2.2.3.2
conventional sign	<cartographic materials> a generally accepted symbol used to represent information .	0.1.1 3.4.3
cooperative acquisition	coordination between two or more libraries or information services of acquisition policies for documents.	2.1
cooperative cataloguing	sharing of common cataloguing operations by a number of libraries or agencies to avoid duplication of effort.	2.2
shared cataloguing		
coordinate classes	<classification scheme> classes belonging to the same array .	2.3.3
coordinate concept	<PRECIS indexing> any of two or more concepts which are mutually related to some other component of a compound subject . For example, in the subject "gas fired and oil fired equipment used in heating schools" the coordinate concepts GFE and OFE are both related (as agents) to the action: heating.	2.4.2.1
coordinate indexing	SEE post-coordinate indexing; pre-coordinate indexing .	
coordinate theme	<PRECIS indexing> each of two or more themes which are dealt with in a single document .	2.4.2.1
copy	(a) original(a) from which a reproduction is eventually made. NOTE Adapted from BS 4277:1968 (b) reproduction of a document prepared simultaneously or subsequently, usually identified by function or by method of creation. (c) single specimen of a document .	4.2 3.7
copy editing	preparing a document for publication (a) by ensuring conformity to house style and removing inconsistencies, errors and ambiguities and potentially libellous statements.	3.2 4.1.1
copy negative	<still photography> a negative (a) made from a positive print, of which the corresponding negative is not available.	4.2.2
internegative(b)		
copyright	exclusive right to reproduction or performance to the public, of a literary, dramatic, musical, artistic or other work. It includes translation, dramatization, broadcasting and other rights. SEE ALSO fair dealing .	3.3
copyright deposit	SEE legal deposit .	
copyright library	library designated under the provisions of legal deposit to receive or	1.2
legal deposit library	apply for free copies of documents printed or published in the country concerned.	2.1
	NOTE Under United Kingdom law the designated libraries are the British Library, Bodleian Library (Oxford), Cambridge University Library, National Library of Scotland, Library of Trinity College Dublin and, subject to certain restrictions, the National Library of Wales. In some countries copyright depends upon the formal act of deposit in the library.	

Term	Definition	No.
copyright licence	authority to use, reproduce or perform a copyright work for a certain period of time and in accordance with certain conditions stipulated by the copyright owner.	3.3 4.5
copyright notice copyright statement	assertion in or on a document of the holder of copyright and the year in which such right was asserted. SEE ALSO © ; p.	3.3
corrigenda	SEE errata .	
counter	<type(a) or (b)> a space wholly or mainly enclosed by the strokes of a character . NOTE SEE Figure 3 and Figure 4.	4.2.3.1
cover	protective outside of a book (a) or (d), or of a pamphlet , to which the body of the work is fastened. NOTE 1 A cover made independently of a book , then attached whole, is called a case . NOTE 2 SEE upper cover and lower cover NOTE 3 See Figure A.1. NOTE 4 Used in the plural to describe the state of a particular copy(c), e.g. "covers detached", meaning that the sides are present but loose. NOTE 5 See Figure A.1.	3.7.3 4.3.2
cover title	title printed on the original covers of a document .	3.7.4.1
cover to cover translation	serial (a) in which each issue (b) consists of the translation of the whole (or a major part) of an issue (b) of a serial (a) in another language.	3.7.2
cover version	authorized sound recording by an artist other than the original artist.	3.4.4
credit	(a) acknowledgement given in a document to the persons or organizations that have contributed to its production . (b) <cataloguing> part of a catalogue entry in which a credit (a) is recorded.	3.7.4 2.2.3.2 3.2
critical bibliography	SEE bibliography (c)	
crop mark	mark to show where cropping (a) should be performed.	4.2.3
cropping masking	(a) deliberate trimming of unwanted portions of a document , usually an illustration or diagram, before reproduction. (b) <binding> the excessive trimming of the margins of a document .	4.2.3 4.3.1
cross classification	<classification scheme or classified collection> the presence of one concept , or items on one subject, at more than one location, often arising from ambiguity inherent in the scheme.	2.3.5
cross reference	direction from one place to another in the same document . SEE ALSO "see also" reference, "see" reference.	2.2.4 3.7.4
cross section	SEE section (b).	
crown	former recognized size of paper, nominally 15 inches × 20 inches.	3.6.1
Crown copyright	copyright that is vested in the Crown. NOTE Under UK law, copyright in a work, published or unpublished, made by the Sovereign or by an officer or servant of the Crown in the course of their duties, is vested in the Crown.	3.3

Term	Definition	No.
cue	<motion picture production> to prepare a recording for playback so that when the material starts it will be in synchronization with other sections of the broadcast.	3.4.6.2 4.5.2
culling	SEE weeding .	
cumulation	(a) progressive addition of new information , maintaining an existing order of arrangement . (b) publication (a) containing such cumulated material, e.g. index , current bibliography .	4.1.1 2.2.1.2 3.4.2
current awareness service	service designed to keep the clientele of a library or information service regularly provided with current information relating to their interests.	1.3
current bibliography	bibliography (c) in serial form , each part listing documents published or noted since the issue or compilation of the preceding part.	2.2.1.2 3.8.3
current contents service	information service providing contents lists , possibly translated, of recently received documents, especially periodicals.	1.3
current issue	that part(a) of a serial (a) bearing the most recent issue number and/or date.	3.7.2
cursor	<screen display> a special conspicuous symbol, often one that blinks, to show where the next input(b) will appear.	2.6.4
cut flush	SEE flush binding .	
Cutter number	alphabetical device as part of a class mark, which may be used to assist in the alphabetical arrangement of an author's work or alphabetical subdivision of a subject.	2.1.2 2.3.4
cutting	news item detached from a newspaper or other periodical .	3.7.2
clipping		3.7.3
press cutting		
cyanotype	SEE blueprint .	
D		
D MAC	high definition colour television coding system. NOTE The name derives from "Multiplex Analogue Component" (version D).	4.5.2
dailies	SEE rushes .	
data	(a) information in quantitative form. (b) representation of facts or instructions in a formalized manner, suitable for communication, interpretation or processing by persons or by automatic means.	0 0.2 2.6
data bank	SEE databank .	2.6.2
data base	SEE database .	
data carrier	SEE medium (a).	
data compression	reducing the size of a data (b) file (c) by changing the way in which the data (b) is represented.	2.6.2
data processing	operations carried out on data (b) according to precise rules or procedures.	2.6
data protection	safeguarding of the interests of data (b) subjects about whom personal data is held on file (a), (b) or (c), especially on computer files.	1.2.2 2.6.2

Term	Definition	No.
data retrieval	recovery of data (b) from an organized collection .	2.5.1
data retrieval system	set of logical procedures and associated mechanisms for the recovery of data (b).	1.3
data sheet	document bringing together for convenience information on a specific topic, often summarized in graphic or tabular form.	3.4.2 3.4.2.3
databank data bank	store of deposited data (b), accessible to authorized users.	2.6.2
database data base	organized collection of data (b).	2.6.2 3.4
date label	<library> a label in a document on which the date of issue or use, or the date due for return, is recorded.	2.5.3 3.9
DBS	Direct Broadcast by Satellite. Use of a satellite to broadcast direct to the audience, as opposed to using an intermediate receiving station and terrestrial transmission .	4.5.2
decimal notation	notation (b) or (c) based on numbers treated as decimals, so that each additional digit in a number represents another subordinate facet .	2.3.4
deckle edge	uneven edge of a sheet (a) of hand made paper.	3.6.1 3.7.3
	NOTE The deckle is the frame in which the sheet is formed.	
default	<data processing> input (b) values adopted automatically unless altered by the operator.	2.6.4
defaulter	borrower who offends against borrowing regulations and against whom some action is usually taken.	2.5.3
definition	in relation to an image (a), the degree of distinctness or clarity, dependent on various properties such as resolution and contrast.	3.4.7
definitive edition	edition (a) of which the text (a) is authoritatively claimed to represent the final intention of the author .	3.4
delegated legislation	SEE subordinate legislation .	
delimiter	<data processing> a symbol separating data (b) elements within a field or one field from another. cf. separator, terminator .	2.6.1
demy small demy	former British Standard size of paper, 17½ inches × 22½ inches.	3.6.1
density optical density	light absorbing qualities of an image (a), e.g. the degree of opacity in a film (a) or of blackness in a print (c) NOTE Strictly, called "optical density".	3.6.3 4.2.2
departmental publication non-parliamentary publication	in the UK, an official publication other than a parliamentary paper .	3.4.2.1
dependent document	document , such as a separately published index, commentary (a) or supplement , which augments or modifies the contents of an earlier document .	3.7
dependent title	title of a part (a) which by itself is insufficient to identify a document .	3.7.4.1
deposit, noun	documents that have been deposited.	3.8.2

Term	Definition	No.
deposit , verb	to place documents in a repository while retaining ownership.	2.1 3.3
deposit collection	collection (c) of documents of a specific category of ownership placed in a library (a). NOTE As ownership is not transferred, the owner may enforce certain stipulations.	3.3 3.8.2
depth of indexing	SEE specificity .	
descenders	lower part of the following lower case characters: g, j, p, q, y and, in some typefaces, f and z. SEE ALSO ascenders . NOTE 1 See Figure A.5.	4.2.3.1
descriptive bibliography	systematic description of books(a) and other documents as physical objects, with reference to their characteristics determined by the process of manufacture, and to variations in copies(c) and editions(a) or (b) arising from these.	2.2
descriptive cataloguing	that part of the cataloguing process concerned with the identification and description of a document , as distinct from subject cataloguing.	2.2.1
descriptive list	<archive administration> a finding list with descriptions detailed enough usually to allow users to decide whether they need to retrieve a given document . cf. class list .	2.2.1.2 3.5.1
descriptor	word or phrase (e.g. an index term) used to identify an item of information for the purpose of retrieval . NOTE Sometimes used for a preferred term .	2.3.1 2.5.1
desiderata	<acquisition> items which have been identified as desirable acquisitions but which are currently unavailable or the purchase of which has been postponed.	2.1 3.8.2
desktop publishing DTP	use of a microcomputer for the preparation of camera-ready copy incorporating sophisticated layout , typefaces, graphics (a) etc.	4.1.3
detail	<cartographic materials> the substantive graphic information , as distinguished from the borders, title (a), legend (a) etc.	3.4.3
device	trade mark or emblem used by a printer or a publisher to identify their work.	4.2.3 4.4
diary	that is maintained over a given period of time by an individual or group of people working in association.	3.4
diazo process dyeline process	copying process in which the copy results from the effect of light on diazonium sensitized materials.	4.2.1
dictionary catalogue	catalogue of entries under authors, editors, translators etc., titles, series , subjects and forms, which, together with the necessary cross references , are arranged in one alphabetical sequence. SEE ALSO alphabetico specific catalogue .	2.2.1.2
difference	<PRECIS indexing> that part of a compound term which expresses an attribute and so defines a subclass of the substantial element or focus . NOTE Difference can be expressed in two ways in English: either (1) difference precedes the focus: in the compound term "gifted children" the term "gifted" defines a subclass of the focus "children";	2.4.2.1

Term	Definition	No.
	(2) difference follows the focus: in the compound term “flow in ducts” the phrase “in ducts” functions as the difference which specifies a subclass of the focus “flow”.	
digest	(a) in certain contexts, e.g. law, a methodical summary or collection of summaries. (b) SEE abridgement .	3.4.2.1
digital	of the representation of data (a) or (b) by discontinuous units, such as numeric characters.	0.1 3.5.6
digital optical disc	optical disc used exclusively for the storage, in digital form , of data (b). NOTE The disc may be “read only”, where the initial data (b) cannot be altered or added to, “write once”, where data (b) can be written but not erased or edited, or “erasable/rewritable”.	2.6.2 3.5.5.1
diplomatic	study of the external and internal features of documents to assist in their authentication.	2.2
direct positive process	copying process which produces a positive (a) image (a) from a positive appearing original without the intermediate use of a negative (a).	4.2.1
director	person with overall responsibility for the artistic interpretation, presentation and style of an auditory and/or visual document .	3.2 3.4.6.1
directory	(a) systematically organized information for the identification or location of persons, subjects, places, corporate bodies etc. (b) <data processing> that part of the data (b) which links the identifier to the location of the items stored. NOTE Directories may give, for example, the field locations within records (a) or file locations on discs. They may contain additional information such as dates, times, lengths.	3.4.1 2.6.1
disbound	of a book (a) which has been separated from its case (a).	4.3.2
disc	(a) document in flat, circular form.	3.6.4
disk	SEE ALSO CD ROM; compact disc ; digital optical disc ; floppy disc ; hard disc ; optical disc ; videodisc NOTE In data processing , often spelt “disk”.	
	(b) SEE sound disc .	
discharge	to cancel a record of a loan on return of a document .	2.5.3
discography	(a) systematic description and listing of sound recordings. (b) resulting document of discography (a).	3.4.4.1
disk	SEE disc , Note.	
diskette	SEE floppy disc .	
disposal list	<archive administration> a list of types of document which may be destroyed as of no further value after the expiry of a specified term of years.	2.1 3.5.1
dissertation	SEE thesis .	
dissolve	<motion pictures> a transition from one scene to another in which the whole of the new scene gradually appears as the whole of the first scene gradually disappears.	3.4.6.2
lap dissolve		
mix(a) overlapping dissolve		
distributed relative	<classification scheme> a facet which is treated as a subordinate principle of division and used in more than one class , e.g. facets for place are often found in all main classes .	2.3.3
distributor	agent or agency that has exclusive or shared marketing rights for a document .	4.5.1

Term	Definition	No.
divided catalogue	catalogue in more than one sequence. For example, the two distinct elements of a dictionary catalogue (subject entries and author or name entries) may be arranged in separate alphabetical sequences.	2.2.1.2
document	combination of a medium and the information recorded on or in it.	3
document processing	SEE word processing .	
document retrieval	recovery of a document or a copy of a document from an organized collection .	2.5.2
	NOTE Document retrieval is distinct from the recovery of references to documents (see reference retrieval).	
document retrieval system	set of logical procedures and associated mechanisms for the recovery of documents.	1.3
documentary language	artificial language used by documentation systems for purposes of indexing, storage and retrieval .	0.3
documentation	(a) collection , organization and recording of documents for the purposes of storage, retrieval , utilization or transmission of information contained in them.	0
	(b) document or documents associated with or supporting an item .	3.4
documentation centre	SEE information centre .	
dope sheet	form returned by a cameraman at the end of a day's shooting, recording the material covered in filming.	3.4.6.2
dossiers	SEE case papers .	
dot matrix matrix	of characters formed by a pattern of dots.	4.2.3.1
	NOTE The term "dot matrix printer" is customarily applied only to impact printers, and not to inkjet and laser printers.	
double KWIC index	KWIC index which facilitates speedy coordination of concepts by using a term that would normally appear in the KWIC index column as a heading , and rotating the remaining terms with main term replaced by an asterisk in each context, thus: MANAGEMENT British Rail, personnel * in Personnel * in British Rail	2.2.1.3
double pagination	method of pagination (a) in which the same page (a) or (b) number is used twice, e.g. in bilingual documents, with the same sequence for the original text and its translation.	4.1.3
double shelving	placing of items or containers behind each other on the same shelf.	2.1
downloading	transfer of data (b) from one computer system to another, usually from a larger to a smaller system .	2.6.4
dpi	dots per inch: the number of dots scanned, displayed or printed by a computer or reprographic system .	2.6.4 4.2.3
	NOTE Quality of an image (c) is also governed by dot size: dpi is not a measure of quality by itself.	
dpm	dots per millimetre: the number of dots scanned, displayed or printed by a computer or reprographic system.	2.6.4 4.2.3
	NOTE Quality of an image (c) is also governed by dot size: dpm is not a measure of quality by itself.	
drop line pedigree	<genealogy> a chart of ancestors or descendants in which generations appear in separate rows (sometimes columns) with spouses linked by "=" to which their children are linked by straight lines.	3.4.2.4

Term	Definition	No.
dropdown menu	SEE pulldown menu .	
DTP	SEE desktop publishing .	
dual dictionary	device consisting of two identical copies of a uniterm index , bound side by side so as to facilitate the matching of document numbers in post-coordinate indexing .	2.2.1.3 2.4.3
dubbing	(a) combining two or more sound recordings into a single composite recording.	3.4.4.1
	(b) copying a recorded sequence or programme(b).	3.4.6.2
	(c) <motion picture production> the process of recording new dialogue (often in another language) to be substituted for the original version.	
dummy	(a) sample copy (c) of the proposed work made up before printing , with the actual material, i.e. paper and covers, and cut to the correct size to show bulk, style of binding etc. It usually contains a specimen printed page (a) to show suggested type , and is useful for estimating costs. NOTE Also called "printer's dummy".	4.2.3
	(b) card, sheet (a) or (b) or other indicator placed on or near the place where an item is normally stored to denote its removal.	2.1.1
duodecimo 12mo	(a) sheet (a) of paper of a standard size which has been folded four times to make a section of twelve leaves. NOTE To specify actual dimensions, the size of the sheet has to be given, e.g. " crown duodecimo ".	3.6.1
	(b) book (a) having sections of twelve leaves.	3.8.1
dust jacket	SEE book jacket .	
dyeline process	SEE diazo process .	
E		
e-mail	SEE electronic mail .	
edition	(a) stage of development in the artistic or intellectual content of a published document ; when the content is altered, a new edition results. SEE ALSO reissue .	3.7
	(b) particular physical form of a published document of unchanged content (e.g. paperback edition).	
	(c) version of a document intended for a different readership, audience or user group.	
editor	(a) Person(s) or corporate body(ies) responsible for preparing a document for publication . NOTE This may be limited to copy editing , or may include supervision of a text (a) and selection, assembly and addition of material.	3.2
	(b) computer software (or hardware) that allows editing to be done on a terminal . NOTE 1 Also called a "file editor".	2.6.5
	[DD 179:1989]	
	(c) equipment used for editing motion picture film or magnetic tape .	3.4.6
electrolytic process	copying process using paper incorporating electrically conductive material, allowing electrolysis to deposit silver compounds to form an image (a).	4.2.1

Term	Definition	No.
electronic bulletin board	SEE bulletin board .	
electronic document	SEE machine readable .	
electronic mail	use of computers and communications networks for the transfer of messages between individuals.	3.8.3
e-mail		4.5.3
email	cf. bulletin board .	
electronic publishing	(a) use of information technology to facilitate the production of a printed document .	4.1
	(b) use of information technology systems to distribute data (a) or (b) electronically.	4.5
elephant	former recognized size of paper, variously given as 20 inches × 27 inches and 28 inches × 33 inches.	3.6.1
elephant folio	large folio (c) (nominally 14 inches × 23 inches).	3.6.1
elision	abbreviation of the second of a pair of numbers, e.g. 24 27 may be elided to 24 7, 1939 1945 to 1939 45.	0.1
elite	size of typewriter characters in which there are twelve to the inch.	4.2.3.1
em	(a) <printing> a unit of horizontal measurement, equal to the body (b) of the type (a) in use.	4.2.3.1
	NOTE So called from the practice of casting the capital M on a square body (a).	
	(b) SEE pica .	
email	SEE electronic mail .	
embedded command	<word processing> command characters inserted in the text (a) by program , and not normally visible to the operator .	2.6.1 4.1.2
EMMA record	record in UKMARC format , from any other provenance than that of the BNBMARC record .	2.2.3.1
Extra MARC record	NOTE EMMA was originally an acronym for "Extra MARC Material".	
empty symbol	<notation(a)> a symbol which has no subject content, e.g. the 9 in a notation using the octave device .	2.3.4
en	"printing" a unit of horizontal measurement, equal to half an em .	4.2.3.1
encapsulation	encasing of a document in a transparent plastic folder of which the edges are then sealed.	4.3.3
	SEE lamination	
encode	SEE code (verb)(a).	
encoding level	degree of completeness of a machine readable record .	2.6.2
coding details, level of		
encryption	encoding data (b) [usually text (c)] in such a way to make it unintelligible until decoded.	0.1 1.2.2
	NOTE Used to protect the privacy of data , particularly when transmitted over telecommunications links.	
end note	note (a) at the end of a document or part of a document .	3.7.4
end-papers	leaves at the beginning and end of a volume which form a constructive link between sections or leaves of a volume and its case or binding.	3.7.3
lining papers	They may range from a single folded sheet (b), i.e. four pages, tipped in with the first page pasted to the board, to a complete section sewn in.	

Term	Definition	No.
end user	(a) <data processing> the user of software performing the task for which it was designed, e.g. word processing , payroll.	2.6.4
	(b) <information retrieval> the user for whom the information is retrieved, with or without help from an intermediary.	2.5.1
endless loop cartridge	SEE cartridge(a) .	
energy	<Colon Classification> the category for an activity or process.	2.3.5.1
ENG	Electronic News Gathering. Video(a) portable broadcast standard systems used mainly for documentaries and news.	4.5.2
enlargement ratio	expression of the number of times a copy is larger in linear dimensions than the document from which it was made, e.g. 10 : 1, often indicated as 10x.	4.2.1
enrichment	<indexing> the addition of keywords to a title for automated indexing.	2.4.2
entry	record in an ordered list.	2.2.3
		3.4.1
entry element	word(s) or symbol(s) by which an entry is arranged.	2.1.2
		2.2.3.2
enumerative bibliography	SEE bibliography(a) .	
enumerative classification	classification scheme in which it is not envisaged that notations will be combined, as distinct from a faceted classification .	2.3.4
		2.3.5
ephemera	documents of transitory intention, sometimes preserved as samples or specimens.	3.1
errata corrigenda	corrections to be made in a document , listed either as an integral part or on a separate sheet(b) . NOTE In the latter case, also called an "erratum slip".	3.7.4
erratum slip	SEE errata .	
exchange	arrangement by which a library obtains documents in return for its own or other documents rather than for payment.	2.1
exclusive rights	permission granted by a copyright owner for a use or reproduction of a copyright work in a particular manner over a specified period of time to the exclusion of all others whilst the agreement is in force.	3.3
exhaustive indexing	inclusion in an index , separately or in combination, of all possible concepts	2.4.2
	or subjects in a document .	
expert system knowledge system knowledge based system	data processing system designed not only to store facts but to interpret facts using programs simulating human reasoning based on experience, intuition etc.	2.6
explanatory reference	cross reference which provides more detail than a conventional " see reference " or " see also " reference , such as the date of the change of name of a corporate body, e.g. Great Britain. Office of Population Censuses and Surveys The name of the General Register Office was changed in 1970 to the Office of Population Censuses and Surveys. Works by this body are entered in accordance with the name used at the time of publication .	2.2.4

Term	Definition	No.
explicit	final word or phrase of a manuscript (a) or early printed book (a), indicating that it is complete, and sometimes giving the title (a) and author 's name.	3.7.4 3.5.1
expressive notation	SEE hierarchical notation .	
expurgate	to excise material considered offensive. NOTE Also called "bowdlerizing" after Thomas Bowdler, who published an expurgated edition of Shakespeare in 1818.	4.1.1
Extension	SEE generality(b) .	
extent of item	<cataloguing> the first element of the physical description area , giving the number and the specific material designation of the units of the item being described, and, in some cases, other indications of the extent (e.g. number of pages(a) of a document ; duration of a sound recording).	2.2.3.2
extra illustrated	(a) of books(a) which are enlarged by post publication insertion of illustrative matter , sometimes involving the mounting of the original pages(a) on larger sheets(b) and binding into several volumes(a). NOTE Often called "grangerized" after the "Biographical History of England" published by James Granger in 1769, with blank leaves for this purpose. (b) of an edition (a) of a work with many more illustrations than are printed in the cheaper editions.	3.4.7
Extra MARC record	SEE EMMA record .	
F		
f	SEE folio .	
face	(a) printing surface of a piece of type (a). NOTE See Figure A.4. (b) SEE typeface .	4.2.3.1
facet	<classification(a)> the total of concepts obtained by applying particular characteristic of division.	2.3.1 2.3.3
facet analysis	<classification(a)> the analysis of a complex subject into its constituent concepts and their allocation to facets appropriate to the classification scheme in use. "Thermometer" may or may not involve facets for heat, measurement and instrument.	2.3.6
facet formula	SEE citation order .	
facet indicator	(a) Symbol introducing a particular facet . (b) SEE node label .	2.3.2 2.3.4
faceted classification	classification scheme classification comprising concepts arranged in a series of facets.	2.3.5
analytico synthetic classification		
facsimile	reproduction, similar in size and appearance, of a document .	4.2
facsimile transmission	SEE fax .	
fair dealing	provisions whereby, without specific permission from the copyright holder, limited reproduction of copyright material is allowed under certain conditions for specific purposes, e.g. private study, research, criticism, review .	3.3

Term	Definition	No.
fallout	<retrieval system> the ratio of the number of non-relevant documents retrieved to the total number of non-relevant documents in the system database .	2.5.1.2
false colour	of images(a) or (b) reproduced in colours deliberately different from the subject in order to show or highlight features otherwise invisible. Examples: to show invisible frequencies (ultra violet, infra red, X ray) or media (electron beam); extending the range of films(a) to show the same frequencies at widely different degrees of brightness, as in a rocket flame.	4.2
false drop	<data retrieval system> retrieval of non-relevant items resulting from ambiguity in terms or codings, or combinations thereof. SEE ALSO noise .	2.5.1.2
family tree structure	form of thesaurus display in which the broadest term occurs at the head of the display, and narrower terms appear in subordinate positions and are linked to the broader terms by lines.	0.3 2.3.1.1
favoured category preferred category	<classification scheme> a preferred category class given prominence as of special importance in the library or array .	2.3.5
fax facsimile transmission telefacsimile telex	transmission of an image (b) of a document across a telecommunications network.	4.5.3
feature card aspect card term card	<post-coordinate indexing> a card carrying a term entry , the documents being represented by codes or by the positions of holes.	2.5.1.1 3.6.2
featuring	use of natural language to represent a special concept , or more detail than the notation of a classification scheme allows.	2.3.4
feedback	communication about the results of an operation (e.g. information retrieval), whether by human or machine, for use in monitoring performance.	0.2 4.5.3
festschrift	document of collective authorship published in honour of a person or corporate body, usually on the occasion of an anniversary celebration.	3.4.2.4
fiction	<library arrangement> novels and short stories, normally in the language of the area, regarded as a separate category .	2.1.2 3.4
field	identifiable area of a document , used for a particular category of data (b). NOTE In data processing , a field is a subdivision of a record (a).	2.6.2 3.7.4.1
file	(a) assembly of documents fastened together, often in a protective cover . (b) organized unit of related documents, whether or not fastened together. (c) <data processing> a set of related records treated as a unit. NOTE 1 SEE record (a). NOTE 2 Computer files may include either data (b) or programs or both.	3.8.1 3.9 2.6.2
file editor	SEE editor(b)	
film	(a) combination of a flexible transparent base and one or more photosensitive layers, in roll or sheet form . [BS 6054-4:1987]. NOTE Strictly, called "photographic film". (b) motion picture on film (a).	3.6.3 4.2.2 3.4.6.1

Term	Definition	No.
film loop	SEE loop .	
filmloop	SEE loop .	
filmography	(a) systematic description and listing of films(b). (b) resulting document of filmography (a).	3.4.6.1
filmsetting	SEE phototypesetting .	
filmslip	short filmstrip , normally in a rigid container and not on a roll .	3.6.3
filmstrip	length of film (a) carrying images intended for projection as still pictures.	3.6.3
finding aid means of reference	document , published or unpublished, listing or describing a body of records (a) or archives (a), making them more readily accessible and more comprehensible to the user. NOTE Basic finding aids include guides(a) or (b), inventories, catalogues, calendars, lists, indexes, location indexes (a) or (b) and, for machine readable records (a) or archives (a), software documentation .	2.5.1
finding list	catalogue containing brief descriptions of documents and their location.	2.2.1.2
firmware	programs permanently stored in computer chips which are sometimes replaceable. cf. software ; hardware .	2.6.2 2.6.5
fixed-length field	<data processing> a field of predetermined length.	2.6.2
fixed location	arrangement in which a given document is permanently allocated to a particular shelf, bookcase or other storage location.	2.1.1
fixing the sound	<sound recording> the determination and creation of the version to be issued. It may result from the mix(b) of several takes.	3.4.4.1
flash card	card bearing text (a) or illustrations for rapid display to assist in teaching.	3.9
flashing character blinking character	on a screen , a character which varies in colour or intensity at regular intervals.	2.6.4
flat backed	of a tight backed binding where the back has not been rounded.	4.3.2
flat-bed filming	SEE planetary filming .	
flexibility	<classification scheme> the provision of options to meet special circumstances.	2.3.1 2.3.5
floppy disc diskette	magnetic data (b) storage disc of flexible material normally enclosed in a sleeve (b). cf. hard disc .	2.6.2 3.6.4
flowchart flow diagram	graphical representation of the definition , analysis or method of solution of a problem, in which symbols are used to represent operations, data (a) or (b), flow, equipment etc. [BS 4058:1987]	3.4.8 3.9
flush binding cut flush	binding where the cover and the leaves of a book (a) are trimmed to the same size.	4.3.2
flush, set	SEE justify .	
flyleaf	blank leaf at the beginning or end of a volume (a).	3.7.3
focus	<classification> an isolate in the context of a facet .	2.3.1
fold-out	SEE throw out .	
foliation	(a) consecutive numbering of the folios(e) (leaves) of a document , as distinct from the numbering of the pages(a). (b) statement of the number of leaves [as distinct from pages(a)] in a document .	3.7.4.1

Term	Definition	No.
folio f	(a) sheet (a) of paper of a standard size, or of parchment, folded once to make a section of two leaves. NOTE To specify the actual dimensions, the size of the sheet has to be given, e.g. " crown folio ". (b) book (a) having sections of two leaves. (c) <popular terminology> a book (a) over 13 inches high. SEE ALSO atlas folio; elephant folio. (d) unbound collection of leaves. (e) leaf of paper or parchment numbered only on the front.	3.6.1 3.6.1 3.8.1 3.8.2
font	SEE fount.	
foolscap	former British Standard size of paper, 13½ inches × 17 inches.	3.6.1
footage	length of film (a) expressed in feet.	3.6.3
footer	text (a) in a standard form at the bottom of each page of a document , such as the page number or document identifier. SEE ALSO header.	3.7.4
footnote	note (a) at the foot of a page (a), linked by a symbol to the relevant part of the text (b).	3.7.4
fore edge foreedge	edge of a book that is parallel and opposite to the back or spine . NOTE See Figure A.1.	3.8.1
fore edge margin	SEE margin , note 1.	
foreground colour	on a screen , the colour of the character or other image (c) that is being displayed against its local background .	2.6.4
foreword	statement at the beginning of a document preceding or replacing a preface especially by person other than the author.	3.7.4
form	physical or literary presentation of a document .	3.8.1 4.1.3
format , noun	(a) general form , shape and size of a book (a). NOTE Originally, the size of a book (a) resulting from the size of the sheet (b) and the number of folds. (b) layout of a document determining its appearance, or the layout of the data (b).	3.8.1 4.1.3
format , verb	(a) <data processing> to prepare data storage media(a) to receive data under the operating system in use. (b) to interpret instructions for the format(noun)(b) of a document .	2.6.2
fount font	set of type of the same size and typeface .	4.2.3.1
foxing	brown staining of fungal origin on paper or cellulosic textiles.	3.6.1
fps	frames per second. The number of frames(a) or (b) exposed in a camera or passing through a projector in one second.	4.2.2 4.5.2
	NOTE 24 fps is the normal speed for sound films(b), 25 fps when shown on television. Silent films(b) were often shot at 16 fps, or, if hand cranked, at varying speeds.	

Term	Definition	No.
frame	(a) <photography and cinematography>, each of the areas of the sensitized surface successively available for exposure.	3.4.6.1 3.6.3 4.2.2
	(b) image occupying a frame (a).	3.4.7
	(c) single electronic image , consisting of a series of lines.	2.6.4
	(d) on a page (a) or (b), the border of an area containing a discrete unit of data (a) or (b), such as a table or illustration.	3.4.7
	(e) SEE page (b).	
	(f) <videotex> the amount of data (b) which is displayed on a screen at one time.	2.6.4 3.8.3
frame pitch pitch(c)	on microfilm , the distance between the corresponding points on two successive frames(b).	
framing window repair	reinforcing the damaged edges of a sheet (a), (b) or (c) with a single piece of repair material from which a panel (or “ window ”) has been cut so as not to obscure the text (a).	2.7
free text search	search for which a request to an automated system is formulated in natural language .	2.5.1
freeze frame hold frame stop frame	(a) facility of a cine projector or video (a) playback equipment for continuous display of a single frame (b) or (c).	3.4.6.1
	(b) <cinematography> a frame (b) which is printed repetitively so that the image (b) on the print(d) can be seen without movement for as long as required.	
front projection	projection of an image (a) on to an opaque screen to be viewed from the same side.	4.5.2
frontispiece	illustration preceding the title page of a book (a).	3.4.7 3.7.4
full bound	of a book(a) having the spine (a) and boards covered with one material only, e.g. full leather, full cloth.	4.3.2
full music edition harmony edition	<music> an edition (c) of a collection (a) of songs or hymns in which they are fully harmonized.	3.4.4
	cf. melody edition .	
full out	SEE justify , NOTE 2.	
full score	<music> a score with each part (c) on a separate stave.	3.4.4
	NOTE In practice, some parts(c) (e.g. first and second oboe) may share a stave.	
full tone	SEE continuous tone .	
fuzzy	of data processing systems which represent imprecise values and relationships.	2.6.12.6.4
FX	effects.	3.4.4.1 3.4.6.2
	NOTE In motion picture production and sound recording, depending on context, either sound effects, optical effects or special effects.	
G		
galley	(a) long shallow metal tray used by compositors to hold type (a) after it has been set; hence also the composed type so held.	4.2.3
	(b) SEE galley proof .	

Term	Definition	No.
galley proof galley	proof of a document on which corrections can be indicated and from which layout can be decided.	3.8.1 4.2.3
gatefold	<a book(a) or periodical> a folded oversize leaf , usually illustrative, intended to be unfolded for viewing.	3.7.3
gatekeeper	member of a group who has more extensive outside contacts and/or awareness of sources than other members, and to whom they habitually turn for information .	2.5.1
technological gatekeeper		3.2
gathering	(a) SEE section . (b) SEE collation (a).	4.5.3
gazette	official periodical containing notices, regulations, proclamations etc.	3.7.2
general material	broad indication of the type of document , e.g. microform , sound recording.	2.2.3.2
GMD		3.5
material designation	cf. specific material designation .	
general reference	cross reference from a heading to a group of headings which are represented by an example, e.g. "Railways: for national railways see under the country, e.g. for French railways see France: railways".	2.2.4
general-special concept	<classification scheme> subdivision of a topic by a characteristic which can be applied both to a general class and to subdivisions of that class , e.g. motor vehicles — propulsion; cars — propulsion.	2.3.1
generality	(a) Breadth of applications covered; lack of specificity . (b) in the testing of an information retrieval system , a measure expressing the ratio of the number of documents in a file relevant to a particular inquiry, to the total number of documents in a file . NOTE Also called generality ratio.	0.2 2.3.2 2.5.1.2
generation	measure of the remoteness of a derivative document from the original. E.g. a first generation copy is any copy produced from the original; a second generation copy is any copy produced from a first generation copy .	4.2.1
generic posting	<post-coordinate indexing> the posting (b) of items from specific headings(a) to more general headings(a).	2.4.2
generic relation	<classification(a)> the relation of a class (a) to its members.	2.3.2
gilt edges	cut edges of a book (a) or (d), to which gold has been applied. SEE ALSO marbling ; sprinkled edges .	4.3.1
globe	scale representation of features of the surface of the Earth (or a celestial body) on the surface of a sphere or spheroid.	3.4.3
glossary	list of terms, together with definitions, specific to a given field of knowledge.	3.4.2.4
GMD	SEE general material designation .	
Gothic	(a) of styles of handwriting used in the Middle Ages and characterized by blackness, acute angles and lack of curves. (b) of typefaces derived from Gothic (a) script. NOTE 1 Also called "black letter". NOTE 2 See Figure A.6.	3.5.1 4.1.1 4.2.3.1
government	SEE official publication .	

Term	Definition	No.
publication		
gramophone record	sound disc in which the acoustic information is or may be represented by the mechanical fluctuation of a groove.	3.4.4.1 3.5.5
grangerized	SEE extra illustrated (a).	
graphic character	<videotex> a character other than a control character , alphanumeric character or punctuation, that has a visual representation normally printed or displayed.	0.1 2.6.1
graphic display	<thesauri> a representation of the relations between terms by diagrammatic means.	2.3.1.1 3.4.7
graphic index	SEE index map .	
graphic item	work or document in the form of pictorial, diagrammatic etc. representations. NOTE In the plural, also called “ graphics ”.	3.4.7
graphic score	<music> a score in which sounds are represented otherwise than by conventional musical notation (a).	3.4.4
graphics	(a) production of pictures, diagrams, etc. in association with text (c). (b) Design and decoration that involves typographic elements. (c) technical use of diagrams and figures as an aid to calculation or design. (d) SEE graphic item .	3.4.7 4.1.1
graticule	On cartographic material , a system of lines representing meridians and parallels.	3.4.3
green paper	official publication embodying government proposals put forward for discussion in advance of final decisions on policy. SEE ALSO blue paper ; white paper .	3.4.2.1
grey literature non-conventional	literature which is not normally distributed through the book trade, literature and not always subject to adequate bibliographic control.	3.7 3.8.3
grid	(a) on a map , a network of lines, usually consisting of two orthogonal sets of parallel lines drawn such a distance apart as to represent a fixed distance, used as the basis of grid references. (b) on a microfiche , the network of clear or dark lines between frames(b).	3.4.3 3.5.3
grid reference	map reference expressed in terms of relationship to a grid .	3.4.3
group	SEE archive group .	
group notation	variation of an otherwise hierarchical notation (e.g. decimal) in which a combination of symbols is used for a single facet or array .	2.3.4
guard	(a) strip of paper or cloth attached to or replacing the binding edge of a leaf , single plate (a), map etc., used to strengthen it. Can also be used to strengthen two conjugate leaves. (b) compensating strip of paper or card sewn in with the text (b) to allow the insertion of additional material without distorting the binding.	4.3.1
guard book catalogue	catalogue in book (a) form in which the entries are pasted in; the book contains guards(b) to allow the insertion of additions.	2.2.1.2 3.8.1
guide	(a) document describing holdings (a), (b) or (c) related to particular subjects, periods, areas or specified types or categories of document .	3.4 3.4.2.4

Term	Definition	No.
	(b) <archive administration> a general account of the contents of a repository (b), giving the administrative or other background history of individual archive groups , and a broad descriptive summary of all the documents held.	3.5.1
guide card	card having the projecting portion suitably labelled, inserted into a file or card index to indicate the arrangement and to assist in the location of entries.	2.2.1.1 3.6.2
gutter	(a) trough between facing pages(a) of a book (a) or (d). NOTE See Figure A.1.	3.7.3
	(b) <desktop publishing> the space between the columns(a) of a page (a) or (b). NOTE Also called "alley".	4.1.3
H		
half bound	of a book (a) having the spine (a) and either the corners or the fore edges of the boards covered in one material, usually leather, and the rest of the sides covered in another material, such as cloth. Corners and spine extend to approximately one quarter of the width of the boards .	4.3.2
half life	time during which half the total use of individual items constituting a literature has been, or is expected to be, made.	2.5
half title	Brief title (a) on a leaf preceding the title page .	3.7.4.1
half tone	<printing> the representation of tonal gradation by an image composed of dots of varied sizes on which the ink film is constant, the centres of the dots being equidistant. SEE ALSO continuous tone; line original .	3.4.7 4.2.3
half tone screen	optical filter for photographically converting tonal gradation into half tone dots.	4.2.3
screen	NOTE The original screens of glass with criss cross lines are now largely superseded by flexible contact screens.	
Hansard	official report of proceedings in the Parliament of the UK and of some other countries. NOTE The name derives from that of Luke Hansard, printer (1752 1828).	3.4.2.1
hard	<word processing> used of line or page (b) breaks, hyphens etc., fixed by the operator and not under software control. cf. soft . SEE ALSO word wrap .	4.1.2
hard copy	(a) durable and eye legible version of a document that otherwise can only be read by using special equipment. (b) Microform output (b) from a computer.	3.5
hard disc	rigid magnetic data (b) storage disc . cf. floppy disc .	2.6.2 3.6.4
hardback	book published in a rigid cover .	4.3.2
hardware	<computers> the physical equipment that receives, stores, processes, displays or prints the data (b). cf. firmware, software .	5.3

Term	Definition	No.
harmony edition	SEE full music edition .	
Harvard system name and date system	method of citation (a) in text (b) in which the name of author (or equivalent) and the year of publication of the document cited are given in the text and supported by appending elsewhere a list of bibliographic references in alphabetical order of names followed by the year of publication .	2.5.2
head margin	SEE margin , note 1.	
head title	title (a) of a document given at the beginning of the first page (a) of the text (b).	3.7.4.1
headband	strip of material covered with decorative threads fastened to the folds of the sections at the top of the back . NOTE 1 See Figure A.1.	4.3.1
header running head top	text (a) in a standard form at the of each page (a) or (b) of a document , such as the page number or document identifier. SEE ALSO footer .	3.7.4
heading	(a) name, word(s) or symbol(s) placed at the beginning of an entry . (b) information as to author (s), title etc, at the beginning of a contribution or in eye readable form, e.g. at the top of a microfiche .	2.2.3.2 3.5.3 3.7.4.1
hierarchical display	<thesauri> a representation of the relations between terms by means of listing them in successive subordination .	2.3.2 2.3.1.1
hierarchical notation expressive notation structural notation	notation which attempts to reflect the hierarchy of the classification scheme , often by adding a digit for each subordinate concept .	2.3.4
hierarchy	sequence of terms or classes(a) of successive rank, in which each member except the lowest includes one or more subordinate members.	0 2.3.2
high band	videotape recording procedure using the 7.8 MHz to 10 MHz carrier signal.	3.4.6.2 3.5.6
high level language	programming language in which complex operations can be covered by single instructions, e.g. Pascal, FORTRAN, BASIC.	0.3 2.6.5
historical bibliography	(a) study of books(a) and book production methods, with reference to the assignment of date of manufacture and provenance to individual books. (b) more loosely, the study of the history of the book (a) in all its aspects.	2.2 4 2.2 4
history entry	SEE information entry .	
hit rate	measure of performance for an information retrieval system , by the proportion of successful searches.	2.5.1.2
hold frame	SEE freeze frame .	
holdings stock	(a) books, serials and other material in the possession of a library . (b) specifically, the volumes or parts of a serial in the possession of a library . (c) totality of documents in the custody of a record office .	2.1.1 2.1.1 4.3.1
hollow backed	of a book (a) in which there is a gap between the back and the spine (a) when the book is opened.	4.3.1

Term	Definition	No.
hologram	(a) recorded interference pattern representing a three dimensional object, produced by the recombination of a split beam of electromagnetic radiation.	3.4.7 4.2.2
	(b) copy (b) of a hologram (a), made by minutely indenting an opaque surface or a multi layer transparent film.	3.5.5
holograph	document wholly in the handwriting of the person named as its author .	3.5.1
holographic	(a) pertaining to holograms.	3.4.7
	(b) pertaining to holographs.	3.5.1
holography	production of holograms.	3.4.7
homography	quality of two or more terms having the same graphic form but independent meanings.	0.3
homonymy	quality of two or more terms having the same graphic or phonic form but independent meanings.	0.3
homophony	quality of two or more terms having the same phonic form but independent meanings.	0.3
hospitality	ability of a classification scheme to incorporate new subjects without disruption.	2.3.5
host document	document with separately identifiable component parts which are not physically or bibliographically independent.	3.7
host system	computer system carrying databases supplied by second parties for use by third parties.	2.6.2
house journal	periodical intended for the personnel of an establishment or for its clients. NOTE In the context of international publishing statistics, called a "house organ".	3.7.2
house style	set of standardized practices governing design, content and composition, associated with a particular organization or publication (a).	4.1.3
hypermedia	<information retrieval> systems integrating images (a), sound, text (c) and data (b).	3.4
hypertext	text (c) or graphical information , organized in a non-linear way, usually in electronic form , for display on a computer screen as a series of linked frames (f).	3.4 2.6.2
I		
ibid	abbreviation of the Latin "ibidem" ("in the same place") used so as	2.2.2
ib	to avoid repetition of a full bibliographic reference to a work, and a place in it, already cited.	2.2.4
icon	<data processing> a pictorial symbol representing operations, types of information , etc.	2.6.4
ideal copy	copy (c) of a book (a) in its most complete and perfected state, as intended for publication (c).	3.8.1 4.4
ILL	SEE interlibrary loan .	
image	(a) reproduction of the subject matter being copied.	4.2.1
	SEE ALSO microimage .	
	(b) apparent form of an object being viewed or reproduced.	4.2.1 4.5.1
	(c) graphic representation.	3.4.7 4.1.3

Term	Definition	No.
	NOTE 1 It may represent a material thing or an abstraction (e.g. a bar chart).	
	NOTE 2 In desktop publishing , images refer only to pictures stored as bits (0s and 1s) rather than as mathematical descriptions. In contrast with line art, such images cannot easily be enlarged without a reduction in quality.	
Imax	wide screen motion picture system using 70 mm film(a) running horizontally with a 10-perforation interval, giving a frame(b) size of 70 × 46 mm.	3.4.6
imperial	former British Standard size of paper, 22 inches × 30 inches.	3.6.1
impose	to arrange composed type(a) , plates(b) etc. in page(a) order so as to print a section .	4.2.3
impression	all copies of a document printed at one time.	3.7 4.4
imprint	statement of the place of publication , the name of the publisher and/or printer and the date of publication appearing in a printed document .	3.7.4.1
in depth classification	SEE close classification .	
incipit	opening word or phrase of a manuscript(a) or early printed book(a) , sometimes giving the title(a) and author's name. NOTE In origin, " incipit " is the Latin for "(here) begins".	3.5.1 3.7.4.1
incunabula	books printed from movable type and dating from before the year 1501.	3.7.1
independent title	title of a part(a) , which by itself is sufficient to identify a document .	3.7.4.1
index	organized, often alphabetic, guide to a document , or a group of documents, with references to show where each item indexed is located.	2.2.1.3 2.4
index map graphic index sheet index	index , usually an outline map , showing the layout , numbering system etc. of sheets(c) of a sheet map series .	3.4.3
indexing language	set of indexing terms or notations (and in many cases also the rules for their selection and combination) as used in a retrieval system .	2.4.2 2.5.1
indexing service	information service which indexes the contents of a number of documents.	1.3 2.4
indicative abstract	abstract which simply indicates the scope and content of the document .	2.4.1
inferior	SEE subscript .	
informatics	study of the structure and properties of information .	0
information	recorded or communicated knowledge.	0 0.2
information broker	commercial organization or individual undertaking to locate, retrieve and present in a suitable form, information about any subject.	1.3
information centre documentation centre	organization which, in varying degrees, carries out the functions of documentation(a) and of handling and disseminating information .	1.2 1.3
information demand	<the context of information retrieval> information actually requested (as opposed to information need).	2.5.1
information entry	entry in a catalogue , bibliography or index giving significant dates, changes of name, affiliations etc. concerning the entity expressed as the heading of the entry . In Library of Congress practice, called a "history entry".	2.2.4

Term	Definition	No.
information intermediary	organization or person that conducts retrieval for a user.	2.5.1
information management	planning, control and exploitation of information and the media for communicating it, with regard to the current and likely future needs of users.	1.1
information need	<information retrieval> information required to satisfy an inquiry (as opposed to information demand).	2.5.1
information processing	storage and manipulation of items of information , especially by computer.	1.1
information retrieval	recovery of information from an organized collection .	2.5.1
information science	theoretical and practical study of the collection , collation and organization of information .	0
information system	system for the communication and processing of information .	1.3
information technology	The application of computer and telecommunications technologies in information processing.	2.6
IT		
informative abstract	abstract presenting as much as possible of the quantitative and/or qualitative information contained in the document .	2.4.1
ingroup	SEE invisible college .	
initialism	designation formed from the initial letter of each significant word in a compound term , such as the name of a corporate body or a title . SEE ALSO acronym .	0.2
inner margin	SEE margin , note 1.	
input	(a) delivery of data (b) to a data processing system. (b) Data thus delivered.	2.6.3
insert	(a) any matter supplied loose with a document and not intended to be used with it, e.g. an advertisement. cf. accompanying material . NOTE 2 Also called " inset ". (b) <binding> a folded section that is placed into another section before stitching, e.g. pages of illustration within pages of text . NOTE Also called " inset ". (C) <proof>, the instruction to add material to the text at a point marked by a caret (λ or \wedge) (d) Text , illustration etc. added to a document at the proof stage, before final printing .	3.7.3 3.8.1 3.5.1 3.7.4 3.8.1
	NOTE Also called " inset ".	
	(e) <description of unique documents> matter which was not part of the original work but added by an owner, e.g. "letter from author inserted", implies physically bound or stuck in; "laid in" or "loosely inserted" implies no physical attachment.	4.1.1
inset	(a) small map , diagram, illustration etc. printed within the area of a larger one. (b) SEE insert (a).	3.7.4 3.8.1

Term	Definition	No.
	(c) SEE insert(b) .	
	(d) SEE insert(d) .	
intaglio	printing process in which the image(a) areas of the printing surfaces are recessed, by incising or by etching. NOTE Photogravure is an example.	4.2.3
integrative level	<classification scheme> a theory which recognizes a developmental sequence in nature from simple to complex, which can be reflected in the classification .	2.3.1
intension	SEE specificity .	
interactive	of systems in which a human operator supplies feedback .	2.5.1 2.6.4
interactive indexes	SEE viewdata	
intercalation	(a) <Universal Decimal Classification> citation of a common auxiliary subdivision or sign in a position interrupting a number from the main tables so as to produce the required facet order. For example, in the compound number 622(410).333, the common auxiliary of place (410) "Britain" is intercalated into the main number 622.333 "coal mining" to produce the citation order 622 "mining", (410) "Britain", .333 "coal". (b) introduction into a classification schedule of notations taken from another classification schedule.	2.3.4 2.3.5.3
interleaved	of a book(a) which has blank leaves between the printed ones. Examples: paper leaves for handwritten notes; tissue paper to prevent illustrations and text from rubbing.	3.7.3
interlibrary loan ILL interloan	loan of material from one library to another.	2.5.3
intermediate	copy(b) of the original in the form essential to the process being used, from which further copies can be made.	4.2.1
intermediate repository	SEE records centre .	
International Serials Data System ISDS	international network of operational centres which are jointly responsible for the creation and maintenance of computer based bibliographic data banks for serials(a). SEE ALSO International Standard Serial Number .	1.3 3.7.2
International Standard Bibliographic Description ISBD	set of internationally standardized rules prescribing the elements of the bibliographic description of a document , their order and the symbols indicating the different elements.	2.2.3.1
International Standard Book Number ISBN	unique number that internationally identifies a title and a specific edition . It may be applied to a monograph , a volume of a multi volume work or the whole work. In the United Kingdom, the ISBN system is administered by the Standard Book Numbering Agency Ltd. in London.	0.1.1 3.7.1 3.7.4.1
International Standard Recording Code ISRC	unique alphanumeric code(e) that internationally identifies a sound recording or video(b) , or part of such a recording. NOTE It does not identify the carrier of the recording.	3.4.4.1

Term	Definition	No.
International Standard Serial Number ISSN	number that internationally identifies a serial . A new ISSN is allocated with a change of ISSN key title . Sole responsibility for controlling the assignment of ISSNs is vested in the International Serials Data System (ISDS) , an intergovernmental organization established within the framework of the Unesco/UNISIST programme.	0.1.1 3.7.2 3.7.4.1
internegative	(a) <still photography> and motion pictures , a negative(a) derived directly from an original on reversal film . (b) SEE copy negative .	4.2.2 3.4.6
interpositive	<motion pictures> a high quality positive(a) print, used for further printing.	3.4.6
intra facet connector	symbol in a notation(b) , expressing relations between isolates in the same array(a) .	2.3.4
introduction	preliminary part of a document stating the subject of the document and discussing its treatment.	3.7.4
inverse video	on a computer screen , the highlighting of characters by reversing the background and foreground colours or tones.	2.6.4
inversion	<faceted classification scheme> the reversal of the schedule order (normally general to special) to produce a citation order for notating the elements of a complex subject .	2.3.5
inverted file	secondary file providing alternative access points to a main file . SEE ALSO access point .	2.6.2
inverted, laterally	SEE laterally reversed .	
invisible college ingroup	informal group of individuals exchanging information in a specific field of common interest. Membership is generally flexible and widely scattered, and tends to be exclusive.	2.5.2
ISBD	SEE International Standard Bibliographic Description .	
ISBN	SEE International Standard Book Number .	
ISDS	SEE International Serials Data System .	
isolate	single concept within a subject arrangement .	2.3.1
ISRC	SEE International Standard Recording Code .	
ISSN	SEE International Standard Serial Number .	
issue, noun	(a) SEE edition(b) . (b) one of the successive parts of a serial(a) . NOTE Also called "number" or " part(b) ". (c) (with indefinite article) A record of the loan of a particular document . NOTE Also called "charge"; " circulation record ". (d) (with definite article) records of all documents on loan from a repository at one time.	3.7.2 2.5.3
issue, verb charge	to record the loan of a document to a user.	2.5.3
issue number	number given to an issue(noun)(b) of a serial(a) to distinguish it from the other parts.	3.7.2 3.7.4.1
IT	SEE information technology	

Term	Definition	No.
italic	(a) of a style of handwriting produced by holding a broad nib at a constant angle. (b) of sloping type (b), like this.	4.1.1 4.2.3.1
item piece (b)	basic unit of arrangement and description of archives (a) or (b) and records (a), bearing its own unique reference number.	3.8.2 3.5.1.1
item entry term-on-item item on term	<post-coordinate indexing> a record (a) for one item , with its identification code(e), and codes(e) for all its relevant concepts. SEE term entry.	2.4.2
J		
jacket	SEE book jacket; microfilm jacket.	
jacketed film	microfilm (a) which has been inserted into a microfilm jacket .	3.5.3
journal	(a) document recording events or transactions daily. (b) SEE periodical.	3.4
justify range Set Flush	<printing> to arrange characters and spaces so as to give straight edges conforming to a predetermined line length. NOTE 1 Adjustment of a single edge is called "left justified" ("ranged left") or "right justified" ("ranged right"). An edge not justified is called "ragged". NOTE 2 Text (a) thus set is also described as "full out". NOTE 3 In typing and office practice, it is often called "blocked", as in "blocked left", "blocked right".	4.1.3 4.2.3
K		
kern	<printing> that part of a character which protrudes into the space of an adjacent character . NOTE See Figure A.5.	4.2.3.1
key	(a) <data processing> one or more characters used in locating a record for further processing. (b) SEE legend (a).	2.6.4
key field	that field within a record (a) which is used to provide a unique identifier and prime means of access, e.g. the International Standard Book Number in a bibliographic record .	2.6.2
key title	unique name given to a serial in the International Serials Data System (ISDS) .	3.7.2 3.7.4.1
keyword preferred term	significant word selected for use as an index term .	2.3.1
keyword and context index	SEE KWAC index.	
keyword in context index	SEE KWIC index.	
keyword out of context index	SEE KWOC index.	
kinderbox	partitioned box, open at the top, in which books can be stood upright for easy selection by young children.	5.4
kit	SEE multi media document.	
knowledge system	SEE expert system.	

Term	Definition	No.
knowledge based system	SEE expert system .	
KWAC index keyword and context index	title(a) index alphabetized by each significant word in each title, followed by the whole title. For example, "personnel management in British Rail" would be represented by the following entries: BRITISH Personnel management in British Rail MANAGEMENT Personnel management in British Rail PERSONNEL Personnel management in British rail RAIL Personnel management in British Rail.	2.2.1.3
KWIC index keyword in context index	title(a) index alphabetized by each of the significant words aligned centrally on the page with, on either side, as much of the rest of the title in the natural word order as space permits. For example, "personnel management in British Rail" would be represented by the following entries: sonnel management in British Rail, per ish Rail, personnel Management in Brit nt in British Rail, Personnel manageme nagement in British Rail, personnel ma	2.2.1.3
KWOC index keyword out of context index	title(a) index alphabetized by each significant word in each title, followed by the whole title but with the approach term replaced by an asterisk. For example, "personnel management in British Rail" would be represented by the following entries: BRITISH Personnel management in * Rail MANAGEMENT Personnel * in British Rail PERSONNEL * management in British Rail RAIL Personnel management in British *.	2.2.1.3
L		
label	(a) piece of contrasting material attached to the outside of a document or its container to provide a distinctive place for lettering. (b) <data processing> the use of a word to represent a location. (c) brand name or trade mark used for all or some of the products of a company; especially applied to sound recordings.	3.7.3 4.3.3 2.6.2 3.4.4.1 4.4
laid in	SEE insert(e) .	
lamination	method of protecting or reinforcing a weak or damaged paper document either by sealing it between two sheets of thin tissue or by applying a transparent film to one side. SEE encapsulation	2.7
land	on a CD ROM or compact audio disc , the unpitted area between the pits.	3.5.5.1
landscape	of a document or part of a document of which the width is greater than the height when it is oriented for reading or viewing. cf. portrait .	3.4.7 3.6
lap dissolve	SEE dissolve .	

Term	Definition	No.
large paper edition	impression of a work with wider margins than the regular edition (b), but with the same type area . It is printed on paper of larger size than, and sometimes of superior quality to, the regular edition .	3.6.1 3.8.3
laser disc	SEE videodisc .	
Laservision	trade name of Philips Industries for a videodisc system using a laser beam to read an encoded reflective grooveless disc .	3.4.6.2 3.5.5.1
laterally reversed invoted, laterally reversed	of an image (a) in which the laterally inverted left and right sides are exchanged as in a mirror image.	3.4.7
law report	report of the fact, arguments and decisions in a legal action.	3.4.2.1
layout	arrangement of text (c) and illustration on a page (a) or throughout a publication (a).	4.1.3
LCMARC record	bibliographic record in USMARC format produced by the Library of Congress.	2.2.3.1
lead term	SEE approach term (b).	
leader	length of non-information bearing film (a) or tape preceding the start of the recorded information, used for protection and for threading into the equipment. NOTE 1 Compare trailer (b). NOTE 2 The term "leader" may also be used generically for leaders and trailers.	3.4.6.1 3.5.3 3.6.3
leaf	(a) piece of paper or parchment having one page (a) on its recto and another on its verso . (b) analogous piece of other materials (e.g. textiles, plastics) used in producing documents.	3.6.1
leafcasting	process for the restoration of a damaged leaf of paper using a suspension of pulp in water, which is sucked down through a screen on which the leaf is supported so that missing parts of the leaf are filled up by the new fibres.	2.7
leaflet	printed document consisting of one or more sheets(b), which may be folded but not fastened.	3.7.1
Least Effort, principle of	SEE Zipf's law .	
legal deposit copyright deposit (deprecated)	statutory provision of free copies(c) of documents printed or published in a country to be placed with organizations specified by the law or by convention in that country. NOTE See also copyright library .	2.1
legend	(a) <cartographic materials or diagrams> an explanation of the symbols and conventions used. NOTE Also called key. (b) SEE caption (b).	3.4.3 3.4.7
Letraset	trade mark of Letraset Ltd. for dry transfer lettering.	4.1.1
letter by letter arrangement all through arrangement	filing order in which spaces and sometimes punctuation are ignored.	2.1.2
letterbox format	aspect ratio for showing wide screen motion pictures on television, in which there is an unused band at the top and bottom of the screen .	3.4.6

Term	Definition	No.
letterpress	printing process in which the printed image (a) is obtained by the transfer of ink from the surface of the raised type or blocks(b).	4.2.3
level	<Colon Classification> each of the successive manifestations of a given fundamental category in a single round .	2.3.5.1
levels of description cataloguing level	amount of detail given in the descriptive part of a catalogue entry . AACR 2 specifies three levels of description , Level 1 containing minimum detail and Level 3 containing maximum detail.	2.2.1
librarianship	(a) collection, conservation and organization of documents in a library (a). (b) study of such procedures.	1.1
library	(a) organized collection of documents, and the services of the staff able to provide and interpret such materials as are required to meet the informational, research, educational or recreational needs of its users. NOTE In the context of international library statistics, an administrative unit is an independent library (a), or group of libraries(a), under a single director or a single administration; and a service point is a library (a) at which is provided in separate quarters a service for users, whether it is independent or part of a larger administrative unit.	1.1.1 1.2
library binding	(b) <information technology> a collection (d) of software routines or programs, usually stored within a computer or database .	2.6.5
library edition	(a) publisher's term for a binding intended for heavy use. (a) publisher's term for a series (a) of books(a) published in a uniform style, of better appearance than the trade edition (b), and implying greater suitability for library (a) use. NOTE Now rarely used.	4.3.2 3.8.1 3.9
library licence	(b) edition (b) issued in library binding . licence issued by the Publishers Association under provisions of the Net Book Agreement 1957, enabling the licensed library to purchase books at a discount from specified booksellers.	4.5.1
library network network	group of units working together, sharing services and resources for the benefit of library (a) users.	1.1
library resource centre	SEE resource centre .	
libretto	words of an extended vocal musical work, such as an opera.	3.4.5
light pen	hand held device containing or connected to a light source and a light sensor, used for reading information in a suitable form.	5.3
limbo	SEE records centre .	
limited cataloguing	generic term covering selective cataloguing and simplified cataloguing .	2.2.1
limited edition	edition (b) of a document consisting of a relatively small number of copies(c), often having desirable features (e.g. fine binding, author's signature) which further enhance their value. Individual copies(c) are usually numbered.	3.8.1
limp covers	covers made of flexible materials, not necessarily attached to the end-papers .	4.3.2
line art	computer graphics stored as mathematical descriptions, which can be enlarged with no reduction of quality. NOTE 1 Contrast image (c). NOTE 2 Originally called "vector graphics" in technical contexts, as opposed to graphics design.	2.6.4

Term	Definition	No.
line block	block (b) that does not represent any tonal gradations.	4.2.3.1
line original	illustration with no tonal gradations, either real or simulated. SEE ALSO continuous tone; half tone .	3.4.7
lining papers	SEE end-papers .	
link	<post-coordinate indexing> a sign or symbol added to descriptors in order to connect related items within the content of a document and to prevent accidental association of these with the other descriptors. For example, Copper ^A coating ^A of lead ^B pipes ^B will prevent accidental retrieval of “lead coating of copper pipes”.	2.3.2 2.4.2
list	SEE class list .	3.5.1.1
list of references	SEE bibliographic reference , note 2.	
literal mnemonics	mnemonics using the initial letter of a term as the notation (b) for that term, e.g. C representing chemistry in Bliss’s Bibliographic Classification.	2.3.4
literary warrant	(a) <classification scheme> a principle for the creation of classes(a) based on the items to be classified rather than on theoretical considerations. (b) <classification or indexing> the use of a particular nomenclature, definition or other description, based on a citable instance within the literature.	2.3.3 2.3.3 2.4.2
lithography litho	planographic printing process in which the image (a) areas of the plate are made ink receptive and the non-image areas are made ink repellent. Subsequently, ink adheres to the image areas only, and this ink is transferred to the paper support for the final printed image.	4.2.3
loan period	initial length of time for which a document is lent, which may be extended.	2.5.3
loc. cit.	abbreviation of the Latin phrase “loco citato” (“in the place or passage cited”), used so as to avoid repetition of a full bibliographic reference to a passage, especially in a periodical or conference paper, already cited.	2.2.2 2.2.4
local act	in the UK, an Act of Parliament , originating as a private bill , normally conferring powers on a local authority or other body. cf. public general act .	3.4.2.1
local background	SEE background .	
location element	<bibliographic reference> that part of the data that is required to obtain access to the document . It includes the place, the repository , the call number and if necessary the location within the item produced by the repository .	2.2.3.2
location index location register	(a) record of the physical locations of documents within a repository . (b) record of the location of documents with a common theme in more than one repository .	2.1.1 2.2.1.3
location mark	SEE call number .	
location reference locator	<index> an indication, following the heading (a) or subheading (b), of that part of a document or collection (d) to which the heading (a) or subheading (b) refers. NOTE Adapted from BS 3700:1988.	2.2.3.2
log in	SEE logon .	
log off	SEE logoff .	

Term	Definition	No.
log on	SEE logon .	
log out	SEE logoff .	
logical operator	SEE operator .	
logo	emblem or design used by an organization as a distinctive mark.	3.4.7 4.4
logoff log off log out	to follow the correct procedures for terminating communication with a computer system.	2.6.4
logon log on log in	to follow the correct procedure for establishing communication with a computer system.	2.6.4
long title	formal and full title(a) of a statute , which describes its purpose. cf. short title .	3.4.2.1 3.7.4.1
loop	length of recording medium in the form of an endless band to facilitate continuously repeated use, e.g. film(a) loop, tape loop.	3.6.3
Lotka's law	formulation of the relation between the numbers of authors contributing to a specific topic and their total contributions.	1.1.1 3.2
low band	videotape recording procedure using the 5 MHz to 6.8 MHz carrier signal.	3.4.6.2 3.5.6
lower case	letters which are not capitals, e.g. the small letters a, b, c, ...	4.2.3.1
lower cover	back of a book , excluding the spine	
lyric(s)	words of a song. Specifically, the words of the songs in a musical play, as opposed to the spoken dialogue. cf. book(f) .	3.4.5
M		
machine readable	capable of being interpreted by a computer input device , for further processing.	1.1.1 2.6.3 3.5.6
magazine	NOTE In the context of international library(a) and publishing statistics, a machine readable document may be called an "electronic document". (a) container enclosing a single reel(a) of film(a) or tape (normally needing to be rewound after use); in the case of photographic film , it facilitates daylight loading. NOTE Sometimes called cartridge or cassette . (b) periodical intended for popular reading.	4.3.3 3.7.2
magnetic ink character recognition MICR	Automatic conversion of text(c) to machine readable form by an electromagnetic process. SEE ALSO character recognition .	
magnetic recording	recording of picture, sound or data(b) on material carrying a magnetized coating.	3.5.6
magnetic tape	tape coated with magnetizable material, capable of storing magnetic signals.	3.5.6 3.6.3

Term	Definition	No.
mail merge	<word processing> the automatic insertion of names, addresses etc. from one file at the appropriate points in the text(a) of another file . SEE ALSO boilerplate .	4.1.2
main class	<classification scheme> one of the major divisions and often a traditional discipline.	2.3.3
main heading	(a) <cataloguing> the first part of a heading , excluding any subheadings . (b) <indexing> a heading(a) used alone or under which related or modifying terms are subsumed to form a hierarchy . NOTE Adapted from BS 3700:1988	2.2.3.2
make up	arrangement of text(c) and images(c) into columns(a) or pages(a) .	4.1.3
manual	detailed guide to practice, manufacture, use or repair.	3.4.8
manuscript	(a) handwritten document . (b) personal paper , whether handwritten or typewritten. (c) document intended to be submitted for printing .	3.5.1 4.1.1 3.2 3.5.1 4.1.1
map	representation, normally to scale and normally on a flat medium, of a selection of concrete or abstract features on, or in relation to, the surface of the Earth or a celestial body.	3.4.3
map projection cartographic projection	any systematic arrangement of meridians and parallels portraying the curved surface of a sphere or spheroid.	3.4.3
map reference	position of a point on a map , expressed in terms of locational information on it, generally the graticule or grid . SEE ALSO grid reference .	3.4.3
map section	SEE section(b) .	
marbling	decoration of covers, edges, end-papers etc. by transferring floating colours from the surface of a solution of gum or size. SEE ALSO gilt edges , sprinkled edges . NOTE Also loosely used for printed effects resembling true marbling .	4.3.1
MARC format	structure of a machine readable bibliographic record resulting from the application of BS 4748:1982 for the purpose of transmitting or communicating library(a) catalogue data(b) . NOTE 1 Incorrectly but commonly used for the tagging systems of the format. NOTE 2 The acronym MARC derives from "machine readable Cataloguing".	2.2.3.1
MARC record	bibliographic record in a MARC format .	2.2.3.1
margin	space on a page(a) between the extreme edge and the main body of the printed matter on that page(a) , (b) or (c). NOTE 1 Book margins are called "inner", "inside" (back); "head" (top); "fore edge" (outer); "tail", "lower" (bottom). NOTE 2 See Figure A.1.	3.7.3
marginal	of an item placed in the margin .	3.7.4
marginalia	additions, normally handwritten, in the margin of a document , not necessarily related to it.	3.7.4 4.1.1
markup	addition of detailed typesetting instructions to the copy(a) from which the printer will work. Where printing is computerized, the instructions are codes(c) to be interpreted by typesetting software . SEE ALSO SGML .	4.1.1 4.2.3

Term	Definition	No.
masking	(a) Suppression or omission of a string of characters. (b) SEE cropping (a).	4.2
master	copy of a document , or in some processes the original itself, from which further copies can be made.	4.2.1
masthead	statement of title , ownership, editors etc., of a newspaper or periodical . It is commonly found on the editorial page or at the top of the front page of newspapers or on the contents page of periodicals .	3.7.4.1 3.7.2
material designation	SEE general material designation; specific material designation .	
materiography	systematic description and listing of works in all kinds of media(a) or (b).	2.2
matrix	SEE dot matrix .	
matter	<Colon Classification> the category for the material, secondary to the personality .	2.3.5.1
means of reference	SEE finding aid .	
mechanical binding	method of holding sheets together using mechanical devices other than thread or adhesive, e.g. spiral binding, comb binding . NOTE See Figure A.3.	4.3.2
media resource centre	SEE resource centre .	
medium , adj	former British Standard size of paper, 18 inches × 23 inches.	3.6.1
medium , noun	(a) material in, on or by which information can be stored, represented or communicated. NOTE Also called a "data carrier". (b) means [e.g. audible signals, visual images(b)] and/or the process (e.g. television transmission) by which information is conveyed to the senses. (c) medium (b) considered as a form of mass communication. NOTE Used especially in the plural phrase "the media".	3.6 3.8.3 4.5.2 3.8.3 4.5
melody edition	<music> an edition (c) of a collection (a) of songs or hymns in which only the melodies, without harmony, are given. cf. full music edition .	3.4.4
menu	<computer applications> a screen display of the options available, with the appropriate commands.	2.6.4
metameric colours	pair of colours which are visually identical but have different spectral characteristics, so that when the illumination changes they cease to look the same.	4.2
MICR	Magnetic Ink Character Recognition.	2.6.3
micro-opaque	opaque microform . NOTE Examples are microcards and microprints.	3.5.3
microcard	SEE micro-opaque .	
microfiche	microform in the shape of a rectangular sheet having one or more microimages usually arranged in a grid pattern, with a heading (b) area across the top. [BS 6054-4:1987]	3.5.3 3.5.4

Term	Definition	No.
microfilm	(a) microform in the shape of a strip or roll . [BS 6054-4:1987] SEE ALSO rawstock microfilm . (b) unexposed film (a) designed for this purpose.	3.5.3 3.5.4
microfilm jacket jacket	transparent holder into which individual strips of microfilm (a) may be inserted to create a microfiche format.	3.5.3
microform reader	document in any medium containing text (a) too small to be resolved by the unaided human eye.	3.5.3
microform reader	optical device for viewing an enlarged microimage .	5.1
micrographics	Techniques associated with the production , handling and use of microforms. [BS 6054-4:1987]	3.5.3
microimage	image (a) that is too small to be read by the unaided human eye.	3.5.3 4.2.1
microprint	SEE micro-opaque .	
micropublishing	Publishing of documents as microforms.	3.5.3 4.4
microspacing	<printers> movement of the print head by small horizontal increments (often 1/120 inch), e.g. to permit proportional spacing .	4.2.3
miniature score pocket score	<music> a study score in small format.	3.4.4
mix	(a) SEE dissolve . (b) <sound recording> the result of blending sounds from several sources.	3.4.4.1
mixed notation	notation using symbols of more than one species.	2.3.4
mixed responsibility	of a document in which the intellectual content has been contributed by different persons or bodies performing different kinds of activity (e.g. illustrator and author).	3.2
mnemonics seminal mnemonics	<classification scheme> memory aids in the notation (b). NOTE They may be literal or systematic mnemonics .	0.1 2.3.4
mobile library	specially equipped and furnished vehicle providing a library (a) service to areas that do not have a permanent library .	1.2 5.1
mock up	experimental version of the layout of a document .	4.1.3
monograph	(a) publication which is not a serial . (b) <scholarly context> a discrete work of substantial size on a single subject and usually by a single author .	3.7.1
mosaic	Characters constructed from a rectangular pattern of squares, and used to construct pictures, as in videotex .	3.4.6.2 3.4.7
motion picture moving image document	work recorded on any medium(e.g. film or videotape) which presents on projection or playback a sequence of images(a) creating the illusion of movement.	3.4.6
motion picture film cine film cinematographic film	film (a) designed for the recording of motion pictures .	3.4.6

Term	Definition	No.
mount	carrier for a still film frame (a) or transparency .	4.3.3
mouse	hand held input device for controlling a screen display without using the keyboard.	2.6.3
moving image document	SEE motion picture .	
multi-level description	division of the descriptive information for a document into two or more sections or "levels". The first level records information relating to the item as a whole. Other levels record information relating to individual parts or groups of parts.	2.2.3.1
multi-part item	document comprising two or more distinct pieces, no one of which is identifiable as being of primary importance.	3.7.3
multimedia document kit	document containing material in two or more media(a), no one of which is identifiable as predominant.	3.6
multiple subject	<classification and indexing> two or more distinct subjects treated together without interacting, e.g. arithmetic and algebra; pets treated as cats and dogs.	2.3.2
N		
n.y.p.	not yet published.	4.4
name and date system	SEE Harvard system .	
name catalogue	catalogue which contains entries for documents by and about persons, corporate bodies and places.	2.2.1.2
name-title added entry	<cataloguing> an added entry consisting of the name of a person or corporate body and the title (a) of an item.	2.2.3
name-title reference	<cataloguing> a cross reference from the name of a person or corporate body and the title (a) of an item.	2.2.4
narrative pedigree	<genealogy> a method of showing descendants in which details of each individual are kept together, adjoining those of any spouse(s), in successive paragraphs, those of children following their parents but indented thereunder.	3.4.2.4
narrower term NT	<thesauri> a term of more restrictive meaning than the one under consideration.	2.3.1.1 2.3.2
national bibliography	bibliography (b) recording and describing documents published, or distributed in significant quantity, in a particular country, and sometimes documents, wherever published, in one or more languages of a country. NOTE In some countries the national bibliography also covers foreign documents relating to the country and also the works of their nationals published abroad.	2.2.1.2
national library	library charged with the responsibility for acquiring and conserving copies of all significant documents that originate in the country concerned, functioning as a "library of deposit" either by law or under some other arrangement, and holding a large and representative collection of foreign literature.	1.2
natural language	language whose structure reflects conventional usage without its rules being specifically prescribed.	0.3
near letter quality nlq	<word processing> of printers which by dot matrix techniques produce characters approaching the quality of solid character impact printers.	4.1.2 4.2.3.1
neat line	on a map , a line, usually a grid or graticule , that encloses the detail .	3.4.3

Term	Definition	No.
negative	(a) of a photographic image(a) with tonal values reversed in relation to those of the subject of the image(a) , or with colours complementary to those of the subject.	3.4.7 4.2.2
	(b) of film(a) designed to record images(a) in negative(a) form.	4.2.2
	(c) of a photographic sound track with tonal values reversed from those suitable for direct reproduction.	3.4.4.1 4.2.2
negative appearing	of documents having a light image(a) or text(a) on a dark ground.	3.4.7
net book	book subject to Standard Conditions of Sale of Net Books set out in the Net Book Agreement 1957.	4.5.1
network	SEE library network .	1.1
newsletter	periodical , usually published by an organization, containing current information of interest to its members.	3.7.2
newspaper	periodical appearing at very frequent intervals and giving the latest information on current events, in a general or specialized field, often with comments.	3.7.2
newsreel	Filmed coverage of current events which appeared as part of a cinema programme, particularly before the advent of television news.	3.4.6.1
nitrate film	cellulose nitrate base used for 35 mm film(a) before 1951. NOTE No longer used because of its highly combustible nature and readiness to disintegrate.	3.6.3
nlq	SEE near letter quality .	4.2.3.1
node label	“dummy” term not assigned to documents when indexing, but inserted into the systematic section of a thesaurus to indicate the logical basis for subdividing a category.	2.3.1.1
facet indicator(b)		2.3.3
noise	(a) unwanted signals in a communication system .	0.2 4.5.3
	(b) any non-relevant item recovered during data retrieval .	0.2 2.5.1
	SEE ALSO false drop .	
non-book material	(a) any document that is not a book(a) .	3.4.6.1 3.7
	(b) SEE audiovisual document .	3.4.6.1 3.7
non-conventional literature	SEE grey literature .	
non-fiction	SEE fiction .	
non-parliamentary publication	SEE departmental publication .	3.4.2.1
non-preferred term	<thesaurus or index> a term from which a “see” reference leads to a preferred term	2.2.3.2
		2.3.1.1
normative document	document that provides rules, guidelines or characteristics for activities or their results.	3.4.2.2

Term	Definition	No.
	NOTE "Normative document " is a generic term that includes such documents as standards, specifications, codes of practice and regulations.	
notate	to assign notation .	2.3.4
notation	(a) set of symbols representing numbers, quantities, pitch and duration of sound, etc.	0.1
	(b) <classification scheme(a)>, set of symbols representing concepts or relations.	3.4.4
	(c) <classification scheme(a)>, set of symbols used to identify the classes, and thus, in a classified collection (b) or (d), the locations of the items.	2.3.4
note	(a) supplementary information to clarify or complete a piece of information in the main text , e.g. at the foot of a page (a) or at the end of a document or part of a document .	3.7.4
annotation	(b) information in a bibliographic description, extending the formal description of a document , giving supplementary details, contents or an evaluation.	2.2.3.2
nothing before something arrangement	SEE word by word arrangement .	
NT	SEE narrower term .	
NTSC	colour television coding system used mainly in North America and Japan.	4.5.2
	NOTE The name derives from "National Television Standards Committee", an ad hoc committee formed in 1950 in the USA to consider rival colour television systems.	
number	SEE issue (noun)(b).	
number building	<classification scheme> the process of making a class mark more specific through the addition of segments taken from other parts of the classification .	2.3.4
numeric system	method of citation (a) in text (b) in which superscript or bracketed numerals in the text refer to a list of bibliographic references in numerical order. Subsequent citations of the same document receive the same number.	2.5.2
Vancouver system		
O		
o.p.	SEE out of print .	4.4
o.s.	SEE out of stock .	4.5.1
OCCI	SEE optical coincidence .	2.5.1.1
OCR	SEE optical character recognition .	2.6.3
octave device	<classification schemes employing decimal notation wholly or in part> the use of the symbol "9" to introduce a further set of digits to extend arrays to accommodate more than eight concepts.	2.3.4
	SEE ALSO sector device .	
	NOTE Notation thus obtained is called "octave notation".	
octavo	(a) sheet (a) of paper of a standard size which has been folded three times to make a section of eight leaves.	3.6.1

Term	Definition	No.
8vo	NOTE To specify actual dimensions, the size of the sheet has to be given, e.g. " crown octavo ". (b) book(a) having sections of eight leaves. (c) <popular terminology> a book(a) over 6.25 inches and under 10 inches high.	3.8.1 3.8.1
off-air	Direct reception of a broadcast recording.	4.5.2
official publication	publication(a) of the legislature or departments of state of a national state or the provinces or states of a federation.	3.4.2.1
government publication	NOTE The term is sometimes taken as including publications(a) of local authorities, of government agencies, and of international intergovernmental organizations.	
offline	not online .	2.6.3
off-line	cf. online .	
offprint	copy of an impression of an article, chapter or other portion of a larger work, printed from the type image of the original and separately issued.	3.7
separate reprint(b)		
offset cartridge	SEE cartridge paper	
offset printing	printing process in which the image(a) is transferred via an intermediate surface, e.g. a rubber blanket. NOTE Often used for "offset lithography ".	4.2.3
on demand	publication of single copies(b) as requested from a master , possibly held in	4.4
publication	machine readable form .	
online	having interactive communication between two computers, or between a peripheral device and a computer.	2.6.3
on-line		
op. cit.	abbreviation of the Latin phrase "opere citato" ("in the work cited"), used so as to avoid repetition of a full bibliographic reference to a work already cited.	2.2.2
		2.2.4
OPAC	library catalogue allowing end user(a) or (b) access via computer terminals	2.2.1.2
online public access catalogue		
open	(a) of files(a) or (b), entries, catalogues, etc. to which further additions are likely to be made. (b) of archives(a) or (b) with no restrictions on access.	3.8.1 3.5.1.1
		3.8.2
	(c) of typefaces having characters delineated in outline, rather than solid.	4.2.3.1
open access	admission of users to the whole or part of the stock of a repository(a) .	2.1.1
		2.5.2

Term	Definition	No.
open entry	entry in a catalogue , bibliography or index , for a document of which publication is not yet complete.	2.2.3
opening	SEE spread .	
operating system	<data processing> the program which controls the input(a) , output(a) and storage of files and data .	2.6.5
operator	symbol representing a definite relation between terms, e.g. in PRECIS indexing; Boolean operators.	2.3.2
logical operator		2.4.2
		2.5.1
	NOTE In PRECIS indexing, also called "role operator".	
optical character recognition	automatic conversion of text(c) to machine readable form by the agency of light.	2.6.3
OCR		
optical coincidence	<post-coordinate indexing> the presence of holes in the same position in two or more feature cards , as revealed by light passing through coinciding holes.	2.5.1.1
OCCI		
peek-a-boo		
	SEE ALSO feature card .	
optical density	SEE density .	
optical disc	disc on which information is or may be recorded and played back by the agency of light, normally from a laser.	3.5.5
	SEE ALSO digital optical disc .	
	NOTE The information may be recorded in either analog or digital form .	
optical sound	<motion pictures> sound recorded on, or reproduced from, a photographic sound track .	3.4.6.2
opus number	<music> a number identifying a specific composition (or, sometimes a group of compositions) within the works of a composer.	3.4.4
original, adj	(a) of a document that is not derivative.	3.8.1
	(b) <archives(a) or (b)> of a bundle that existed in that form when received in a repository .	3.5.1
original, noun	any document to be reproduced, as distinct from the resultant copy(b) .	4.1
source document(a)		
original parts	of a serial(a) or (b) in its original published state, each part retaining its wrapper(a) .	3.7.2
		3.8.1
orphan	first line of a paragraph situated on the last line of a page(a) (b) or (c) or column(a) . cf. widow .	4.1.3
other title information	phrase used in ISBD and AACR2 to describe title information additional to title proper and parallel title .	3.7.4.1
out of print	of a publication(a) of which the publisher has no more copies(c) for sale and which it is not intended to reprint .	2.2.3.2 4.4

Term	Definition	No.
o.p.		
out of stock	of a publication (a) which, although in print, is not available from the publisher or bookseller until stocks have been replenished.	4.5.1
o.s.		
out take	take not used in the final editing of a motion picture or sound recording. SEE ALSO trim .	3.4.6.1
outhoused	of documents housed not in the main building of a library (a) but in a repository (c) of it.	3.8.2
output	(a) delivery of data (b) from a data processing system. (b) data (b) thus delivered.	2.6.3
overcasting	<binding> an operation essentially the same as oversewing , but differing in that each section (a) is individually sewn by hand or by a heavy duty textile sewing machine before it is sewn on tapes or cards in the conventional manner.	4.3.1
overdue notice	communication informing a borrower that a borrowed document should have been returned.	2.5.3
overdue reminder(b)		
overlapping dissolve	SEE dissolve .	
overlay , noun	(a) transparent sheet to be placed in register (b) over another sheet , giving additional or alternative information . (b) <printing> thin sheets of tissue paper used to adjust the pressure on the type (a).	3.7.3 4.2.3
overlay , verb	<data processing> partially to overwrite one section of data (b) with another.	2.6.2
overprint , noun	(a) <cartography> a map printed over a base map , usually to reproduce specialized information or to incorporate revision data without altering the base map . (b) more copies (c) printed than ordered or needed.	3.4.3 4.2.3
overprint , verb	to print on top of printed matter , e.g to block out some of it and insert a revision; to add information in a blank space left for the purpose; to obtain different colours by superimposing inks.	4.2.3
oversewing	sewing of single leaves or thin folded sections into gatherings. Each gather is held through the spine margin by using a whipstitch technique and is joined to its neighbour by passing the needle and thread under the thread of the previous gathering and on to tapes or cards.	4.3.1
oversize	too large to be shelved in the main sequence(s).	3.8.2
overstrike	to print two or more characters in the same position.	4.2.3.1
P		
p	prescribed symbol by which copyright protection is claimed for sound recordings under the Rome Convention for the Protection of Performers, Producers of Phonograms and Broadcasting Organizations, 1961, and the Geneva Convention for the Protection of Producers of Phonograms against Unauthorized Duplication of their Phonograms (Phonograms Convention), 1971. Used in the form "p 1987 XYZ Record Co."	3.3 3.4.4.1

Term	Definition	No.
	NOTE 1 The date in the notice is generally called the "phonogram date".	
	NOTE 2 The symbol p applies only to sound recordings, not to associated literature, illustrations or motion pictures .	
	NOTE 3 See also © ; copyright .	
package	SEE software package .	
page	(a) one side of a leaf .	3.7.3
	(b) division of an machine readable document , determined by the capacity of a display, storage or processing unit.	2.6.4 3.4.6.1
	NOTE This may be the amount of data that can be displayed on a screen at one time; the amount which would occupy a single page(a) if printed out; or, in videotex , a number of frames (up to a set maximum).	
	(c) frame of a microform reproducing a page(a) or (b).	3.5.3
page description language	language for specifying the exact layout of text(c) and other elements on a page(a) (b) or (c).	4.1.3
page-on-galley proof	galley proof incorporating page(a) divisions.	3.8.1 4.2.3
page proof	proof of a single page(a) of a document , specifically prepared as a final check that all previous corrections and design elements have been arranged according to the format decided.	3.8.1 4.2.3
	NOTE In practice, also used for any proof during the document's preparation presented in paged form or as a single page(a) .	
pagination	(a) numbering of the pages(a) of a document .	3.7.4.1 4.1.3
	(b) <cataloguing> the statement of the number of pages in a document .	
paging	Successively replacing one page(b) on a screen by the next (paging down) or the previous one (paging up).	2.6.4
	SEE ALSO scrolling .	
PAL	colour television coding system for broadcasting, originating in Germany and used in Britain and most of Europe.	4.5.2
	NOTE The name derives from "Phase Alternation by Line".	
palaeography	science dealing with the development of handwriting.	4.1.1
palette	the total number of colours available in a screen display.	2.6.4
pamphlet	(a) printed document consisting of a few leaves(a) , usually fastened together but not bound.	3.7.1
	(b) publications(a) of fewer than a specified number of pages(a) , e.g. fewer than 50 pages.	
	SEE ALSO book .	
Panavision	trade name for wide-screen processes and cameras developed by Panavision Inc. An anamorphic lens is used to squeeze the picture on to 35 mm film(a) , which, when projected through a corresponding lens, creates an image with a 2.35 : 1 aspect ratio .	3.4.6.2 4.5.2
paper	<serials(a) and conferences> a contribution identified by author and title(a) , other than letters to the editor .	3.7.1 3.7.2

Term	Definition	No.
paper tape	tape or ribbon of paper that is capable of storing information by means of a pattern of holes punched across the width.	3.5.5
punched tape		3.6.3
paperback	book (a) in a paper cover trimmed flush with the leaves.	3.7 4.3.2
paradigmatic relations	<classification and indexing> relations between concepts which are shown by the structure of the documentary language , i.e. which are explicit before indexing.	2.3.2
parallel classification	shelving of some documents in a repository (a) in a separate sequence because of their size, form , value etc, using the same classification scheme .	2.1 2.1.2
parallel title	title proper in another language or script.	3.7.4.1
parliamentary paper	in the UK, an official publication arising from, or produced for the purposes of, proceedings in Parliament. NOTE Does not include order papers, division lists, Hansard etc.	3.4.2.1
part	(a) division of a document , which may or may not be published separately. (b) SEE issue (b). (c) <music> notation (a) for the notes to be performed by one of the participating instruments or voices. (d) <music> document consisting of one (or sometimes more than one) part (c) of a work.	3.7 3.4.4
part-work	monograph (a) in a predetermined number of unbound parts, usually intended for popular reading.	3.7.1
particular instance papers	SEE case papers .	
passee partout title	list of several titles(a) on the cover of a document , normally a piece of sheet music, with the title (a) of the actual contents indicated by underlining	3.44 3.7.4.1
	or the use of a symbol.	
paste-down	That part of an end-paper that is pasted to the cover of a book .	3.7.3 4.3.2
paste-up	proof in which text (c) and illustrations are pasted in position to give an approximate appearance of the final result.	4.2.3
patent document	specification , defining an invention, which is used in obtaining or substantiating patent rights. NOTE Such documents include inventors' certificates, utility models or certificates, applications therefor, provisional specifications etc.	3.4.2.2
pattern board	specimen of the covering material, mounted on board, to show lettering layout, cloth colour, size etc., to ensure uniformity in the binding of a series .	4.3.1
peek-a-boo	SEE optical coincidence .	2.5.1.1
perfect binding	SEE adhesive binding .	4.3.2

Term	Definition	No.
periodical journal	serial generally characterized by variety of contents and contributors both within the publication and from one issue to another. NOTE 1 With the exception of newspapers, issues are generally numbered as constituents of a nominal volume which is completed at intervals by the issue of a volume title page and/or index . NOTE 2 In the context of international publishing statistics, annuals, newspapers and monograph series are excluded from the definition of "periodical".	3.7.2 1.1.1
periodical cover	protective cover for a single issue of a periodical while it is on display.	4.3.3
permuted index	index in which significant words in a title and/or keywords are rearranged to bring all into the filing position in the context of the others.	2.2.1.3
personal act	in the UK, an Act of Parliament , originating as a private bill , normally granting privilege to one or more individuals. cf. public general act .	3.4.2.1
personality	<Colon Classification> the category for the thing in itself, the central term of a complex subject .	2.3.5.1
phase relation	<classification> the relationship between two different classes. Examples include bias , comparison, difference , influence.	2.3.2
Phoenix schedule	<classification scheme> a completely new development of a schedule for a specific discipline, replacing the original schedule . NOTE Originally used in Dewey Decimal Classification.	2.3.5 2.3.5.2
phonogram	published sound recording. NOTE SEE publication(c) .	3.4.41
phonogram date	SEE p , note 1.	
photo charging	recording of loans by photography, usually micro-photography.	2.5.3
photocomposing	SEE phototypesetting .	4.2.3
photocopy	copy produced on or via sensitized material by the action of light or other radiation. SEE ALSO Photostat; Xerox .	4.2.1
photographic film	SEE film(a) .	4.2.2
photogravure	intaglio printing process using photographic means to etch square cells in a cylinder or plate . The intensity of tone is controlled by the depth of the cells, the deeper cells holding a greater amount of ink.	4.2.3
photolithography photolitho	lithography making use of plates produced by photographic means.	4.2.3
photosetting	SEE phototypesetting .	
Photostat	trade mark of Kodak Ltd. for photocopying materials, chemicals and cameras. NOTE Loosely used as a synonym for photocopy.	4.2.1
phototypesetting filmsetting photocomposing photosetting	composing by projecting directly on to a photographic or other light sensitive material.	4.2.3

Term	Definition	No.
physical description	<cataloguing> an area containing such details as extent of item , dimensions and accompanying material .	2.2.3.2
physical medium	SEE medium (a).	3.6
physical unit	<price indexes for books(a) or (e) and serials (a) and of international library(a) and publishing statistics> a document unit distinguished from other single units by a separate binding, encasement or other technical device .	1.1.1 3.7.3 4.5.1
piano score	<music> score of a reduction of a musical work for keyboard only.	3.4.4
pica	(a) <printing> a unit of measurement equal to twelve points (approximately one sixth of an inch). (b) size of typewriter characters in which there are ten to the inch.	4.2.3.1 4.2.3.1
pie chart	circle divided into sectors representing various quantities that form a whole.	3.4.2.3
piece	(a) smallest group of documents which a custodian normally expects to produce separately. A piece can be a bound volume (a), a bundle of documents, a single sheet (a), (b) or (c) etc. [BS 6371] (b) SEE item .	3.8.2
pilot	test document , e.g. for a potential serial (a) or broadcast series (a).	3.4.6.1 3.7.2
pit	on a CD ROM or compact audio disc , a microscopic depression in the reflective surface. The pattern of pits on the disc represents the data (b) that is stored. NOTE 1 The unpitted area between the pits is called a land . The laser beam used to read back the data is reflected from the lands but scattered by the pits. NOTE 2 Broadly used to refer to any type of data carrying mark in optical media.	3.5.5.1
pitch	(a) <typewriting and word processing> the number of characters per inch. (b) on a disc , the distance between tracks(a) or pits. (c) SEE frame pitch .	4.1.2 3.6.4
pixel	<screen display> an image (c) element represented as a point with a specific colour and intensity.	2.6.4
pixel depth	number of bits stored for each pixel in a bitmapped image (c). NOTE The greater the pixel depth (the more bits per pixel), the wider the range of intensity levels or colours a bitmap can represent.	2.6.4
plain paper copying xerography	photocopying process which does not require specially treated paper. SEE ALSO photocopy .	4.2.1
plan	large scale map in which true scale is preserved. NOTE Plans(a) include representations of the horizontal disposition of a building or storey. NOTE Also called a "programme". (b) document embodying a scheme of proposed action.	3.4.3 3.4
planetary filming flat-bed filming	method of microfilming in which the document and the film are stationary and in parallel planes during exposure.	4.2.2

Term	Definition	No.
planographic	of a printing process in which the surface of the plate is virtually smooth, and only the image(a) area accepts the ink. NOTE Examples include lithography and collotype.	4.2.3
plate	(a) page not forming part of the main and preliminary sequences of pagination of a document , generally containing illustrative matter , frequently numbered and sometimes on paper of a different quality. (b) single surface used or intended to be used for printing a body of text(c) , illustrations etc. (c) <photography> a sheet of glass used as a base for the photosensitive emulsion. NOTE In modern cameras, replaced by film(a) .	3.7.3 3.4.7 4.2.3.1 3.6.3
plate mark	depression in the paper caused by the pressure of printing from a plate(b) or block(b) or (c).	4.2.3.1
plate number	<music> symbols identifying the plate(b) from which a page(a) of music was originally printed, usually printed at the foot of the page(a) . NOTE Used in musicological and bibliographic research to distinguish printings of a work.	3.4.4 3.7.4.1
pocket	(a) holder, usually on the inside back cover of a book , used to house loose plates, maps etc. (b) SEE book pocket .	3.7.3
pocket score	SEE miniature score .	3.4.4
point	standard unit of measurement of type(a) height, approximately 0.0138 inches in UK and USA. Hence there are approximately 72 points to an inch, so that 12 point type measures 6 lines to an inch.	4.2.3.1
polarity	property of an image's(a) being positive or negative .	3.4.7 4.2.2
popup menu	<data processing> a menu within its own window , superimposed on part of the screen display.	2.6.4
portrait	of a document or part of a document of which the height is greater than the width when it is oriented for reading or viewing. cf. landscape .	3.4.7 3.6
positive	(a) of a photographic image(a) with true representation of tonal or colour values. (b) of film(a) designed to record images(a) in positive(a) form. (c) of a photographic sound track with tonal values suitable for direct reproduction.	3.4.7 4.2.2 4.2.2 3.4.7
positive-appearing	of documents having a dark image(a) or text(a) on a light ground.	4.2.2 3.4.7
post	former British Standard size of paper, 15¼ inches × 19 inches.	3.6.1
post-coordinate	system of indexing in which a compound subject is analysed into its basic	2.4.2

Term	Definition	No.
indexing	concepts by the indexer but these concepts are not combined until the search stage.	
coordinate indexing		
poster session	meeting or part of a meeting designated for the visual presentation of information on current research.	2.5
		3.4.7
		4.5
posterior subdivision	<classified sequence> a subdivision of a subject which is placed after the subject treated generally.	2.3.2
posting	(a) addition of new information to existing records	4.1.1
	(b) <post-coordinate indexing> the entry of document numbers under all relevant terms in an inverted file .	2.4.2
practice note	document for professional use, containing an outline of a procedure or a new technique.	3.4.8
pre-coordinate indexing	system of indexing in which a compound subject is analysed into its basic elements by the indexer, who then combines these elements in a predetermined order according to an indexing language .	2.4.2
coordinate indexing		
pre-publication price	special price at which orders are accepted before a stated date, which is usually before publication (c).	4.5.1
PRECIS (PREserved Context Index System)	subject indexing system in which the initial string of terms, organized according to a scheme of role indicating operators , is computer manipulated so that selected words function in turn as the lead term .	2.4.2.1
	NOTE Entries are restructured at each step in such a way that the user can determine from the layout of the entry which terms set the lead term into its context and which terms are context dependent on the lead term .	
precision ratio	<retrieval system> the ratio of the number of relevant documents retrieved to the total number of documents retrieved.	2.5.1.2
preface	statement by the author preceding the main text of a document and any introduction . It states the origin, purpose and scope of the document and sometimes contains acknowledgements of assistance.	3.7.4
preferred category	SEE favoured category .	
preferred term	<thesaurus or index> a term used in preference to an alternative (synonymous or near synonymous) term .	2.2.3.2 2.3.1.1
	NOTE It is sometimes known as a descriptor or keyword .	
preliminaries prelims	Matter preceding and leading up to the text (b) of a printed document , including, and conventionally in the following order, half title page , frontispiece , title page , dedication, contents list , list of illustrations, foreword , preface , introduction .	3.7.3
premastering	<CD ROM production> the preparation of machine readable data (b) in a form suitable for transfer to a master .	2.6.2 3.5.5.1
preprint	text (a) of a lecture or paper printed for distribution before its oral delivery or its publication (c).	3.7
		3.8.3
prequel	<fiction> a sequel which takes up the story at an earlier point than the original .	3.7.2

Term	Definition	No.
preservation	any activity, largely preventive, aimed at protecting and securing documents to ensure their availability for access and use.	2.7
preserved context index system	SEE PRECIS .	
press	(a) SEE bay (b). (b) machine for exerting pressure in binding. (c) printing machine. (d) printing office or publishing house. (e) Newspapers and other periodicals containing news items.	5.4 4.3.1 5.2 4.2.3 5.2 4.4 3.7.2 4.4
press cutting	SEE cutting .	
press mark	SEE call number .	2.1.1 2.2.3.2
press release	document offering authorized information for general publication (c), often carrying a statement of the earliest date or time at which such publication may be made.	3.8.3
primary document	document which is essentially original (a) in character .	3.8.1
primary legislation	legislation enacted by the primary legislative body of a jurisdiction. cf. subordinate legislation .	3.4.2.1
principle of provenance	basic principle that records (a) or archives (a) from the same source must not be mixed with those from any other source.	3.5.1.1
respect des fonds		
print, noun	(a) SEE type (b). SEE ALSO out of print . (b) printed picture or design. NOTE Particularly used of images (a) made by printing (a) from blocks (b) etc. bearing artists' work. (c) copy of a photographic image printed on opaque material. (d) copy (c) of a motion picture on film (a).	3.5.2 3.4.7 4.2.2 3.4.6.1
print, verb	(a) SEE printing (a). (b) SEE printing (b). (c) <some computer systems> to display text (c) on screen.	4.2.2 4.2.3 4.2.2 2.6.4
print run	number of copies (c) of a document printed at one time.	4.2.3
run		
printer's copy	copy (a) supplied to the printer, usually in manuscript or typescript, including artwork . SEE ALSO camera-ready copy .	3.8.1 4.2.3
printer's dummy	SEE dummy (a).	4.2.3

Term	Definition	No.
printing	(a) transferring of a pigmented image(a) from blocks(a) , type(a) , plates(b) etc. on to paper or other surfaces.	4.2.3
	(b) making of a print(c) or (d).	4.2.2
	(c) SEE impression .	4.4
printout	Output(b) in printed form.	2.6.3
private act	(a) in the UK, a personal act .	3.4.2.1
	(b) in the UK, a personal act or a local act .	3.4.2.1
private bill	in the UK, a bill promoted by petition from an organization outside Parliament and subject to certain specific procedures in Parliament.	3.4.2.1
private member's bill	in the UK, a bill introduced into a legislature by a back bench member.	3.4.2.1
private press	printer/publisher who produces limited editions , generally by hand methods, and whose objectives often include the achievement of a high quality of physical production .	4
privately printed	of works published by private individuals at their own expense or by private subscription .	4.4
proceedings	(a) publication containing the texts of papers submitted to a conference and generally also reporting discussions arising from the papers and business transacted in connection with them.	3.4
	(b) used in the titles of periodicals of which the contents include papers submitted to societies and institutions or to their meetings.	3.7.2
	NOTE The term transactions is similarly used.	
process camera	camera for the production of photographic intermediates [usually on film(a) , either negative(a) or positive(a)] required for creating an image(a) on the printing master , e.g. a plate(b) for offset printing .	5.1
producer	(a) person with overall administrative responsibility for making audiovisual documents.	3.2
		3.4.6.1
	NOTE In practice, the role of the producer may be much wider and can include artistic involvement.	
	(b) person with overall artistic responsibility for a sound recording.	3.2
		3.4.4.1
	NOTE In a legal context, the producer is sometimes defined as the person responsible for fixing the sound of the recording.	
production	<archive administration> the temporary removal of an item from its place of storage in a repository for use.	3.5.1.1
	SEE ALSO issue (noun)(c).	
production ticket	<archive administration> document signed by a user to request an item for use.	2.5.2
profile	(a) SEE search profile .	
	(b) SEE user profile .	
	(c) scale representation of the intersection of a vertical surface (normally a plane) with the surface of the Earth (or a celestial body), or with a mathematical surface representing a phenomenon associated with points on the Earth's surface, such as rainfall.	3.4.3
		3.4.2.3

Term	Definition	No.
program	<computers> series of instructions which make the equipment perform particular tasks.	2.6.5
programme	(a) SEE plan (b). (b) audio or video item transmitted, or intended for transmission , for entertainment or information .	3.4.4 3.4.6.1 4.5.2
programmed text	document presenting information with questions the answers to which determine the user's progress through the document .	3.9
project files	SEE case papers .	
projection	SEE back projection ; front projection ; map projection .	
prompt	<data processing> message displayed on screen to indicate that input (a) is expected.	2.6.4
proof	trial copy (c) or representation of a part or the whole of a document , during production , on which corrections may be made. All elements or stages of a document may be submitted as a proof for correction, e.g. page proof , galley proof , book proof .	3.8.1 4.2.3
property	<classification theory> an attribute which is common to a class but not essential to its definition .	2.3.1
proportional spacing	<printing(a)> the adjustment of character width to suit the character portrayed, m being wider than 1.	4.2.3.1
protocol	(a) <law> a formal document embodying the terms of a transaction . (b) authenticated minutes of an international conference. (c) <archive administration> a draft of a diplomatic document , especially of the terms of a treaty, agreed in conference and signed by the negotiators but subject to later ratification. (d) <data processing> a specified sequence of commands required to perform a particular process, e.g. for logging on (see logon) or for transferring data (b) from one system to another.	3.4.2.1 2.6.4
provenance	source(s) from which an item originated or was received.	2.1
provenance, principle of	SEE principle of provenance .	
provisional specification	specification filed with a patent application merely to establish a date for disclosure of an inventive concept .	3.4.2.2
public general act	in the UK , an Act of Parliament originating in normal parliamentary procedures enacting generally applicable law. cf. local act ; personal act .	3.4.2.1
public library	library which serves a community or region, often under statutory provision, either free of charge or at a nominal fee to users.	1.2
public record	in the UK , an archive (b) of a public body subject to the provisions of the public records acts.	3.4.2.1
public records	(a) records (a) created by government and related organizations. (b) records (a) that are open to public inspection.	3.4.2.1 2.5
publication	(a) act of producing multiple copies of a document and making them available to the public or to a representative section of the public.	4.4

Term	Definition	No.
	(b) document made available by publication (a).	3.7
	(c) copy (c) of a publication (b).	
publisher's binding	mass produced binding in which a book (a) is originally published.	4.3.2
publisher's cloth	cloth binding as issued by the publisher.	4.3.2
publisher's number	<music> symbols assigned by a publisher to identify publication (b).	0.1.1
		3.4.4
	NOTE Discussions are currently taking place to define International Standard Music Numbers to replace publishers' numbers.	3.7.4.1
publisher's series	series (a) defined by the publisher and normally published in uniform style.	3.7.2
	NOTE publisher may choose to encourage a series ' identification even where a uniform style does not exist.	
pull	trial print taken to check printing (a) quality.	4.2.3
pulldown menu	<data processing> a submenu displayed below the appropriate command in the menu on the top line of the screen .	2.6.4
dropdown menu		
punched card	card of specified size capable of storing information as a pattern of holes.	3.5.5
		3.6.2
punched tape	SEE paper tape .	
pure notation	notation using symbols of a single species (e.g. only letters or only numerals).	2.3.4
purging	SEE weeding .	
Q		
qualifier	explanatory information used to distinguish between terms which might otherwise be confused.	2.2.3.2
quarter bound	of a book (a) with either leather spine (a) and cloth sides or cloth spine (a) and paper sides. The material used for the spine also covers one eighth of the width of the boards.	4.3.2
quarto 4to	(a) sheet (a) of paper of a given size which has been folded twice to make a section of four leaves.	3.6.1
	NOTE To specify actual dimensions, the size of the sheet has to be given, e.g. " crown quarto ".	
	(b) book (a) having sections of four leaves.	3.8.1
	(c) <popular terminology> a book (a) over 10 inches and under 13 inches high.	
quasi generic relation	<PRECIS indexing> a class to species relationship which holds only for a particular document , or group of documents, i.e. it does not constitute a true generic relationship which remains valid in any context.	2.3.2 2.4.2.1
	For example, rats are by definition members of vertebrates, rodents etc. but may also be considered as members of such quasi generic categories as pests, pets, laboratory animals.	
query language	<information retrieval> an alternative to conventional programming languages that enables users without formal training to formulate ad hoc requests using phrases resembling natural language .	2.5.1
qwerty	common keyboard layout , named after the letters Q, W, E, R, T, Y on the top row of alphabetic keys.	4.1.2

Term	Definition	No.
R		
R.F.	SEE representative fraction .	
racking	cheap shelving (usually of metal shelves fixed to slotted metal uprights), frequently used for storage in non-public areas of a repository(a) .	5.4
radix fraction notation	notation in which the representation of more detailed subject matter is achieved by the addition of characters , which may be letters or numbers; e.g. BA, BB, BC etc. can be inserted between B and C.	2.3.4
ragged	SEE justify .	
RAM	working memory of a computer.	2.6.2
random access memory	NOTE 1 So named when it became possible to read or write any data(b) element directly instead of sequentially. NOTE 2 See also ROM .	
random access memory	SEE RAM .	
range, noun	SEE stack(a) .	
range, verb	SEE justify .	
rawstock microfilm	fine grain, high resolution photographic film(a) used to record microimages. [BS 6054-4:1987]	3.5.3 3.6.3
read-only memory	SEE ROM .	
reader	SEE microform reader .	
reader-printer	device which allows both the enlargement of a microimage to make it readable on a screen , and the production of hard copy .	3.5.3
reader services	those activities in a library(a) or other repository(a) that are directly related to the user.	5.1 1.3
reading copy	copy(c) of a work offered for sale in poor condition, but complete as to content.	3.8.3
realia	actual objects (artefacts, specimens) treated as documents.	4.5.1 0
realization	<music> the notation(a) for a suggested harmonization of a figured bass or basso continuo.	3.4.4
recall notice	request to a borrower to return a document .	2.5.3
recall ratio	<retrieval system> the ratio of the number of relevant documents retrieved to the total number of relevant documents in the system database .	2.5.1.2
record, noun	(a) set of related data(b) or information treated as a unit within a file . NOTE 1 In data processing , a record is a subdivision of a file , and may include a number of fields. NOTE 2 See also bibliographic record . (b) SEE gramophone record . SEE ALSO records .	2.2.3 2.6.2

Term	Definition	No.
record label	<bibliographic record> a field occurring at the beginning, providing parameters for the processing of the record (a). NOTE Adapted from BS 4748:1982.	2.2.3.2
record office archives(c)	institution devoted to the acquisition, preservation and organization for use of archives (a) or (b). SEE ALSO repository (b).	1.2
records, plu	(a) documents created or received in the conduct of some transaction of which they themselves formed a part , thus becoming evidence of that transaction . They may arise in the affairs of an organization, a business or an individual. (b) SEE archives (a), (b); document . SEE ALSO record; bibliographic record; gramophone record .	3.1
records centre intermediate repository limbo	building for the low cost storage, maintenance and communication of semi current records pending their ultimate disposal.	1.2
records management	administration of records (a) in order to achieve economy and efficiency in their creation, maintenance, use and disposal.	1.1
recto	side of a leaf to be looked at or used first. NOTE 1 Originally used for the right hand page (a) of an open book (a) or (d). NOTE 2 Contrast verso .	3.6.1
reduction	<music> an arrangement (c) of a work for a smaller number of instruments than those for which it was originally composed.	3.4.4
reduction ratio	expression of the number of times a copy (b) is smaller in linear dimensions than the document from which it was made, e.g. 1 : 10 reduction , often indicated as 10× reduction .	4.2.1
reel	(a) flanged hub on which film or tape is wound. NOTE Also called "spool". (b) film (a) or tape held on one reel (a).	3.6.3 4.3.3
reference	SEE bibliographic reference; cross reference; grid reference; location reference; map reference; "see also" reference; "see" reference .	
reference library	library , or a section of a library , intended for the consultation of its holdings (a) within its own premises and for the provision of information .	1.2
reference material	(a) documents intended primarily for ascertaining items of information rather than for continuous reading, e.g. dictionaries, encyclopaedias. (b) holdings (a) of a reference library .	3.1 3.9
reference retrieval	recovery of bibliographic references to documents from an organized collection .	2.5.1
reference retrieval system	set of logical procedures and associated mechanisms for the recovery of bibliographic references to documents .	1.1 2.5.1

Term	Definition	No.
references	SEE bibliographic reference , note 2.	
referral centre	organization for directing requests for information and data to suitable sources such as libraries, information centres and individuals.	4.2.2
reflex print	contact print produced by allowing radiation to pass through sensitized material and to be reflected from an image(a) in contact with it. SEE ALSO transmission print .	4.2.2
register	(a) document , usually a volume(a) , in which regular entry of data(a) is made. (b) correct relative position of two or more images(a) reproduced on the same surface, or on combinations of documents and overlays(a).	3.8.1 4.2
registers, plu	SEE registration mark .	
registration mark registers	one of a set of marks providing location references for the determination of the register(b) .	4.2
rehearsal score	<music> an abbreviated score , containing sufficient information , e.g. cues, to be of practical use in preparing for performance.	3.4.4
reinforced	of a binding which has been strengthened for heavy use by adding a cloth strip to the inside of the hinge, or by specially strong stitching.	4.3.2
reissue	(a) new impression or release of a printed document , which is substantially unchanged. NOTE Sometimes incorrectly used of, or called, a new edition(a) . (b) batch of copies of a non-book item produced from the same master as an earlier batch, in the same physical form, and emanating from the same publishing or production agency. cf. edition(a) .	3.7
related term RT	<thesauri> a term of equal rank to the one under consideration, of associated meaning without being synonymous.	2.3.2 2.3.1.1
relational database	database organised in terms of relations between data(b) elements.	2.6.2
relational indexing	system of indexing which records the relationships between concepts, e.g. by special symbols. NOTE Examples of relational operators are: concurrency [⊕]; self activity [/*]; association [/:]; equivalence [/=]; dimensional (time, space, state) [/+]; appurtenance [/(]; distinctness [/]; reaction [/]; and functional dependence (causation) [/:]; Sugar/; Bag/- Counting/; Counter, photoelectric/+ Conveyor.	2.4.2 2.3.6

Term	Definition	No.
relative index	alphabetical subject index to a classification scheme , in which all relationships and aspects of the terms are brought together under each index entry .	2.2.1.3 2.3.5
relative location	arrangement in which the location of a document is determined by its place in a sequence (e.g. in the order of an alphabet or of a classification scheme), as opposed to fixed location .	2.1.2
relevance	extent to which retrieved information matches an inquirer's needs.	2.5.1.2
remainder	one of a publisher's unsold copies(c) offered for sale at a reduced price some time after the original date of publication(c) .	4.5.1
reminder	(a) communication to a supplier informing him that an order has not yet been satisfied. (b) SEE overdue notice .	2.1
renew	to extend for a further set period the loan of a document , the registration of a user, or the subscription to a service.	2.5 2.5.3
report	(a) document containing the findings of an investigation or study by an individual or group. NOTE Numbered items are usually referred to as report literature. (b) document containing an account of activities over a particular period, e.g. annual report , financial report .	3.4
report literature	Documents that embody the results of research or development work, and normally appear in a series under the auspices of an institution or company.	3.7.2
repository	(a) building housing a collection or collections of documents. (b) storage area of a record office . (c) building used to store little used documents of one or more repositories(a), ownership of the documents remaining with the depositor.	1.2 5.4
representative fraction R.F.	scale of a map or other cartographic material expressed as a fraction or ratio which relates unit distance on the item to distance measured in the same unit on the ground, e.g. 1 : 50 000.	3.4.3
reprint	(a) new impression of a document . NOTE A reprint does not require a new ISBN. (b) SEE offprint .	3.8.1
reproduction proof	copy(b) of sufficiently high quality to be used for further reproduction.	4.2.1
reprography	all office scale copying, microcopying and printing processes.	4.2
reservation	record that a particular user requires a document as soon as it becomes available.	2.5
resolution	measure of the sharpness of an image (e.g. in photography), expressed as the number of lines per millimetre discernible.	3.4.7 4.2.2
resource centre centrelibrary resource centre	collection of documents in several media, together with facilities for their creation, production , consultation and presentation.	1.1

Term	Definition	No.
media resource centre		
respect des fonds	SEE principle of provenance .	
retrieval	process of recovering stored data .	2.5.1
retrieval language search language	artificial language , including appropriate software commands, used to carry out searches.	0.3
		2.5.1
retroactive notation	notation for a faceted classification in which each facet of a complex subject is represented by the notation for that element in the reverse of the schedule order without delimiting symbols between elements. The notation of subordinate terms uses symbols later in their normal order, so that the start of a new element of notation is recognized by an earlier symbol. Thus the notations AMQ, LPT and UWZ (in schedule order) are combined as UWZLPTAMQ.	2.3.4
retrospective conversion	creation of machine readable records(a) from existing records(a) .	1.1 2.6.3
retrospective search	search in a database , not limited to current data .	2.5.1
reversal, adj	of photographic material in which a negative(a) image(a) is converted to a positive(a) image(a) on the same base .	4.2.2
reversal, noun	<printing> the exchange of background and foreground colours or tones.	2.6.4 4.2.3
reversal film	film(a) designed to produce, after processing, an image(a) the tonal distribution of which is similar to that to which it was exposed, without any intermediate negative/positive printing stage. [BS 5550-8]	4.2.2
reversed	SEE laterally reversed .	
review	(a) critical survey of one or more documents. (b) <archive administration> a review(a) to decide whether documents should be preserved or destroyed, e.g. "first review", "second review".	3.4 1.1
		3.5.1.1
review service	information service which synthesizes and evaluates the information contained in a number of documents.	1.1
revised edition	edition(a) of a document in which significant changes (not merely corrections) have been made from the previous edition(a) .	3.4 3.7.1
right-reading	of an image(a) in which the left and right sides are the same as those of the original.	3.4.7
role indicator	(a) symbol or term added to a descriptor to indicate its context, e.g. computers (subject of study); computers (applications). (b) <indexing> a symbol to represent the relationship between indexing terms where the meaning of the composite term depends on that relationship, e.g. to distinguish history of methodology from methodology of history.	0.1.1 2.3.2

Term	Definition	No.
	SEE ALSO link .	
role operator	SEE operator .	
roll	(a) cylinder formed by winding flexible material, e.g. paper, film (a), around itself.	3.6.1 3.6.3
	(b) document in the form of a roll (a), especially in archives (a) or (b).	3.5.1
roll-to-roll printer	<photography> equipment which prints from one roll of film (a) on to another in contact with it.	5.1
roller shelves	large shelves with rollers, designed for storing folios and other large volumes.	5.4
rolling stack	type of compact shelving in which the stacks(a) move horizontally.	5.4
ROM	<computers> a memory which can be read but not altered.	2.6.2
read only memory	SEE ALSO RAM .	
roman	(a) of the standard form of typeface , having vertical strokes, as opposed to the italic (sloped) form. (b) of an alphabet consisting of letter forms derived from those of ancient Rome. (c) of numerals represented by the ancient roman alphabet (e.g. IV, XL) as distinct from arabic forms (e.g. 4, 40).	0.1.1 4.2.3.1 0.1
romanization	conversion of a non- roman script (e.g. Chinese) into one using roman (b) characters.	0.2 0.3
rotary filming	method of photographing single sheet documents in which the exposure is made while the original document and the film are moving in synchronization.	4.2.2
rotated index	alphabetical arrangement of entries in an index , or of titles(a) of documents, in which all words in each chain of descriptors, or all significant words in each title (a), appear in turn as leading word, followed by the other words in their original order, as ABCD, BCDA, CDAB, DABC. SEE ALSO chain .	2.2.1.3
round	<Colon Classification> a fresh cycle of the categories personality , matter and/or energy , following an energy facet .	2.3.5.1
royal	former British Standard size of paper, 20 inches × 25 inches.	3.6.1
RT	SEE related term .	
run	SEE print run .	
run on , adj	(a) <estimates and quotations for printing> additional copies(c) which do not involve further set up costs. (b) of subheadings of an index displayed in a continuous paragraph. cf. set out .	4.2.3 2.4.3 4.1.3
run on , verb	instruction to a printer to continue the text (c) of a document without commencing a fresh paragraph.	4.1.2 4.2.3
running head	SEE header .	

Term	Definition	No.
running notes	method of citation(a) in text(b) in which superscript or bracketed numerals in the text refer to footnotes or a list of bibliographic references in the numerical order in which they appear in the text . Subsequent citations of the same document receive different numbers.	2.5.2
running title	title , usually the title proper abridged, or caption(a) , repeated at the head or foot of each leaf or page(a) .	3.7.4.1
rushes dailies rush prints	first prints(d) made from the newly processed picture or sound negative(a) or (b) to check content and quality before editing.	3.4.6.1
S		
saddle stitching	method of stitching single section brochures, pamphlets etc., by passing wire or thread through the fold while the section is held on the apex of a triangular or saddle shaped support.	4.3.1
safety film	film(a) which uses a safety base , normally of cellulose triacetate.	3.4.6.1 3.5.4
	NOTE All motion picture film has been produced on safety base since 1952. 16 mm film(a) has always been produced on safety base.	
sampling	<archives(a) or other records(a) appraisal> selecting items in such a way that the items selected are representative of the whole.	3.5.1.1
sanserif sans	of typefaces without serifs. NOTE See Figure A.6.	4.2.3.1
save	<data processing> to transfer data(b) from working memory to permanent memory, e.g. disc .	2.6.2
scale	<cartographic materials> the ratio of distances on the document to the actual distances they represent. SEE ALSO representative fraction .	3.4.3
scan lines	parallel lines across a screen along which the scanning spot travels from left to right when constructing the image(b) .	2.6.4 4.5.2
scanner	device which converts printed characters or other images(b) into electrical signals.	2.6.3 5.3
schedule	(a) terms, notation(b) and (c), cross references and scope notes set out to exhibit the structure of a classification scheme . (b) document appended to another document to amplify it, e.g. a schedule to an Act of Parliament .	2.3.5 3.4.2.1
		3.7.4
scope note	amplification of a term or a class description to clarify its range of meaning. NOTE In thesauri, abbreviated to SN.	2.3.1.1 2.3.5 3.7.4

Term	Definition	No.
score	<music> a document containing notation (a) for a musical work, with the staves for the parts (c) arranged on the page (a) so that notes sounded simultaneously are vertically aligned. NOTE 1 When used without qualification, this term is often used to signify full score . NOTE 2 See also chorus score ; close score ; condensed score ; graphic score ; miniature score ; piano score ; rehearsal score ; short score ; study score ; vocal score .	3.4.4
screen	<printing> SEE half tone screen ; silk screen .	4.2.3
script conversion	representation of the transcription (d) characters of one system of writing by those of another. SEE ALSO romanization ; transliteration .	0.1 0.3
scrolling	successively adding one line to the bottom of a screen display, losing the line at the top. NOTE 1 Reverse and sideways scrolling are also possible. NOTE 2 See also paging . NOTE 3 The scrolling area need not occupy the whole screen.	2.6.4
SDI	SEE selective dissemination of information .	
search language	SEE retrieval language .	
search profile	set of indexing terms which characterize the interest of an individual or a group using a service. The profile is matched with the terms by which each document is indexed in the system.	2.5
profile		2.5.1
user profile		
search strategy	method adopted in using a retrieval system to answer a particular request for information .	2.5.1
SECAM	French standard colour television coding system. NOTE The name derives from "Séquentiel Couleur à Mémoire".	4.5.2
secondary legislation	SEE subordinate legislation .	
secondary publication	(a) publication in another form of already published information , for the purpose of wider dissemination. (b) document which exists for this purpose, e.g. abstract , digest , popularized version.	3.1 3.7
section	(a) That part of a book (a) which arises from the folding of a single sheet (a). NOTE Sometimes called a gathering(a) or signature . (b) scale representation of a vertical surface (normally a plane) showing both the profile(b) where it intersects the surface of the Earth (or a celestial body) and the underlying features, such as geological strata. NOTE Also called "cross section", " map section ".	3.7.3 3.4.3
sector	subdivision of a track (a).	3.6.4
sector device	<classification schemes> the use of certain empty symbols to enable characters of a notated base to be repeated in order to accommodate an extended array . One example of this is the octave device .	2.3.4
sector notation	<hierarchical notation> the reservation of one symbol (e.g. Z or 9) to introduce a further set of symbols to extend the number of concepts an array can hold.	2.3.4

Term	Definition	No.
security copy	copy (b) of a document made in order to preserve the information it contains in case the working copy is lost or damaged.	1.2.2
back-up copy		2.1
backup copy		3.8.2
	NOTE In data processing , “backup copy” (back-up copy) is the preferred term .	
“see also” reference	cross reference from a heading or subheading under which entries are listed to other headings under which related information will be found.	2.2.4
“see” reference	cross reference from a heading or subheading under which no entries are listed to the heading where entries are listed.	2.2.4
selective abstract	abstract giving emphasis to a particular aspect of a document to cater for the specialized interest of a particular group of readers.	2.4.1
slanted abstract		
selective cataloguing	policy of cataloguing different categories of material in different ways, e.g. by using simplified cataloguing or by omitting entries for some categories such as British Standards specifications or government publications.	2.2.1
selective dissemination of information	system which by matching the indexing terms of newly published documents with the search profiles of users, provides a current information service to selected users or groups of users.	1.1
SDI		2.5.1
semantic factoring	process of analysing a complex term into a set of fundamental concepts; e.g. a “thermometer” may be analysed into “heat, measure, device”.	2.3.6
semi current records	records (a) required so infrequently in the conduct of current business that they can be transferred from offices to a records centre pending their ultimate disposal.	3.9
semi published	of literature which is not intended initially to be generally distributed but which may later become more widely available. Includes classified (b), confidential or other literature of restricted circulation .	3.9
seminal mnemonics	SEE mnemonics .	
separate	SEE offprint .	
separator	<data processing> a character reserved for separating units of data (b) such as fields, records (a) or files. Cf. delimiter ; terminator .	2.6.1
sepmag	two motion picture films , on one of which is printed the picture images(a) and on the other the corresponding magnetic sound track .	3.4.6.1
		3.5.6
	NOTE Sepmag is an abbreviation of “separate magnetic”.	
sepop	two motion picture films , on one of which is printed the picture images(a) and on the other the corresponding optical sound track .	3.4.6.1
		3.5.4

Term	Definition	No.
	NOTE Sepopt is an abbreviation of "separate optical".	
sequel	work which is complete in itself but continues an earlier work.	3.7.2
serial	(a) publication (a) issued in successive parts(a) usually having numerical or chronological designations and intended when first published to be continued indefinitely.	3.7.2 4.5.1
	NOTE 1 Serials include periodicals, annuals (reports, yearbooks, directories etc.), the journals, memoirs, proceedings , transactions etc. of societies, and series (a) of monographs (a). They do not include finite publications (a) produced in parts (a).	
	NOTE 2 In the context of price indexes for books (a) or (e) and serials (a), and library (a) statistics, serials do not normally include monographic series , conference proceedings and annuals.	
series	(b) work published or presented episodically.	
	(a) group of separate documents related to one another by the fact that each item bears, in addition to its own title proper , a collective title applying to the group as a whole, e.g. map series , monograph series . The individual items may or may not be numbered.	3.7.2
	(b) serial in which each issue (b) has a distinctive title in addition to the common series title and which contains only a single work or a closely related group of works.	
	(c) one of two or more periodicals, each of which has a common title followed by its individual title , e.g. "Journal of the Royal Statistical Society, Series A" and "..., Series B ".	
	(d) separately numbered sequence of volumes(d) within a serial , e.g. "Series 1, Vol. 1 12; Series 2, Vol. 1 3".	
	(e) <documentation(a) of statistics> a table or group of related tables having constant coordinates and being issued with updated figures at periodic intervals.	3.4.2.3
	(f) SEE class (b).	2.3.3
serif	short line finishing off the stroke of a letter.	4.2.3.1
	NOTE See Figure A.5.	
service basis	method of determining prices for a publication or series of publications issued periodically. The prices are scaled for individual organizations according to such factors as book expenditure, circulation and potential use.	4.5.1
service point	SEE library (a).	
set flush	SEE justify .	
set-off	unwanted transfer of ink from a printed surface to another surface in contact with it.	4.2.3
set out	of subheadings of an index displayed on separate lines.	2.4.3
	cf. run on (adjective).	4.1.3
SGML	Standard Generalized Markup Language, as specified in BS 6868.	4.1.1 4.2.3
	SEE ALSO markup .	
shaded	SEE shadow .	
shadow	of typefaces giving a three dimensional effect.	4.2.3.1
shaded		

Term	Definition	No.
	NOTE See Figure A.6.	
shared cataloguing	SEE cooperative cataloguing .	
shared responsibility	of a document in which the intellectual content has been contributed by different persons or bodies performing the same kind of activity. NOTE The contributions may form separate and distinct parts of the document, or may not be separable.	3.2
sheaf catalogue	catalogue in which each entry is recorded on a separate slip of paper of uniform size, filed in loose leaf binders.	2.2.1.2
sheet	(a) complete piece of paper or other material of the size in which it was made. (b) piece of paper or other material, normally rectangular and cut from sheet (a). (c) individual map , normally one of a series .	3.6.1 3.4.3
sheet index	SEE index map .	
sheet music	collective term for printed music issued without covers or with paper covers, whether actually printed on single sheets (a) or not. NOTE The term frequently refers to single songs so issued.	3.4.4
shelf list	list of holdings arranged in order of the content of each shelf.	2.1.2 2.2.1.1
shelf mark	SEE call number .	
shelf number	SEE call number .	
short score	<music> a composer's outline of an ensemble work, with the main features of the composition set out on a few staves.	3.4.4
short title	title proper of a statute , usually the same as its citation title . cf. long title .	3.4.2.1 3.7.4.1
shoulder heading	caption (a) ranged left in the type area , printed immediately above the text (b) to which it refers.	4.1.3
shoulder note	marginal note (a) at the upper outer corner of a page (a) or paragraph.	4.1.3
show through	degree to which printed matter is visible from the other side of a sheet (a) or (b). NOTE This is a property rather than a defect. Contrast strike through .	3.6.1 4.2.3
shunting	device used to manipulate the string of terms forming an entry in a computerized indexing system, such as PRECIS, so that each significant term is moved (or "shunted") into the position of lead term , the remaining terms also being moved to preserve the context.	2.4.2.1 2.4.3
SI	SEE statutory instrument .	
side stitchi	method of sewing (or stapling) in which thread (or staples) join all the sections or leaves together by passing through the inner margins of the sections (a). NOTE Where only staples are used, this is also called "stabbing".	4.3.1

Term	Definition	No.
signature	<book(a) production> a number, letter or word at the bottom of the first page (a) in a section , showing in what order that section is to be gathered for binding.	3.7.3
section		4.3.1
silk screen	printing process in which ink is forced through a screen by a squeegee.	4.2.3
silk-screen process	NOTE The screen may be silk, but other textiles or fine metal gauze are more common.	
silking	repairing, restoring or strengthening of paper by applying a textile to one or both sides.	2.7
	NOTE The textile may be silk, but other substances may also be used.	
silver halide processes	processes in which a latent image is formed by the action of light or other radiation on silver halide sensitized materials, the image being made visible and stable by subsequent processing.	4.2.1
simplified cataloguing	cataloguing in which all entries are abridged from the form required by the rules for full cataloguing.	2.2.1
slanted abstract	SEE selective abstract .	
sleeve	(a) transparent covering for protecting a document or its jacket.	3.4.4.1
		4.3.3
	(b) protective covering for a disc , frequently carrying illustrations and/or descriptive information .	3.4.4.1
		4.3.3
slide	single transparency held in a mount and designed for projection.	3.5.4
slide binder	form of mechanical binding in which sheets (b) are held together with a clasp along one edge.	4.3.2
	NOTE See Figure A.3.	
slip case	open fronted box used to protect a book or set of books.	4.3.3
slug	line of type (a) cast as a single piece of metal.	4.2.3.1
small caps	upper case characters the same height as the x-height of the same size body .	4.2.3.1
small capitals	NOTE See Figure A.5.	
small demy	SEE demy (b).	
SMD	SEE specific material designation .	
SN	SEE scope note .	
soft	<word processing> used of line or page (b) breaks, hyphens etc., inserted, or for optional use, by the program .	4.1.2
softback	book (a) issued by the publisher in a flexible cover .	4.3.2
software	programs collectively.	2.6.5
	cf. firmware ; contrast hardware .	
software package	<data processing> set of interrelated programs marketed as a unit, usually with accompanying documentation (b).	2.6.5
package		

Term	Definition	No.
solander case	closed container for the storage of documents without folding.	4.3.3
sought term	entry term chosen for a particular subject in a catalogue , bibliography or index , to which it is expected most users will refer.	2.2.3 2.5.1
sound disc	disc on which acoustic information is recorded for reproduction.	3.4.4.1
audio disc		
sound tape	magnetic tape on which acoustic information is or may be recorded for reproduction.	3.4.4.1 3.6.3
audio tape		
sound track	sound recording in a motion picture .	3.4.4.1
soundex	procedure for encoding words, e.g. personal names, in which four character codes are assigned in such a way that like sounding names should give rise to the same code, so as to bring variant spellings together.	0.1.1 2.5.1
source document	(a) SEE original , noun. (b) <citation indexing> a document which cites the document to be indexed.	2.4 3.9
sourcebook	book (a) containing the texts(b) of original documents, reprinted for ease of study.	3.1 3.5.1
special collection	SEE collection (b).	
special issue	(a) SEE special number . (b) loan of a document with relaxation of some or all of the usual restrictions.	2.5.3
special library	(a) library (a) covering a specific subject area and/or serving a restricted clientele. NOTE Often used to denote any library other than public, academic, subscription or national libraries. (b) library containing a specific category of material, e.g. motion pictures , newspapers. (c) <international library statistics> an independent library covering one discipline or particular field of knowledge.	1.2
special number	issue (b) of a serial (a), or a supplement to it, devoted to a particular subject or commemorating a particular occasion; sometimes in a different format (a).	3.7.2
special issue(a)		
specific material designation	indication of the physical medium of a document , e.g. microfiche , compact audio disc .	2.2.3.2 3.5
SMD	cf. general material designation .	
material designation		
specification	document that prescribes requirements to be satisfied by a product, material, process or service. NOTE specification may be a standard, a part of standard or independent of a standard; or associated with a contract or a patent document .	3.4.2.2
specificity depth of indexing intension	<classification scheme or an indexing system> the degree to which a subject is represented in detail .	0.2 2.3.5 2.3.6
spine	(a) that part of the case or cover over the back or equivalent part of a book (a) or (d). NOTE See Figure A.1.	4.3.2
back	(b) Often used synonymously with back .	

Term	Definition	No.
spiral binding	form of mechanical binding in which a continuous wire spiral is threaded through holes punched in the edge of the sheets(b). NOTE See Figure A.3.	4.3.2
split	division of a serial (a) into two or more new and separate serials(a).	3.7.2
spool	SEE reel (a).	
spread opening	facing pages (a) of a book (a) or (d).	3.7.3
spreadsheet	<data processing> dynamic tabular format (b) with facilities for calculating the data (b) in some cells from predetermined formulae acting on data (b) elsewhere.	2.6.5 3.4.2.3
sprinkled edges	cut edges of a book (a) or (d) which have been decorated by sprinkling with coloured inks. SEE ALSO gilt edges; marbling .	3.7.3
sprites	screen images (c) moveable under program control or through an input (a) device by manual control. Sprites may be characters or graphic shapes.	2.6.4
stabbing	SEE side stitching .	
stack	(a) block of shelving consisting of bays (b) ranged horizontally or one above another, and usually self supporting or free standing. NOTE Also called range. (b) part of a repository (a) designed and equipped primarily for storage rather than for reading. NOTE Frequently used of areas which are closed access .	5.4
standard, adj	(a) SEE standard, noun .. (b) of a work so comprehensively authoritative in its field as to remain superseded by other works.	3.1
standard, noun	document , established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of optimum consistency. NOTE standard may take the form of a specification , a code of practice , a method, a classification scheme or a glossary .	3.4.2.2
standard number	internationally recognized code(e) that uniquely identifies a document , e.g. an International Standard Book Number .	0.1.1
standard subdivision	<Dewey Decimal Classification> a common subdivision which may be applied to any class .	2.3.3 2.3.5.2
standard title	SEE uniform title .	
standing order	(a) order requesting the supply of specified publications to remain in force until countermanded or until completion of publication . (b) rule of procedure adopted by an organization.	2.1 3.4.2.1
standing type	composed type (a) stored, usually after printing , in readiness for future use.	4.2.3.1
state paper	(a) non-judicial public record . (b) official publication relating to foreign affairs.	3.4.2.1 3.4.2.1

Term	Definition	No.
statement of responsibility	part of a bibliographic record which records the responsibility for the intellectual or artistic content of a document , or names the corporate body from which a publication(b) emanates. NOTE In the case of certain artistic performances, the statement of responsibility may name the performers.	2.2.3.2 3.2
statistical bibliography	SEE bibliometrics .	
statute	Legislation enacted by the primary legislative body of a jurisdiction. SEE ALSO Act of Parliament .	3.4.2.1
statutory instrument SI	in the UK, the main form of subordinate legislation , made by a minister under the terms of the Statutory instruments Act 1949.	3.4.2.1
stemming	SEE truncation(a) .	
step-and-repeat filming	method of sequentially recording microimages on microfiche in a grid(b) pattern. [BS ISO 6296-2:1993]	3.5.3 4.2.2
step printing	(b) production from a single image(b) of multiple images(a) in a predetermined pattern on a sheet of film(a) or a plate(c) . process by which a motion picture on film(a) is printed one frame(a) at a time, either by contact or by projection. NOTE A badly shrunken original film(a) may be printed by this method when it would be impossible to obtain a print(d) by the conventional continuous printer.	4.2.3 4.2.2
stereograph	pair of images(a) designed to produce a three dimensional effect when used with a stereoscopic viewer or projector.	3.4.7
stock	SEE holdings; out of stock .	
stock editor	One responsible for the continuous maintenance of the quality of a collection .	1.2.1
stock shot	short motion picture sequence which is indexed and available for use in future productions.	2.1 3.4.6.1
stop frame	SEE freeze frame .	
stoplist	list of stopwords.	2.4.2
stop list		2.5.1
stopword	term to be excluded from certain operations, e.g. in selecting indexing terms.	2.6.4 2.4.2
stop word		2.5.1
strike through	defect caused by excessive penetration of ink, so that the written or printed matter on one side of a sheet(a) or (b) is visible on the other. cf. show through .	2.6.4 4.2.3
strikethrough	any character with another overprinted to show actual or potential deletions.	4.1.2

Term	Definition	No.
string	linear series of characters.	2.5.1 2.6.1
stripping	SEE weeding .	
stripping in	<photolithography> combining one piece of film (a) with another in the preparation of a single printing plate carrying images(a) first made separately, e.g. text (c) combined with illustrations.	4.2.3
structural notation	SEE hierarchical notation .	
study score	<music> a score intended for study rather than use in performance. SEE ALSO miniature score .	3.4.4
subheading	(a) word(s) or symbol(s) added to a heading to make it more specific. (b) <indexing> a heading (a) that is subsumed under a main heading (b) to indicate a subordinate or qualifying relationship. NOTE Adapted from BS 3700:1988.	2.2.3.2 2.2.3.2
subject catalogue	catalogue of entries arranged by subjects, whether alphabetically or classified.	2.2.1.2
subject device	class number taken from one position in a classification scheme to subdivide a class number at another position.	2.3.4
subject index	organized guide to the subjects named or dealt with in a document , a classification schedule or a classified catalogue , with index references .	2.2.1.3
subordinate legislation	legislation enacted by the executive arm of government under powers granted to it by statute .	3.4.2.1
delegated legislation		
secondary legislation		
	NOTE 1 In the UK, may also include legislation enacted under the royal prerogative, rather than under statutory authority. NOTE 2 Contrast primary legislation; see also statutory instrument .	
subordination	<classification scheme> the placing of one term as a subdivision of another.	2.3.2
subscript	character printed below the level of the line of type (b), as in H ₂ O.	4.2.3.1
inferior		
subscription	agreement to purchase a document , or a number of documents over a specified period, usually involving the payment of a sum fixed in advance.	4.5.1
subscription agent	firm or organization which arranges for the regular supply of a serial from a publisher.	2.1
		4.5.1
subscription edition	those copies(c) of a document prepared for persons who have paid for them in advance of publication (c).	3.8.3
subscription library	library which charges fees for the use of all its services.	1.2
commercial library		
subsidiaries	matter following the text (b) of a document, including notes(a), bibliographies (b), appendices, indexes, colophon .	3.7.4
subtitle	(a) explanatory and subordinate part of a title following the main title .	3.7.4.1

Term	Definition	No.
	(b) text superimposed over action in a motion picture , usually at the bottom of the frame , (b) or (c) used to translate foreign languages or to aid the deaf and hard of hearing.	3.4.6.1
superscript superior	character printed above the level of the line of type (b), as in πr^2 .	4.2.3.1
	NOTE It is often used as a link between text (b) and bibliographic references or notes(b).	
supplement continuation(b)	document , usually issued separately, that complements the main document by bringing it up to date or otherwise continuing it, or containing a special feature not included in it.	3.7.1
supplied title	<bibliographic references and cataloguing> a title (a) added by the citer when there is no clear title in the cited item , or to elucidate a title that is ambiguous or fails to indicate clearly the subject matter . Supplied titles are normally placed within square brackets.	2.2.3.2 3.7.4.1
surrogate	record or version of a document usable as a substitute for the original.	4.2 3.9
swash	of ornate or fancy italic typefaces.	4.2.3.1
	NOTE See Figure A.6.	
syllabic notation	<classification scheme> a notation using letters to produce pronounceable syllables to represent concepts.	2.3.4
syndetic	of an index , catalogue etc. indicating relationships between headings, e.g. by cross references .	2.2 2.3.2
syntagmatic relations	<classification and indexing> relations between concepts, classes or terms which are established during indexing and are not explicitly shown by the structure of the documentary language .	2.3.2
synthetic notation	notation for complex subjects obtained by combining notations for the separate concepts.	2.3.4
system	set of elements and of relations between the elements such that the set may be looked at as a whole.	1.1
systematic bibliography	SEE bibliography (a).	
systematic catalogue	SEE classified catalogue .	
systematic mnemonics	mnemonics using the same notation to represent identical or similar concepts wherever they occur.	2.3.4
systems software	software that controls the operations of a computer irrespective of a particular application. cf. applications software .	2.6.5
T		
table of contents	SEE contents list .	
tabloid	of newspapers printed on small sheets (b). cf. broadsheet , adj.	3.7.2
tag	<data processing> one or more characters used to identify a field .	2.6.1
tail margin	SEE margin , note 1.	

Term	Definition	No.
tailband	<binding> a protective band similar to a headband , fastened to the bottom of the back .	4.3.1
take	intentional unbroken recording, on film(a) or magnetic tape , of picture and/or sound information .	3.4.6.1
tape loop	SEE loop .	
tape row	SEE frame(c) .	
tape slide	set of slides with commentary(b) on sound tape .	3.5.4 4.5.2
	NOTE The sound tape may contain a signal to project the next slide in the sequence.	
technical services	those activities involved in preparing documents for use in a collection , as opposed to reader services .	1.2
technological gatekeeper	SEE gatekeeper .	
telefacsimile	SEE fax	
telefax	SEE fax	
telegraphic abstract	abbreviated abstract consisting of keywords, role indicators or other symbols, suitable for machine processing.	2.4.1
telesoftware	software stored centrally for downloading on request.	2.6.5
teletex	improved telex system with a wider character set and screen display, designed for communication between text processors. NOTE Not to be confused with teletext .	4.5.2
teletext broadcast videotex	form of videotex using spare capacity in television signals to convey text(a) , decoded by special equipment at the receiver. NOTE Not to be confused with teletex .	4.5.2
telex	electronic communications systems with a limited character set, using keyboard and printer terminals.	4.5.3
term	word or phrase used to denote a concept .	0.3 2.3.1
term card	SEE feature card .	
term entry	<post-coordinate indexing> a item on term record(a) for one concept , with its code(e) , and identification codes(e) for all relevant documents.	2.2.3 2.4
item on term		
term on item	SEE item entry .	
terminal	<data processing> a normally interactive input/output device. NOTE In documentation(a) , terminals normally have a keyboard and a screen or printer.	5.3
terminator	<data processing> a character reserved to indicate the end of a data(b) unit, such as a field, record or file . cf. delimiter; separator .	2.6.1
terminograph box chart	form of thesaurus display in box chart which the conceptual relationships are displayed by using boxes.	0.3 2.3.1.1

Term	Definition	No.
terms of availability	<cataloguing> such details as the price of a document or information about the conditions under which it may be obtained.	2.2.3.2 4.5.1
tête bêche	of a book (a) so arranged that there are two sequences of text (a), one starting at each end. The book has to be inverted to allow the other text to be read.	3.8.1
text	(a) information recorded on or in a document . (b) main body of text (a), excluding preliminaries , subsidiaries , notes etc. (c) that part of a document in which information is presented in verbal form, as distinct from images (c), musical notation (a) etc.	0.2 3.7.4
text processing	SEE word processing .	
text type	SEE body type .	
textual bibliography	study and comparison of texts (a) and their evolution through editions (a) or (b) and impressions.	2.2
thematic catalogue	<music> a systematic list of works, normally by a single composer, with the notation (a) of the principal theme or themes given for each.	3.4.4 2.2.1.2
thermography	copying or printing processes using heat to form the direct or intermediate image (a), e.g. on specially treated paper.	4.2.1
thesaurus	controlled vocabulary with indication of conceptually associated terms.	0.3 2.2.1.1 2.3.1.1
thesis	statement of investigation or research submitted in support of a candidature for a higher degree or other award.	3.4
dissertation		
three quarters bound	of a book (a) or (d) having the spine (a) and either the corners or the fore edges of the boards covered in one material, usually leather, and the rest of the sides covered in another material such as cloth. The spine covering and corners extend theoretically to three quarters of half the width of the boards .	4.3.2
throw-clear	leaf bearing a map , table or similar illustrative material mounted on a guard the full width of the book so that the illustrative matter when opened out may be consulted as the book is read.	3.7.3
throw-out fold-out	leaf , usually bearing illustrative material, bound in at one edge and designed to fit the book when folded.	3.7.3
thumb index	series of rounded notches along the fore edge of a book (a), each of which reveals a letter or other symbol at the first page (a) of the relevant section of text (a).	3.7.3
ties	tapes attached to the edges of the covers of a book (a) or (d), which when tied prevent sagging and make handling easier. NOTE Used with large volumes (a), vellum, limp bindings and covers for unbound sheets.	4.3.2
tight backed	of a binding or casing in which the covering material is attached directly to the back .	4.3.2
tipping in	affixing of a single leaf or sheet (b) in a volume (a), using adhesive at the binding edge only.	4.3.1

Term	Definition	No.
title	(a) name, word(s) or symbol(s), usually appearing on the document , which names it or a work contained in it. NOTE 1 Includes any alternative title , parallel title , or other title information . NOTE 2 See also key title ; long title ; short title . (b) <the context of international library and publishing statistics> a document which forms a separate whole under an individual title (a) whether issued in one or several physical units . (c) <patent documents> a brief mention of the subject field of the invention.	1.1.1 3.7.4.1 3.4.2.2
title caption	SEE caption (b).	
title leaf	leaf at the beginning of a document , which includes the title page .	3.7.3
title page	page (a) at the beginning of a document bearing its title , with or without other particulars, but not including any part of the text (b). If there is more than one such page , the title page is that which gives the fullest information .	3.7.3
title proper	chief title of a document , including any alternative title but excluding parallel titles and other title information .	3.7.4.1
title screen	<computer file> a page (b) displaying the equivalent of a title page . Cf. banner page .	2.6.4 3.7.4
toggle	to switch between two alternative states (e.g. on/off) by repeating an instruction or keystroke.	2.6.4
token issue system	loan system in which each user is given a limited number of tokens, which can be exchanged for documents borrowed. No records are kept of which documents are on loan to which user.	2.5.3
tooling	use of heated hand tools to produce a design or lettering on a case or binding. It may be blind , gilt or coloured.	4.3.1
top term TT	<thesauri> the name of the broadest class to which the specific concept belongs.	2.3.1.1 2.3.3
TPI	<relation to a volume(d)> separately printed title page and/or indexes and/or contents lists and/or information on dates of publication (c). NOTE Originally an abbreviation of "title page and index".	3.7.3
tracing	<catalogue> a record of all the headings and cross references under which a document is represented.	2.2.3
track	(a) on a disc , each of several concentric circular paths carrying recorded information . NOTE Discs which store information in this way include floppy discs , hard discs and videodiscs . (b) on a disc , that part of a spiral path carrying a subdivision of the recorded information . NOTE Discs which store information in this way include sound discs and CD ROMs . (C) that part of the recorded information carried on one track (b).	3.6.4 3.4.4.1 3.7.3
tractor	sprocket mechanism attached to a printer to control accurately the feeding of continuous paper by holes along the edges.	4.1.2
		5.1

Term	Definition	No.
trade bibliography	bibliography (b) recording publications available for sale through the book trade.	4.5.1
trade literature	collectively, the range of publications(a) (e.g. brochures, catalogues, specifications) issued by or on behalf of particular commercial bodies, and containing information on the products or services available from those bodies.	3.4.2.4
trailer	(a) selected excerpts advertising a motion picture or broadcast. (b) length of non-information bearing film (a) or tape following the end of the recorded information , used for protection and for threading into the equipment. NOTE 1 Compare leader . NOTE 2 The term "leader" may also be used generically for leaders and trailers.	4.5.1 3.4.6.1 3.5.3 3.6.3
transaction , sing	event which requires a record to be processed, e.g. the updating of a file .	0
transaction card	<lending library(a)> a card inserted in a document at time of issue(c) bearing the sequential number of the transaction .	2.5.3
transactions, plu	SEE proceedings (b).	
transcript	(a) repetition of the text (c) of an original (a) document , as closely as the resources of script and typeface allow, except that abbreviations, if their interpretation is clear, may be extended. (b) verbatim written, printed or keyboarded version of spoken matter.	4.1.1
transcription	(a) making of a transcript (a) or (b). (b) <music> the conversion of a work from one system of notation (a) to another. (c) <music> an arrangement (c) of a work, usually in a more elaborate style. (d) SEE script conversion .	4.1.1 3.4.4 3.4.4
translated title list	listing, normally systematic, on a regular basis, of the translations of document titles (a).	2.2.1.1
transliteration	representation of one alphabet by characters from another.	0.1 0.3
transmission	transfer of data from one place to another by broadcast or cable (including telephone wires).	4.5.2
tx		
transmission copy	(a) copy (c) of a programme to be broadcast. NOTE In the case of films (b), also called transmission print . (b) Copy (a) which is viewed or photographed by transmitted light. [BS 4277:1968]	3.8.3 3.5.4
transmission print	(a) contact print produced by allowing radiation to pass through an image (a) directly on to the sensitized material. SEE ALSO reflex print . (b) SEE transmission copy (a).	3.8.3 4.2.2
transparency	image (a) to be viewed by transmitted light, either directly or by projection. SEE ALSO slide .	3.5.4 3.8.3

Term	Definition	No.
trigger film	instructional motion picture , divided into short sequences, each of which is intended to stimulate or “trigger” discussion on a particular issue or technique.	3.4.6.1 3.9
trim	length of motion picture film or sound track not used during editing. SEE ALSO out take .	3.4.6.1
truncation stemming	(a) <information retrieval systems> shortening of a search term so that it will match related terms containing that stem, e.g. LIBR will match “ library ”, “ librarian ”, “ inter library ” etc. NOTE Truncation is normally at the right, but may also be at the left or both.	2.5.1
	(b) <data processing> the omission of characters which will not fit into a field of predetermined length.	2.6.2
TT	SEE top term .	
turnover line	second or subsequent line of type(b) in a paragraph of text(c) .	3.7.4
tx	SEE transmission .	
type	(a) pieces of metal or wood, each with a raised, reversed face(a) representing one or more characters on its upper end, used for printing . NOTE 1 See Figure A.4. (b) printed characters on a page(a) or (c) or other surface. NOTE 2 See Figure A.5.	4.2.3.1
type area	on a page(a) or in a column(a) , the space available to be filled with type(b) . NOTE See Figure A.1.	3.7.3 4.1.3
typeface	character set for printing , intended to be used in combination, identifiable by design, and usually available in a range of sizes. NOTE See Figure A.6.	4.2.3.1
typesetting	SEE composing .	
U		
U-matic	trade name for a video(a) cassette(a) system using ¾ inch tape, introduced by the Sony Corporation and adopted by several manufacturers. NOTE It is used widely for commercial and industrial video(b) production , and in a high band version for broadcasting.	4.5.2
UKMARC format	British national MARC format as specified and described in the British Library UKMARC Manual. NOTE Incorrectly but commonly used for the tagging systems of the format.	2.2.3.1
UKMARC record	bibliographic record in the UKMARC format.	2.2.3.1
ultrafiche	Microfiche with a reduction ratio greater than 1 : 90.	3.5.3
uncontrolled circulation	SEE controlled circulation(a) .	
uncut	of a document the folds of which have been slit, but the edges of which remain untrimmed. NOTE Not to be confused with unopened .	3.8.1

Term	Definition	No.
unexpurgated edition	complete edition (a), not expurgated. NOTE 1 A term used by publishers. The description “expurgated edition ” is rarely used. NOTE 2 SEE expurgate .	4.1.1
uniform edition	set of works issued in an identical format and binding.	3.8.1
uniform heading	standard heading adopted for use in a catalogue , bibliography or index , for authors’ names, titles of documents etc. which appear in varying forms on the documents themselves.	2.2.3.2
uniform title	standard form of title adopted for use in a catalogue or bibliography or the titles of a document which appear in various forms.	2.2.3.2 3.7.4.1
standard title		
UNIMARC format	international MARC format as specified and described in “UNIMARC manual ” published by the IFLA Universal Bibliographic Control and International MARC Programme. NOTE The UNIMARC format is designed as a switching format for conversion of data between national MARC formats . It may also be used as a MARC format in its own right.	2.2.3.1
union catalogue	catalogue of the holdings, partial or complete, in a number of document collections. Especially when in printed form , such a catalogue is also frequently called a union list.	2.2.1.2
unit entry	<catalogue> an entry for a document which, when duplicated, may be used for all other entries, with or without the addition of appropriate headings.	2.2.3
unitary class	division within a classification scheme , containing only one concept .	2.3.3
uniterm	<post-coordinate indexing> a term representing a single concept , e.g. “cleaning”, “upholstery” and “chairs” are uniterms representing the subject “cleaning the upholstery of chairs”.	2.3.1
unopened	of a document of which the folds at the outer edge are unslit . NOTE Not to be confused with uncut.	3.8.1
unsewn binding	SEE adhesive binding .	
unsought term	term which is not considered useful as an approach term .	2.5.1
uploading	transfer of data (b) from one computer system to another, usually from a smaller to a larger system .	2.6.4
upper case	capital letters.	4.2.3.1
upper cover	front of a book , excluding the spine.	4.2.3.1
use study	(a) systematic observation and recording of the type and/or the quantity of the use made of a document collection , or of a resource such as a catalogue . (b) report of use study (a).	1.1.1 2.5
user friendly	of systems, devices or documents that are easy to use.	2.5 2.6.4
user hostile	not user friendly .	2.5 2.6.4
user profile	(a) SEE search profile .	

Term	Definition	No.
	(b) study of the population who use, or who are entitled to use, a library .	2.5
USMARC format	United States national MARC format as specified and described in "USMARC format for bibliographic data" and other documentation (b) issued by the Library of Congress.	2.2.3.1
V		
V 2000	trade name for a video (a) recording system designed by Philips Industries. The format(b) uses half the tape width for each pass in a turnover cassette (a), to provide extended playing time.	3.8.3
Vancouver system	SEE numeric system .	
vanity publisher	firm which specializes in producing and marketing publications (a) at authors' risk and expense.	4.4
variable-length field	<data processing> a field that admits an unpredetermined number of characters. cf. fixed-length field .	
variorum edition	(a) edition (a) that contains the notes (b) of several editors and commentators. (b) edition (a) containing variant readings or versions of the text (b).	3.8.1
vector graphics	SEE line art .	
verso	reverse side of a recto .	3.6.1
vesicular film	diaz film in which nitrogen released during exposure expands on subsequent heating to form minute vesicles (bubbles) which produce an image (a) made visible by light scattering.	4.2.1
VHS	Trade name for a video (a) cassette (a) system using ½ inch tape, introduced by JVC/Matsushita, and intended for domestic use. NOTE The name derives from "Video Home System".	3.4.6.2 3.6.3
video	(a) any electronic medium (videodisc , videotape) for the recording of moving images. (b) work in such a medium.	3.4.6 3.5.6 3.4.6 3.5.6
	NOTE Also called a "videorecording".	
videodisc laser disc	optical disc on which images (a), with or without sound, are recorded in analog form .	3.5.6
videodiscography	(a) systematic description and listing of videodiscs. (b) resulting document of videodiscography (a).	2.2 2.2.1.2
videogram	published video (b). NOTE SEE publication (c).	3.5.6
videography	(a) systematic description and listing of videos(b). (b) resulting document of videography (a).	2.2 2.2.1.1
videorecording, noun	SEE video (b).	
videotape	magnetic tape on which visual images, with or without sound, are or may be electronically recorded.	3.5.6 3.6.3

Term	Definition	No.
videotex	communications and information system providing access to a database and other services, arranged in pages(b), often using a television receiver as a display device .	2.5.1 4.5.3
	NOTE It may be interactive (see viewdata) or non- interactive (see teletext).	
view	perspective representation of features of the surface of the Earth (or a celestial body) as seen from a chosen point , as in for example a bird's eye view .	3.4.3 3.4.7
viewdata interactive videotex	interactive form of videotex , usually using telephone lines for the interactive channel.	4.5.3
viewing copy	<motion pictures> a print(d) from a preserved master .	3.4.6.1
visible index	records on cards or strips so arranged that all or part of each or several records can be seen at one time.	3.9
vocal score	<music> a score of vocal work in which all the vocal parts(c) are given, usually set out on separate staves, but with the accompaniment given in a reduction for keyboard.	3.4.4
volume	(a) sheets bound together within a cover . (b) one of a number of volumes(a) forming a related set or series . (c) structural division of the text (a) of a single work, whether or not separately published. (d) for a periodical , the nominal set to which a particular issue(b) belongs.	3.8.1 3.7.3 3.7.4 3.7.2 3.7.4
voxpath	<motion picture production> opinions, usually on a topical issue, expressed by a succession of people to an interviewer's questions.	3.4.5 3.4.6.1
W		
weeding	removal of individual documents or files (b) from a collection (b) when they are of no further value. NOTE In archive administration, sometimes called "culling", "purging" or "stripping".	2.1
weighting	<information retrieval> the assignment of differential values to indexing terms to represent their significance.	2.5.1
whipstitching	<binding> securing with needle and thread bound volumes (a) which require strengthening along the end paper joint or which require the addition of cloth jointed end-papers , before re covering.	4.3.1
white paper	official publication embodying government decisions on policy, normally including its intentions regarding legislation or executive action. cf. green paper ; see also blue paper .	3.4.2.1
widow	last line of a paragraph situated on the first line of a page (a) (b) or (c) or column (a). cf. orphan .	4.1.3
wildcard wild character	<data processing> a wild character for use in a search string to be interpreted as representing any one, or sometimes more, characters.	2.5.1 2.6.1
WIMP	<data processing> windows, icons, mouse and popup menus .	2.6.4
window	screen presentation device used to devote separate areas to individual processes; the computer user sees each of them in its own window .	2.6.4
window repair	SEE framing .	

Term	Definition	No.
wire frame	display of a three dimensional model which shows all of its edges.	2.6.4
wire stitching	machine stitching of a folded section using wire staples.	4.3.1
woodblock	piece of wood engraved or cut for printing .	4.2.3.1
block(c)		
word by word arrangement	filing order in which spaces precede any other character and punctuation is sometimes taken into account.	2.1.2
nothing-before-something arrangement		
word processing	manipulation of text(c) by the use of computers.	4.1.2
document processing		
text processing		
word wrap	<word processing> the process whereby a new line starts automatically after the last whole word (or hyphen) that will fit on the previous line.	4.1.2
wrapping		
WORM disc	digital optical disc to which data(b) can be added but on which existing data(b) cannot be changed. NOTE "WORM" derives from "Write Once, Read Many times".	
wrapper	(a) Paper cover attached to a periodical , book(a) or pamphlet as an integral part of it. (b) SEE book jacket .	4.3.2
wrapping	SEE word wrap .	
write protect	<data processing> to prevent a file , disc or tape from being altered or erased.	1.2.2 2.6.2
WYSIWYG	<word processing> a description of a screen display in which the text(a) is formatted as it will appear when printed. NOTE "WYSIWYG" derives from "What you see is what you get".	4.1.2
X		
x-height	vertical measure of the lower case letters of a typeface , excluding ascenders and descenders . NOTE See Figure A.5.	4.2.3.1
xerography	SEE plain paper copying .	
Xerox	trade mark of Rank Xerox Ltd. for photocopying materials and equipment. NOTE Loosely used as a synonym for photocopy .	4.2.1
Y		
yearbook	(a) serial containing reference material intended to be revised at annual intervals. (b) serial reporting or reviewing, usually in the form of separate contributions, the year's work or the main events of the year in a particular field of interest.	3.4 3.7.2

Term	Definition	No.
Z		
Zipf's law	empirical law which relates the rank of a word in order of frequency of its appearance in a substantial text (a). The rank of a word r is the number of words, including itself, that have the same frequency, $f(r)$, of occurrence:	0.3 1.1.1
Least Effort, principle of	$f(r) = k/r$ where k is approximately 1/10. The law was generalized as the principle of Least Effort.	

Annex A drawings

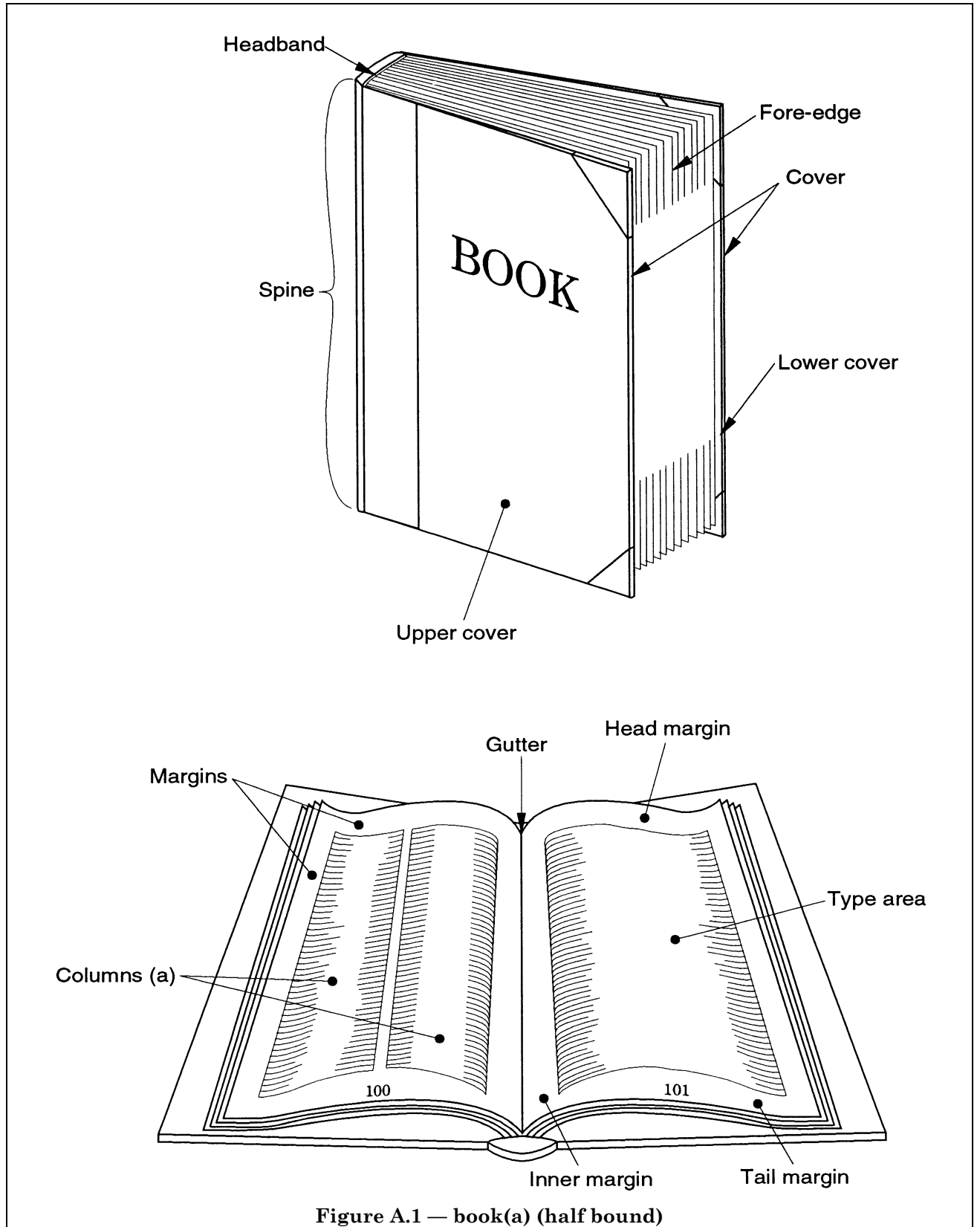
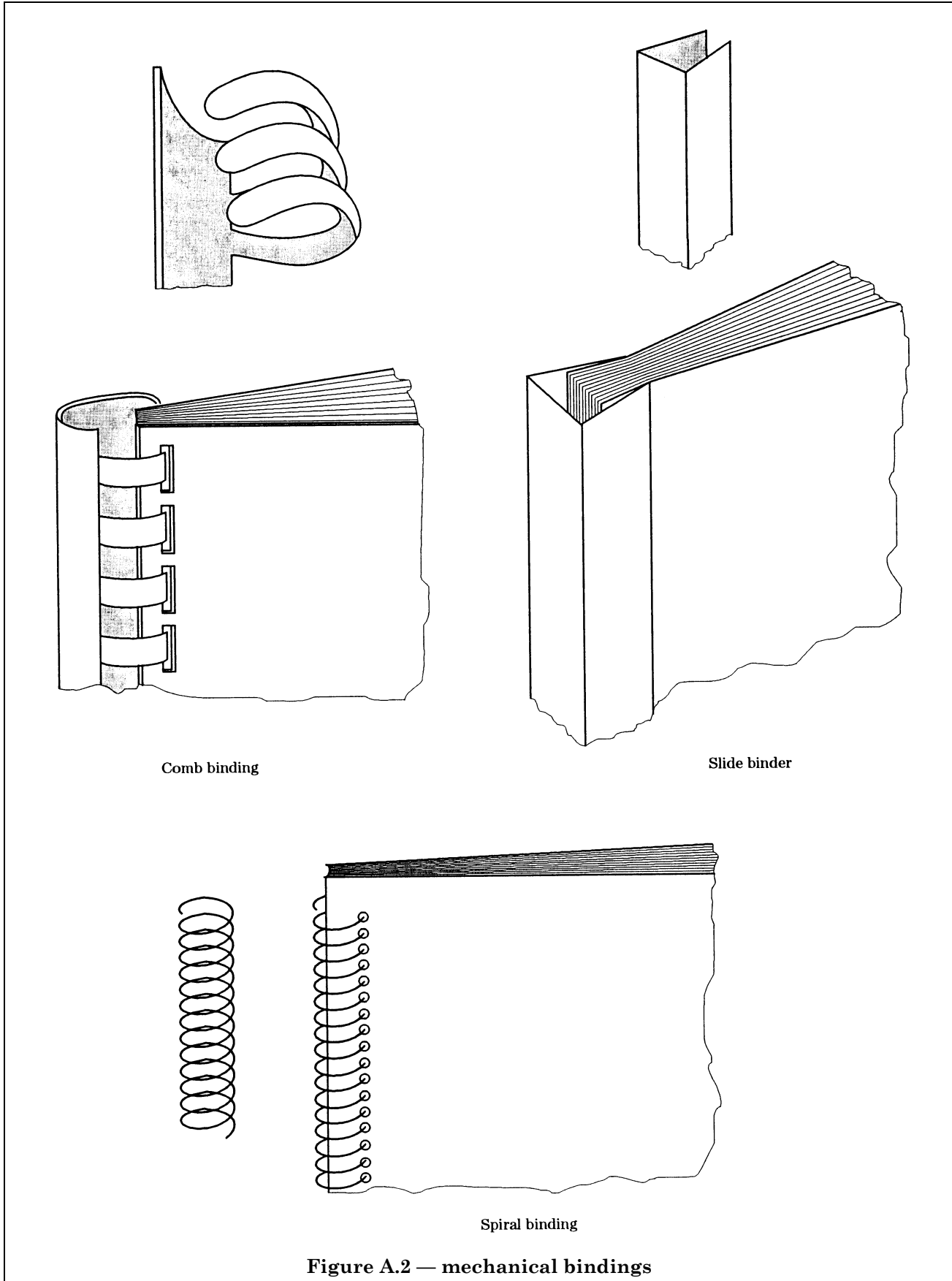


Figure A.1 — book(a) (half bound)



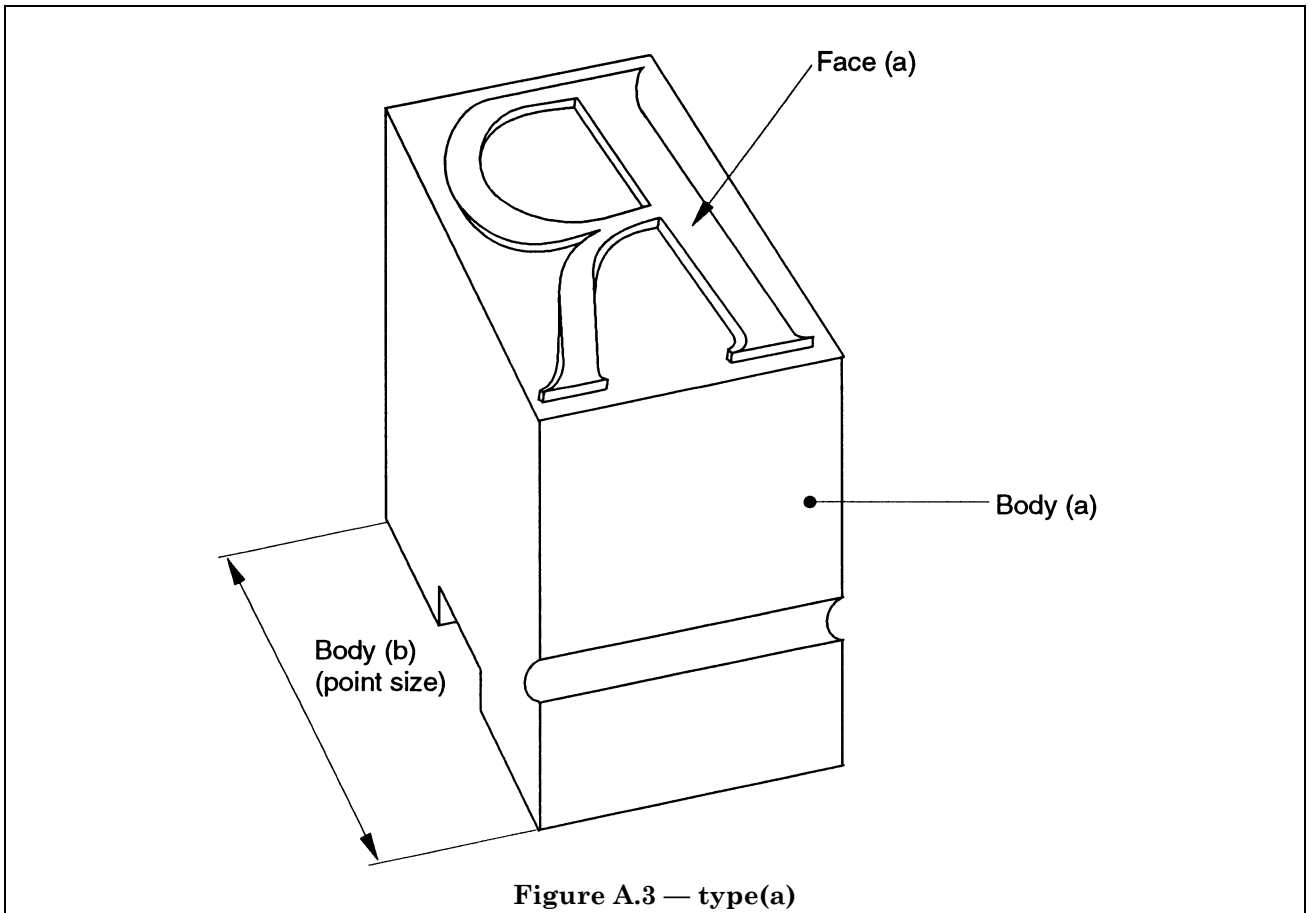


Figure A.3 — type(a)

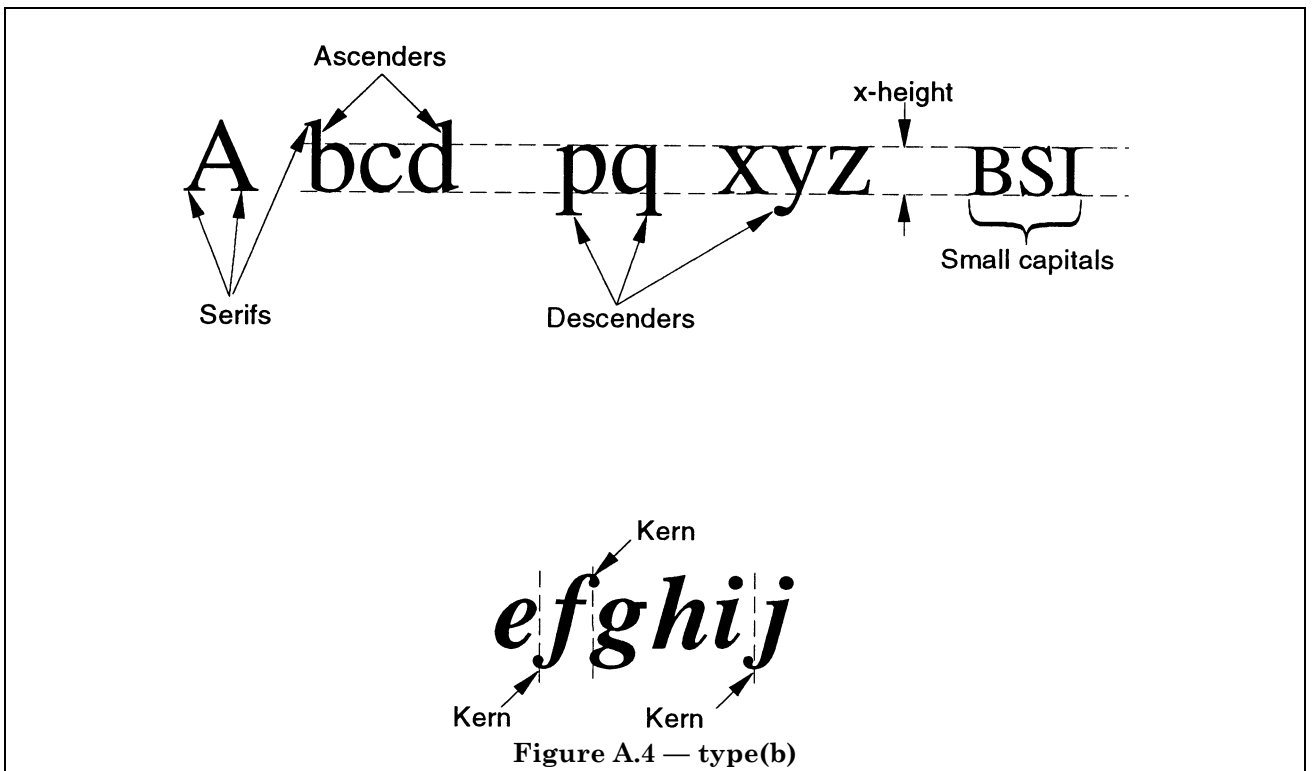


Figure A.4 — type(b)

BSI

BSI

BSI

BSI

Gothic (black letter)

sanserif (sans)

BSI

BSI

BSI

shadow (shaded)

Figure A.5 — typefaces

Subject index

0 General concepts

data
documentation
hierarchy
informatics
information
information science
realia
transaction

0.1 Symbolization; symbols

alphanumeric
alphanumeric
analog
arabic numerals
bar code
base
character
digital
elision
encryption
graphic character
mnemonics
notation
script conversion
transliteration

0.1.1 Codes

see also 2.3.4 Notations

see also 2.6.1 Data elements

ASCII
©
character set
conventional sign
International Standard Book
Number
International Standard Serial
Number
publisher's number
role indicator
roman
soundex
standard number

0.2 Information content

see also 2.3.1 Concepts in
classification

see also 2.3.2 Concept relationships

bias
characteristic
cluster
code (verb)
concept
data
feedback
generality
information
initialism
noise

romanization
specificity
text

0.3 Language; words

acronym
arrowgraph
artificial language
documentary language
family tree structure
high level language
homography
homonymy
homophony
natural language
retrieval language
romanization
script conversion
term
terminograph
thesaurus
transliteration
Zipf's law

1 Systems: administration

1.1 General

archive
archive administration
cartography
information management
information processing
librarianship
library network
non-preferred term
preferred term
records management
reference retrieval
referral centre
resource centre
retrospective conversion
review service
selective dissemination of
information
system

1.1.1 Statistics

audiovisual document
bibliometrics
Bradford's law
library
Lotka's law
machine readable
periodical
physical unit
title
use study
Zipf's law

1.2 Repositories; libraries

alphabetico specific catalogue
business library
collection
copyright library
information centre
library
mobile library
national library
public library
record office
records centre
reference library
repository
special library
subscription library
technical services

1.2.1 Maintenance

stock editor

1.2.2 Security

data protection
encryption
security copy
write protect

1.3 Exploitation systems; services

abstracting service
access date
back up service
clearing house
current awareness service
current contents service
data retrieval system
document retrieval system
indexing service
information broker
information centre
information system
International Serials Data System
reader services

2 Procedures

2.1 Acquisition; storage; disposal

accession (noun)
accession (verb)
accession number
accessions register
acquisition
approval
approval scheme
blanket order
claim
cooperative
copyright library
deposit (verb)

desiderata
disposal list
double shelving
exchange
legal deposit
parallel
provenance
reminder
security copy
standing order
stock editor
subscription agent
weeding

2.1.1 Storage

See also **5** Premises and equipment
archival quality
call number
closed access
fixed location
holdings
location index
open access

2.1.2 Arrangement

alphabetico classed sequence
archive group
broken order
citation order
collocation
Cutter number
entry element
fiction
letter by letter arrangement
parallel
relative location
shelf list
word by word arrangement

2.2 Document description; bibliography

analysis
bibliography
biobibliography
centralized
cooperative cataloguing
descriptive bibliography
diplomatic
historical bibliography
materiography
other title information
syndetic
textual bibliography
videodiscography
videography

2.2.1 Cataloguing

see also **2.3** Classification
AACR
cataloguing in publication

descriptive cataloguing
levels of description
limited cataloguing
selective cataloguing
simplified

2.2.1.1 Lists

authority file
binding record
calendar
cartulary
guide card
shelf list
thesaurus
translated title list
videography

2.2.1.2 Catalogues

see also **2.3.1.1** Thesauri
alphabetico-classed sequence
aphabetico-specific catalogue
bibliography(b)
card catalogue
cartobibliography
catalogue
catalogue raisonné
class list
classified catalogue
cumulation(b)
current
descriptive list
dictionary catalogue
divided catalogue
finding list
guard book catalogue
name catalogue
national bibliography
OPAC
sheaf catalogue
subject catalogue
union catalogue

2.2.1.3 Indexes

see also **2.4** Indexing
articulated subject
citation index
concordance
double KWIC index
dual dictionary
index
KWAC index
KWIC index
KWOC index
location index
permuted index
relative index
rotated index
subject index

2.2.2 Bibliographic descriptions

biblid
bibliographic
bibliographic
bibliographic record
bibliographic unit
citation
ibid
loc. cit.
op. cit.

2.2.3 Entries in catalogues; indexes

added entry
analytical entry
closed entry
entry
name title added entry
open entry
record
sought term
term entry
tracing
unit entry

2.2.3.1 Entry formats

AMC
BLDMARC record
BLMARC record
BNBMARC record
EMMA record
International Standard
Bibliographic Description
LCMARC record
MARC format
MARC record
multi level description
UKMARC format
UKMARC record
UNIMARC format
USMARC format

2.2.3.2 Elements in entries

see also **3.7.3** Parts of volumes
see also **3.7.4** Parts of texts
analytical note
area
bibliographic data
call number
conventional name
entry element
extent of item
general material
heading
location element
location reference
main heading
non-preferred term
physical description

preferred term
 qualifier
 record label
 specific material designation
 statement of responsibility
 subheading
 supplied title
 terms of availability
 uniform heading
 uniform title standard title

2.2.4 Cross reference entries

blind reference
 cross reference
 explanatory reference
 general reference
 ibid
 information entry
 loc. cit.
 name title reference
 op. cit.
 “see also” reference
 “see” reference

2.3 Classification

see also 2.2.1.2 Catalogues
see also 2.3.6 Subject analysis
see also 2.4 Indexing
 automatic
 broad classification
 chain procedure
 classification
 close classification
 collocation
 concept analysis
 non-preferred term
 preferred term

2.3.1 Concepts in classification

category
 characteristic
 descriptor
 facet
 flexibility
 focus
 general-special concept
 integrative level
 isolate
 keyword
 property
 term
 uniterm

2.3.1.1 Thesauri

arrowgraph
 family tree structure
 graphic display
 hierarchical display

narrower term
 node label
 related term
 scope note
 terminograph
 thesaurus
 top term

2.3.2 Concept relationships

asyndetic
 broader term
 chain
 facet indicator
 generality
 generic relation
 hierarchical display
 hierarchy
 link
 multiple subject
 narrower term
 operator
 paradigmatic
 phase relation
 posterior subdivision
 quasi generic
 related term
 role indicator
 subordination
 syndetic
 syntagmatic relations

2.3.3 Classes

alternative location
 anterior subdivision
 array
 canonical sequence
 class
 complex subject
 compound subject
 concept of unique
 coordinate classes
 distributed relative
 facet
 literary warrant
 main class
 node label
 standard subdivision
 top term
 unitary class

2.3.4 Notation

see also 0.1.1 Codes
 artificial digit
 class mark
 class number
 Cutter number
 decimal notation
 empty symbol
 enumerative classification
 facet indicator

featuring
 group notation
 hierarchical notation
 intercalation
 intra facet connector
 literal mnemonics
 mixed notation
 mnemonics
 notate
 number building
 octave device
 octave notation
 pure notation
 radix fraction notation
 retroactive notation
 sector device
 sector notation
 subject device
 syllabic notation
 synthetic notation

2.3.5 Classification schemes

auxiliary table
 citation order
 class heading
 classification scheme
 common subdivision
 cross-classification
 enumerative classification
 faceted classification classification
 favoured category
 flexibility
 hospitality
 inversion
 Phoenix schedule
 relative index
 schedule
 scope note
 specificity

2.3.5.1 Colon Classification

category
 energy
 level
 matter
 personality
 round

2.3.5.2 Dewey Decimal Classification

Phoenix schedule
 standard subdivision

2.3.5.3 Universal Decimal Classification

auxiliary subdivision

2.3.6 Subject analysis

analysis
 bibliographic
 facet analysis
 relational indexing
 semantic factoring
 specificity

2.4 Indexing; abstracting

see also 2.3.1 and 2.3.2 Concepts

see also 2.5.1 Retrieval

index
 indexing service
 term entry

2.4.1 Abstracts

automatic abstracting
 indicative abstract
 informative abstract
 selective abstract
 telegraphic

2.4.2 Indexing procedures

acronym key
 artificial language
 associative indexing
 authority file
 automatic indexing
 chain procedure
 controlled vocabulary
 enrichment
 exhaustive indexing
 generic posting
 indexing language
 item entry
 link
 operator
 post coordinate indexing
 pre coordinate indexing
 relational indexing
 stoplist
 stopword

2.4.2.1 PRECIS indexing

coordinate concept
 coordinate theme
 difference
 PRECIS (PREserved Context Index System)
 relation
 shunting

2.4.3 Index presentation

see also 2.2.1.3 Indexes

catchword index
 chain indexing
 dual dictionary
 set out
 shunting

2.5 Document use; users

bibliometrics
 Bradford's law
 citation study
 controlled circulation
 half life
 poster session
 renew
 reservation
 search profile
 use study
 user friendly
 user hostile

2.5.1 Information retrieval

see also 2.4 Indexing

access point
 aperture card
 approach term
 artificial language
 batch searching
 Boolean search
 data retrieval
 descriptor
 finding aid
 free text search
 gatekeeper
 indexing language
 information demand
 information intermediary
 information need
 information retrieval
 interactive
 operator
 query language
 reference retrieval
 reference retrieval
 retrieval
 retrieval language
 retrospective search
 search profile
 search strategy
 search strategy
 selective dissemination of information
 sought term
 soundex
 stoplist
 stopword
 string
 truncation
 unsought term
 videotex
 weighting
 wildcard

2.5.1.1 Retrieval devices

feature card
 optical coincidence

2.5.1.2 Retrieval assessment

fallout
 false drop
 generality
 hit rate
 precision ratio
 recall ratio
 relevance

2.5.2 Reference; consultation; reading

access date
 book rest
 browsing
 closed access
 document retrieval
 Harvard system
 invisible college
 numeric system
 open access
 production ticket
 running notes

2.5.3 Lending

book card
 book pocket
 Browne issue system
 circulation
 date label
 defaulter
 discharge
 interlibrary loan
 issue (verb)
 loan period
 overdue notice
 photo charging
 recall notice
 renew
 token issue system
 transaction card

2.6 Mechanization; data processing

see also 5.3 Equipment, Hardware
 data processing
 expert system
 information technology

2.6.1 Data elements

bit
 byte
 check digit
 control character
 delimiter
 embedded command
 fuzzy
 graphic character
 separator
 string

tag
terminator
wildcard

2.6.2 Data storage

address
back up
block
CD ROM
compact disc
data compression
data protection
databank
database
digital optical disc
encoding level
field
firmware
fixed length field
floppy disc
format (verb)
hard disc
host system
hypertext
inverted file
key field
overlay (verb)
remastering
RAM
record
relational database
ROM
save
write protect

2.6.3 Data input, output

COM
computer input microform
input
machine readable
MICR
mouse
offline
online
optical character recognition
output
printout
retrospective conversion
scanner

2.6.4 Data presentation, use

see also 2.4 Indexing
see also 2.5.1 Information retrieval
see also 4.5.3 Communication
background
banner page
bitmap
character recognition
cursor
default

downloading
dpi
dpm
end user
flashing character
foreground colour
fuzzy
icon
interactive
inverse video
key
line art
logoff
logon
menu
paging
palette
pixel
pixel depth
popup menu
prompt
pulldown menu
reversal (noun)
scan lines
scrolling
sprites
stoplist
stopword
title screen
toggle
uploading
user friendly
user hostile
WIMP
window
wire frame

2.6.5 Programs

control character
firmware
high level language
operating system
package
program
software
software package
spreadsheet
systems software
telesoftware

2.7 Conservation; repair

buffer
conservation
framing
lamination
leafcasting
preservation
silking

3 Documents

document

3.1 General

ephemera
records
reference material
secondary publication
sourcebook

3.2 by personal contributions

author
bibliography
compiler
copy editing
director
editor
gatekeeper
Lotka's law
mixed responsibility
other title information
producer
shared responsibility
statement of responsibility

3.3 By property aspects

All Rights Reserved
©
copyright
copyright licence
copyright notice
Crown copyright
deposit (verb)
deposit collection
exclusive rights
fair dealing
p

3.4 By nature of information recorded

abridgement
adaptation
audiovisual document
blurb
commentary
database
definitive edition
diary
fiction
FX
guide
hypermedia
hypertext
journal
proceedings
report
review
revised edition
thesis dissertation
yearbook

3.4.1 General information

see also 2.2.1.2 Bibliographies, etc.
 directory
 entry

3.4.2 Special subjects

data sheet

3.4.2.1 Official publications; law

Act of Parliament
 bill
 blue book
 blue paper
 charter
 citation title
 command paper
 departmental publication
 digest
 green paper
 Hansard
 law report
 local act
 long title
 official publication
 parliamentary paper
 personal act
 primary legislation
 private act
 private bill
 private member's bill
 protocol
 public general act
 public record
 public records
 short title
 state paper
 statute
 statutory instrument
 subordinate legislation
 white paper

3.4.2.2 Patents; standards

code of practice
 normative document
 patent document
 provisional
 specification
 standard (noun)

3.4.2.3 Numerical information

bar chart
 bar code
 data sheet
 pie chart
 spreadsheet

3.4.2.4 Other special subjects

birth brief
 bookplate
 case papers
 drop line pedigree
 festschrift
 glossary
 narrative pedigree
 trade literature

3.4.3 Cartographic documents

atlas
 base map
 cartobibliography
 cartogram
 cartographic material
 cartography
 chart
 conventional sign
 detail
 globe
 graticule
 grid
 grid reference
 index map
 legend
 map
 map projection
 map reference
 neat line
 overprint (noun)
 plan
 representative fraction
 scale
 view

3.4.4 Music; sound

arrangement
 chorus score
 close score
 condensed score
 conductor part
 full music edition
 full score
 graphic score
 melody edition
 miniature score
 notation
 opus number
 passe partout title
 piano score
 plate number
 publisher's number
 realization
 reduction
 rehearsal score
 score
 sheet music

short score
 study score
 thematic catalogue
 vocal score

3.4.4.1 Sound recordings

see also 3.4.6.1 Audiovisuals
 cartridge
 cassette
 compact disc
 cover version
 discography
 dubbing
 fixing the sound
 FX
 gramophone record
 International Standard Recording Code
 P
 phonogram
 sleeve
 sound disc
 sound tape
 sound track

3.4.5 Speech; drama

acting edition
 libretto
 lyric(s)
 voxpop

3.4.6 Motion

cinematography
 Imax
 internegative
 interpositive
 letterbox format
 motion picture
 motion picture film
 video

3.4.6.1 Audiovisuals; motion pictures

see also 3.5.4 Transparencies
see also 3.6.3 Tapes
 aspect ratio
 audiovisual document
 black and white
 clip
 director
 filmography
 frame
 freeze frame
 leader
 newsreel
 non book material
 out take
 pilot
 producer
 rushes

safety film
sepmag
sepopt
stock shot
take
trigger film
trim
viewing copy
voxpath

3.4.6.2 Audiovisual systems

see also 4.5.2 Projection,
Transmission
Cinemascope
combined negative
commag
comopt
cue
dissolve
dope sheet
high band
Laservision
low band
mosaic
optical sound
Panavision
VHS

3.4.7 Illustrations; images; graphic items

aspect ratio
atlas
black and white
clip art (electronic)
comic mode
continuous tone
definition
extra illustrated
frontispiece
graphic display
graphic item
graphics
half tone
hologram
holographic
holography
landscape
laterally reversed
legend
line original
logo
mosaic
negative
negative appearing
plate
polarity
portrait
positive
positive appearing
poster session

resolution
right-reading
stereograph
view

3.4.8 Instructions

see also 2.6.5 Programs
applications
code (noun)
code of practice
flowchart
manual
practice note

3.5 By type of record on the medium

general material
hard copy
Laservision
specific material designation

3.5.1 Manuscripts; archives

annex
archival quality
archive
archives
bundle
calendar
cartulary
case papers
class list
descriptive list
disposal list
explicit
Gothic
holograph
incipit
manuscript
sourcebook

3.5.1.1 Archives procedures

see also 2 Procedures
access date
archive
archive group
item
principle of provenance
production
sampling

3.5.3 Microforms

see also 5.1 Equipment
cine mode
comic mode
computer input microform
jacketed film
leader
micro opaque
microfiche
microfilm

microfilm jacket
microform
micrographics
microimage
micropublishing
rawstock microfilm
reader printer
step-and-repeat filming
ultrafiche

3.5.4 Optical density records; transparencies

see also 3.4.6.1 Audiovisuals
see also 4.2.2 Photography
microfiche
microfilm
safety film
sepopt
slide
tape slide
transparency

3.5.5 Mechanical records; perforations

gramophone record
optical disc
paper tape
punched card

3.5.5.1 Compact discs

see also 3.6.4 Discs
CD ROM
compact disc
digital optical disc
land
pit
premastering

3.5.6 Magnetic records

see also 2.6.2 Data storage
commag
digital
high band
low band
machine readable
magnetic recording
magnetic tape
sepmag
video
videodisc
videogram
videotape

3.6 By medium on which recorded

landscape
medium (noun)
multimedia document
portrait

3.6.1 Paper; vellum; etc.

A sizes
atlas folio
B sizes
cartridge paper
crown
deckle edge
demy
duodecimo
elephant
elephant folio
folio
foolscap
foxing
imperial
large paper edition
leaf
medium (adjective)
octavo
post
quarto
recto
roll
royal
sheet
show through
verso

3.6.2 Cards

feature card
guide card
punched card

3.6.3 Tapes; film; etc.

see also 3.4.6.1 Motion pictures
see also 3.5.4 Transparencies
combined negative
comic mode
comopt
density
film
filmstrip
filmstrip
footage
frame
leader
loop
nitrate film
paper tape
reel
sound tape
VHS
videotape

3.6.4 Discs

see also 3.5.5.1 Compact discs
disc
floppy disc
hard disc
sector
track

3.7 By publication characteristics

citation title
co edition
dependent document
edition
grey literature
host document
impression
long title
non book material
offprint
paperback
part
preprint
reissue
secondary publication
short title
supplied title
uniform title standard title

3.7.1 Monographs

broadsheet (noun)
broadside
brochure
incunabula
International Standard Book Number
leaflet
monograph
pamphlet
paper
part-work
revised edition
supplement

3.7.2 Serials; series

back issue
biannual
biennial
bimonthly
broadsheet
bulletin
closed entry
cover to cover translation
current issue
cutting
gazette
house journal
International Serials Data System
International Standard Serial Number
issue number
key title
masthead
newsletter
newspaper
original parts
paper
periodical

pilot
prequel
publisher's series
report literature
sequel
serial
series
special number
split
tabloid
yearbook

3.7.3 Parts of volumes etc.

accompanying material
annex
banner page
column
contents page
continuation
cover
cutting
deckle edge
end papers
flyleaf
gatefold
gutter
insert
interleaved
label
margin
multi part item
overlay (noun)
page
paste down
physical unit
plate
pocket
preliminaries
section
signature
spread
sprinkled edges
throw clear
throw out
thumb index
title leaf
title page
TPI
type area

3.7.4 Parts of texts

see also 4.3 Bindings
see also Production aspects
abstract
author abstract
bleed (noun)
bleed off
blurb
cartouche
catchword

colophon
 contents list
 credit
 cross reference
 end note
 errata
 explicit
 footer
 footnote
 foreword
 frontispiece
 header
 inset
 introduction
 marginal
 marginalia
 note
 preface
 scope note
 subsidiaries
 title screen
 turnover line

3.7.4.1 Document descriptors

see also 2.2.3.2 Elements in entries
see also 2.6.1 Data elements
see also 3.2 Persons
 alternative title
 avant titre
 biblid
 bibliographic
 binder's title
 caption
 citation
 collective title
 cover title
 dependent title
 field
 foliation
 half title
 head title
 imprint
 incipit
 independent title
 International Standard Book Number
 International Standard Serial Number
 issue number
 key title
 masthead
 other title information
 pagination
 parallel title
 passe partout title
 plate number
 publisher's number
 running title
 subtitle

title
 title proper

3.8 By processing characteristics

3.8.1 Of production processes

see also 4 Production
 accompanying material
 block pull
 boilerplate
 book
 book proof
 camera ready copy
 catchline
 closed
 co edition
 file
 fore edge
 form
 format (noun)
 galley proof
 guard book catalogue
 ideal copy
 insert
 inset
 library edition
 limited edition
 open
 original (adjective)
 original parts
 page proof
 page-on-galley proof
 primary document
 printer's copy
 proof
 register
 reprint
 tête bêche
 uncut
 uniform edition
 unopened
 variorum edition
 volume

3.8.2 Of acquisition, storage, recording processes

accession (noun)
 acquisition
 advance copy
 back issue
 bibliographic unit
 deposit (noun)
 deposit collection
 desiderata
 item
 outhoused
 oversize

piece
 security copy

3.8.3 Of dissemination processes

book club edition
 broadcast (noun)
 bulletin board
 current
 electronic mail
 grey literature
 large paper edition
 medium (noun)
 preprint
 press release
 preview copy
 reading copy
 subscription edition
 transmission copy
 transmission print
 transparency
 V 2000

3.9 By use; by application

chart
 date label
 file
 flash card
 flowchart
 library edition
 programmed text
 semi current records
 semi published
 trigger film
 visible index

4 Document production and distribution

book trade
 historical bibliography
 private press

4.1 Document creation

citation title
 electronic publishing
 long title
 original (noun)
 short title
 supplied title
 uniform title standard title

4.1.1 Drafting; writing; dictation

compiler
 continuous revision
 copy editing
 cumulation
 Expurgate
 Gothic
 graphics

italic
 Letraset
 manuscript
 marginalia
 markup
 palaeography
 posting
 SGML
 transcript
 transcription
 unexpurgated edition

4.1.2 Word processing; typing

see also 2.6 Data processing
 artwork
 continuous pagination
 embedded command
 hard
 mail merge
 near letter quality
 pitch
 qwerty
 run on (verb)
 soft
 strikethrough
 tractor
 word processing
 word wrap
 WYSIWYG

4.1.3 Text layout; desktop publishing

clip art (electronic)
 column
 desktop publishing
 double pagination
 form
 format (noun)
 house style
 justify
 layout
 make up
 mock up
 orphan
 page description language
 pagination
 set out
 shoulder heading
 shoulder note
 type area
 widow

4.2 Reprography

camera ready copy
 collotype
 colour separation
 copy
 facsimile
 false colour

masking
 metamerism colours
 registration mark
 reprography
 surrogate

4.2.1 Copying

adhesive binding
 blueprint
 diazo process
 direct positive process
 electrolytic process
 enlargement ratio
 generation
 image
 intermediate
 master
 microimage
 photocopy
 Photostat
 plain paper copying
 reduction ratio
 reproduction proof
 silver halide processes
 thermography
 vesicular film
 Xerox

4.2.2 Photography

see also 3.4.6 Cinematography
see also 5.1 Equipment
 cinematography
 contact print
 copy negative
 density
 film
 fps
 frame
 hologram
 internegative
 negative
 planetary filming
 polarity
 positive
 reflex print
 resolution
 reversal (adjective)
 reversal film
 rotary filming
 step printing
 step-and-repeat filming
 transmission print

4.2.3 Printing

artwork
 bleed (noun)
 bleed off
 block pull
 book proof
 casting off

catchline
 composing
 crop mark
 cropping
 device
 dpi
 dpm
 dummy
 galley
 galley proof
 half tone
 half tone screen
 impose
 intaglio
 justify
 letterpress
 lithography
 markup
 microspacing
 offset printing
 overprint (verb)
 page proof
 page-on-galley proof
 paste up
 photogravure
 photolithography
 phototypesetting
 planographic
 print run
 printer's copy
 printing
 proof
 pull
 reversal (noun)
 run on (adjective)
 run on (verb)
 screen
 set-off
 SGML
 show through
 silk screen
 strike through
 stripping in

4.2.3.1 Type; typefaces

ascenders
 background
 body
 body type
 bold
 border
 counter
 descenders
 dot matrix
 elite
 em
 en
 face
 fount
 kern

line block
 lower case
 near letter quality
 overstrike
 pica
 plate mark
 point
 proportional spacing
 roman
 sanserif
 serif
 shadow
 slug
 small caps
 standing type
 subscript
 superscript
 swash
 type
 typeface
 upper case
 woodblock
 x-height

4.3 Document protection

4.3.1 Binding processes

bind
 binding record
 blind
 blocking
 gilt edges
 guard
 headband
 hollow backed
 marbling
 overcasting
 oversewing
 pattern board
 saddle stitching
 side stitching
 signature
 tailband
 tipping in
 tooling
 whipstitching
 wire stitching

4.3.2 Bindings

back
 binder's cloth
 boards
 border
 case
 comb binding
 cover
 disbound
 flat backed
 flush binding
 full bound

half bound
 hardback
 library binding
 limp covers
 mechanical binding
 paperback
 paste down
 publisher's binding
 publisher's cloth
 quarter bound
 reinforced
 slide binder
 softback
 spine
 spiral binding
 three quarters bound
 ties
 tight backed
 wrapper

4.3.3 Containers

book jacket
 cartridge
 cassette
 encapsulation
 label
 magazine
 mount
 periodical cover
 reel
 sleeve
 slip case
 solander case

4.4 Publication

blurb
 device
 ideal copy
 impression
 logo
 micropublishing
 n.y.p.
 on demand
 out of print
 privately printed
 publication
 vanity publisher

4.5 Dissemination; distribution

copyright licence
 poster session

4.5.1 Selling

distributor
 library licence
 net book
 out of stock
 physical unit
 pre publication price

reading copy
 remainder
 serial
 service basis
 subscription
 subscription agent
 terms of availability
 trade bibliography
 trailer

4.5.2 Transmission; projection

back projection
 Beta
 bitmap
 broadcast (verb)
 broadcast standard
 Cinemascope
 cue
 D MAC
 DBS
 ENG
 fps
 front projection
 NTSC
 off air
 PAL
 Panavision
 scan lines
 SECAM
 tape slide
 teletex
 teletext
 transmission
 U matic

4.5.3 Communications

bulletin board
 electronic mail
 fax
 feedback
 gatekeeper
 noise
 telex
 videotex
 viewdata

5 Premises and equipment

5.1 Equipment

Laservision
 microform reader
 mobile library
 process camera
 reader printer
 roll -to-roll printer
 tractor

5.2 For manual, mechanical systems

accessions register

5.3 For data processing systems

hardware

light pen

scanner

terminal

5.4 Premises; furniture

bay

book rest

book support

book trough

carrel

compact shelving

kinderbox

racking

repository

roller shelves

rolling stack

stack

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