

# INTERNATIONAL STANDARD

# ISO 5127

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## Information and documentation — Vocabulary

*Information et documentation — Vocabulaire*



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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 5127 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 3, *Terminology of information and documentation*.

It cancels and replaces ISO 5127-1:1983, ISO 5127-2:1983, ISO 5127-3:1988, ISO 5127-3a:1981, ISO 5127-6:1983, ISO 5127-11:1987 of which it constitutes a technical revision. It also replaces ISO/DIS 5127-1:1996, ISO/DIS 5127-2:1998, ISO/DIS 5127-4:1983, ISO/DIS 5127-5:1997, ISO/DIS 5127-7:1998, ISO/DIS 5127-8:1984, ISO/DIS 5127-9:1997, ISO/DIS 5127-10:1998, ISO/DIS 5127-12:1998 and ISO/DIS 5127-14:1996.

## **Introduction**

The available parts of the ISO 5127 series were published in the 1980s. Since then, developments in the field of information and documentation have been so extensive that a revision of the ISO 5127 series was felt to have become necessary. Consequently, ISO/TC 46/SC 3 resolved, in May 1994 at its 26th meeting, to revise ISO 5127.

This International Standard (the revision) has the following structure:

- 1 Basic and framework terms
- 2 Documents, data media and their parts
- 3 Documentation institutions and their holdings
- 4 Documentation process
  - 4.1 Collection planning, development and acquisition
  - 4.2 Analysis, representation and content description
  - 4.3 Storage, search and retrieval
- 5 Use of information and documents
- 6 Preservation of documents
- 7 Legal aspects of information and documentation

This International Standard is published in English only but gives French equivalents for the English terms.

# Information and documentation — Vocabulary

## Scope

This International Standard is intended to facilitate international communication in the field of information and documentation. It presents terms and definitions of selected concepts relevant to the field and identifies relations between the entries.

The scope of this International Standard corresponds to that of ISO/TC 46, *Standardization of practices relating to libraries, documentation and information centres, indexing and abstracting services, archives, information science and publishing*.

## Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 704:1987, *Principles and methods of terminology*

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

ISO 10241:1992, *International terminology standards — Preparation and layout*

## Principles and rules followed

### Entries

This International Standard comprises a number of entries; the term entry is to be understood as follows: "Set of elements consisting of an index number, a preferred term, admitted synonyms and a definition. In addition, a set may include examples and notes to facilitate the understanding of the concept or to refer to other terminological use in other fields". Terms dealing with terminology work are used with the meanings defined in ISO 1087.

### Organization of an entry

The entries are organized according to ISO 10241.

### Classification of an entry

Each entry is numbered according to the logical structure given in the introduction.

**Selection of terms and wording of definitions**

The selection of terms and the wording of definitions follows the rules established in ISO 704.

**Spelling**

Terms, definitions, examples and notes are given in what may be considered as the preferred spelling in the United Kingdom.

**Indexes**

At the end of clause 7, two alphabetical indexes, in English and French, include all the terms defined and their French equivalents. Multiple-word terms appear in alphabetical order both by natural order of words and by inverted order.

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# 1 Basic and framework terms

## 1.1 Basic terms of related fields

### 1.1.1 General terms

#### 1.1.1.01

##### **concept**

unit of **knowledge** (1.1.3.14) created by a unique combination of characteristics

[ISO 1087-1:2000]

NOTE Concepts are not bound to particular languages. They are, however, influenced by the social or cultural background.

#### 1.1.1.01

fr **notion**, f

#### 1.1.1.02

##### **object**

anything perceivable or conceivable

[ISO 1087-1:2000]

NOTE Objects may be material (e.g. an engine, a sheet of paper, a diamond), immaterial (e.g. conversion ratio, a project plan) or imagined (e.g. a unicorn).

#### 1.1.1.02

fr **objet**, m

#### 1.1.1.03

##### **set**

assembly of **objects** (1.1.1.02) or **concepts** (1.1.1.01) considered as a whole

#### 1.1.1.03

fr **ensemble**, m

#### 1.1.1.04

##### **element**

**object** (1.1.1.02) constituting part of a **set** (1.1.1.03)

#### 1.1.1.04

fr **élément**, m

#### 1.1.1.05

##### **relation**

intellectual connection between two or more **elements** (1.1.1.04)

#### 1.1.1.05

fr **relation**, f

#### 1.1.1.06

##### **system**

**set** (1.1.1.03) of interrelated **concepts** (1.1.1.01) or **objects** (1.1.1.02)

#### 1.1.1.06

fr **système**, m

#### 1.1.1.07

##### **subject field**

field of special **knowledge** (1.1.3.14)

[ISO 1087-1:2000]

NOTE The borderlines of a subject field are defined from a purpose-related point of view.

#### 1.1.1.07

fr **domaine**, m

#### 1.1.1.08

##### **order**

state of a **set** (1.1.1.03) in which the **relations** (1.1.1.05) between the different **elements** (1.1.1.04) have been recognized or established

#### 1.1.1.08

fr **ordre**, m

## 1.1.2 Language and terminology

### 1.1.2.01

#### **language**

**system** (1.1.1.06) of **signs** (1.1.3.02) for **communication** (1.1.3.01), usually consisting of a **vocabulary** (2.2.1.17) and rules

### 1.1.2.02

#### **natural language**

**language** (1.1.2.01) which is or was in active use in a community of people, and the rules of which are mainly deduced from the usage

cf. **special language** (ISO 1087-1:2000)

### 1.1.2.03

#### **artificial language**

**language** (1.1.2.01) whose rules are explicitly established prior to its use

[ISO/IEC 2382-1:1993]

### 1.1.2.04

#### **text**

**data** (1.1.4.01) in the form of **characters** (1.1.2.09), **symbols** (1.1.2.11), **words (1)** (1.1.2.07), phrases, paragraphs, sentences, **tables** (2.2.1.32) or other character **arrangements (2)** (4.3.1.1.06), intended to convey a **meaning** (1.1.3.04) and whose interpretation is essentially based upon the reader's **knowledge** (1.1.3.14) of some **natural language** (1.1.2.02) or **artificial language** (1.1.2.03)

[ISO/IEC 2382-1:1993]

### 1.1.2.05

#### **terminological phrase**

**word (1)** (1.1.2.07) combination containing at least one **term** (1.1.2.12) and a number of other lexical items, the choice of which being restricted by the term in question

EXAMPLE Book a flight; commit an infringement.

### 1.1.2.06

#### **string**

sequence of **elements** (1.1.1.04) of the same nature, considered as a whole

[ISO 1087-2:2000]

EXAMPLE Characters; bits; pulses.

### 1.1.2.07

#### **word (1)**

orthographic word  
smallest linguistic unit conveying a specific **meaning** (1.1.3.04) and capable of existing as a separate unit in a sentence

cf. **word (2)** (1.1.2.08)

NOTE A word **(1)** is marked off by spaces or punctuation before and after.

### 1.1.2.01

fr **langue**, f

### 1.1.2.02

fr **langue naturelle**, f

### 1.1.2.03

fr **langage artificiel**, m

### 1.1.2.04

fr **texte**, m

### 1.1.2.05

fr **phrase terminologique**, f

### 1.1.2.06

fr **chaîne (1)**, f

### 1.1.2.07

fr **mot (1)**, m



**1.1.2.08**  
**word (2)**

**character** (1.1.2.09) **string** (1.1.2.06) that is considered as a unit for a given purpose

cf. **word (1)** (1.1.2.07)

NOTE 1 Adapted from ISO/IEC 2382-4:1999.

NOTE 2 ISO/IEC 2382-4:1999 also gives a definition for “alphabetic word” (04.06.02).

**1.1.2.09**  
**character**

member of a **set** (1.1.1.03) of **elements** (1.1.1.04) that is used for the representation, organization or control of **data** (1.1.4.01)

[ISO 1087-2:2001]

NOTE Characters may be categorized as graphic characters or as control characters.

**1.1.2.10**  
**designation**

representation of a **concept** (1.1.1.01) by a **sign** (1.1.3.02) which denotes it

[ISO 1087-1:2000]

NOTE In terminology work, three types of designations are distinguished: symbols, terms and names.

**1.1.2.11**  
**symbol**

**designation** (1.1.2.10) by means of letters, numerals, pictograms or any combination thereof

**1.1.2.08**

fr **mot (2)**, m

**1.1.2.09**

fr **caractère**, m

**1.1.2.10**

fr **désignation**, f

**1.1.2.11**

fr **symbole**, m

**1.1.2.12**  
**term**

verbal **designation** (1.1.2.10) of a general **concept** (1.1.1.01) in a specific **subject field** (1.1.1.07)

[ISO 1087-1:2000]

NOTE A term may contain symbols and can have variants, e.g. different forms of spelling.

**1.1.2.12**

fr **terme**, m

**1.1.2.13**  
**name**

**designation** (1.1.2.10) of an individual **concept** (1.1.1.01) by a linguistic expression

NOTE Adapted from ISO 1087-1:2000.

**1.1.2.13**

fr **nom**, m

**1.1.2.14**  
**terminology**

**set** (1.1.1.03) of **designations** (1.1.2.10) belonging to one special **language** (1.1.2.01)

[ISO 1087-1:2000]

**1.1.2.14**

fr **terminologie**, f

**1.1.2.15**

**nomenclature**

**terminology** (1.1.2.14) structured according to pre-established naming rules

NOTE 1 Adapted from ISO 1087-1:2000.

NOTE 2 Nomenclatures are elaborated for various fields, such as biology, medicine, physics and chemistry.

**1.1.2.16**

**synonymy**

**relation** (1.1.1.05) between or among **terms** (1.1.2.12) in a given **language** (1.1.2.01) representing the same **concept** (1.1.1.01)

[ISO 1087-1:2000]

EXAMPLE Category-class; deuterium-heavy hydrogen.

**1.1.2.17**

**quasi-synonymy**

**relation** (1.1.1.05) between or among **terms** (1.1.2.12) in a given **language** (1.1.2.01) representing different **concepts** (1.1.1.01) with similar **meanings** (1.1.3.04) which for some purposes may be considered synonyms

**1.1.2.18**

**polysemy**

**relation** (1.1.1.05) between **designations** (1.1.2.10) and **concepts** (1.1.1.01) in a given **language** (1.1.2.01) in which one designation represents two or more concepts sharing certain characteristics

[ISO 1087-1:2000]

EXAMPLE Bridge: 1) structure carrying traffic over a gap; 2) part of a string instrument; 3) dental plate.

**1.1.2.19**

**homonymy**

**relation** (1.1.1.05) between **designations** (1.1.2.10) and **concepts** (1.1.1.01) in a given **language** (1.1.2.01) in which one designation represents two or more unrelated concepts

[ISO 1087-1:2000]

EXAMPLE Bark: 1) sound made by a dog; 2) outside covering of the stems of woody plants; 3) sailing vessel.

**1.1.2.20**

**homography**

**quality** (1.3.02) of two or more **terms** (1.1.2.12) having the same graphic form but unrelated **meanings** (1.1.3.04)

NOTE A different wording of the definition is given in ISO 1087-2:2000.

**1.1.2.21**

**homophony**

**quality** (1.3.02) of two or more **terms** (1.1.2.12) having the same phonic form but unrelated **meanings** (1.1.3.04)

**1.1.2.15**

fr **nomenclature**, f

**1.1.2.16**

fr **synonymie**, f

**1.1.2.17**

fr **quasi-synonymie**, f

**1.1.2.18**

fr **polysémie**, f

**1.1.2.19**

fr **homonymie**, f

**1.1.2.20**

fr **homographie**, f

**1.1.2.21**

fr **homophonie**, f

### 1.1.2.22 transcription

representation of the pronunciation of a given **language** (1.1.2.01) by the **characters** (1.1.2.09) of a writing **system** (1.1.1.06) or by a specially devised system of **notations (2)** (4.2.2.4.17)

NOTE These special systems can be alphabetic [e.g. International Phonetic Association's (IPA) symbols] or analphabetic (e.g. Kenneth Fike's notation in his classic book "Phonetics", 1943).

### 1.1.2.23 transliteration

representation of the **characters** (1.1.2.09) of one writing **system** (1.1.1.06), alphabetic or syllabic, in terms of corresponding characters of a second writing system

### 1.1.2.24 romanization

representation of non-Latin writing **systems** (1.1.1.06) in the Latin alphabet by means of **transliteration** (1.1.2.23), **transcription** (1.1.2.22) or both

### 1.1.2.25 translation

conversion from one **language** (1.1.2.01) into another language

NOTE Usually such a language is a natural language.

### 1.1.2.26 notation (1)

**set** (1.1.1.03) of **symbols** (1.1.2.11) representing numbers, quantities, pitch and duration of sound used in music

[BSI-DD 247:1998]

cf. **notation (2)** (4.2.2.4.17)

### 1.1.2.22 fr **transcription**, f

### 1.1.2.23 fr **translittération**, f

### 1.1.2.24 fr **romanisation**, f

### 1.1.2.25 fr **traduction**, f

### 1.1.2.26 fr **notation (1)**, f

## 1.1.3 Communication and information

### 1.1.3.01 communication

transfer of **meaning** (1.1.3.04) by means of transmission of **signals** (1.1.3.03)

### 1.1.3.02 sign

any physical phenomenon interpreted to convey a **meaning** (1.1.3.04)

### 1.1.3.03 signal

variation of a physical quantity used to represent **data** (1.1.4.01)

[ISO/IEC 2382-1:1993]

### 1.1.3.04 meaning

interpretation of a **concept** (1.1.1.01) associated with a **sign** (1.1.3.02)

### 1.1.3.01 fr **communication**, f

### 1.1.3.02 fr **signe**, m

### 1.1.3.03 fr **signal**, m

### 1.1.3.04 fr **signification**, f

**1.1.3.05**

**message**

**data** (1.1.4.01) prepared for **communication** (1.1.3.01) purposes

**1.1.3.06**

**communication theory**

scientific discipline concerned with the study of **communication** (1.1.3.01) processes and **communication systems** (1.1.3.07)

**1.1.3.07**

**communication system**

**system** (1.1.1.06) of managing **communication** (1.1.3.01) processes

**1.1.3.08**

**information (1)**

**knowledge** (1.1.3.14) that is communicated

cf. **information (2)** (1.1.3.09)

NOTE 1 Adapted from ISO 1087-2:2000.

NOTE 2 **Information (1)** concerns facts, concepts, objects, events, ideas, processes, etc.

**1.1.3.09**

**information (2)**

(general) **message** (1.1.3.05) used to represent **information (1)** (1.1.3.08) within a **communication** (1.1.3.01) process in order to increase **knowledge** (1.1.3.14)

cf. **information (1)** (1.1.3.08)

**1.1.3.10**

**recorded information**

**information (1)** (1.1.3.08) stored in, on, or by a **data medium** (1.1.4.02)

**1.1.3.11**

**record (1)**

**set** (1.1.1.03) of **data** (1.1.4.02) on one person or **object** (1.1.1.02), selected and presented for a predefined specific purpose

cf. **record (2)** (2.2.1.08)

**1.1.3.12**

**information system**

**communication system** (1.1.3.07) enabling the **communication** (1.1.3.01) and processing of **information (2)** (1.1.3.09)

**1.1.3.13**

**access**

right, opportunity or means of obtaining **information (1)** (1.1.3.08) from **documents** (1.2.02)

**1.1.3.14**

**knowledge**

cognizance which is based on reasoning and passes verification

**1.1.3.05**

fr **message**, m

**1.1.3.06**

fr **théorie de la communication**, f

**1.1.3.07**

fr **système de communication**, m

**1.1.3.08**

fr **information (1)**, f

**1.1.3.09**

fr **information (2)**, f

**1.1.3.10**

fr **information enregistrée**, f

**1.1.3.11**

fr **notice (1)**, f

**1.1.3.12**

fr **système d'information**, m

**1.1.3.13**

fr **accès**, m

**1.1.3.14**

fr **connaissance**, f

## 1.1.4 Data processing

### 1.1.4.01

#### **data**, pl

representation of **information (1)** (1.1.3.08) in a formalized manner suitable for **communication** (1.1.3.01), interpretation and processing

[ISO 1087-2:2000]

### 1.1.4.02

#### **data medium**

support

physical medium in or on which **data** (1.1.4.01) can be recorded and from which data can be retrieved

[ISO 1087-2:2000]

### 1.1.4.03

#### **data processing**

#### **DP**

systematic performance of operations upon **data** (1.1.4.01)

[ISO 1087-2:2000]

**EXAMPLE** Arithmetic or logic operations upon data, merging or sorting of data, assembling or compiling of programs, or operations on text, such as text editing, sorting, merging, storing, retrieving, displaying or printing.

### 1.1.4.04

#### **data transformation**

switching of **data** (1.1.4.01) from one **data medium** (1.1.4.02) to another

**EXAMPLE** Paper to microform; computer input microfilm (CIM).

### 1.1.4.05

#### **data conversion**

changing **data** (1.1.4.01) from one form of representation to another

### 1.1.4.06

#### **code (1)**

**set** (1.1.1.03) of rules for the transformation of a **language** (1.1.2.01) into another language

cf. **code (2)** (1.1.4.07)

**NOTE** This definition differs from the one given in ISO/IEC 2382-4:1999 which refers to a special application.

### 1.1.4.07

#### **code (2)**

**set** (1.1.1.03) of **data** (1.1.4.01) transformed or represented in different forms according to a pre-established set of rules

cf. **code (1)** (1.1.4.06)

**NOTE** In ISO 1087-2:2000, "code" (1.1.4.07) is called an "identifier".

### 1.1.4.01

fr **données**, f, pl

### 1.1.4.02

fr **support de données**, m

### 1.1.4.03

fr **traitement de données**, m

### 1.1.4.04

fr **transformation (de données)**, f

### 1.1.4.05

fr **conversion (de données)**, f

### 1.1.4.06

fr **code (1)**, m

### 1.1.4.07

fr **code (2)**, m

**1.1.4.08**

**coding**

process of **data transformation** (1.1.4.04) or data representation

**1.1.4.08**

fr **codage**, m

**1.1.4.09**

**format (1)**

predetermined **arrangement (2)** (4.3.1.1.06) of **data** (1.1.4.01) on a **data medium** (1.1.4.02)

**1.1.4.09**

fr **format**, m

cf. **format (2)** (4.2.1.1.17)

NOTE 1 Adapted from ISO 1087-2:2000.

NOTE 2 Formats can be subdivided into input formats, storage formats and output formats.

**1.1.4.10**

**data bank**

**set** (1.1.1.03) of **files (2)** (2.3.4.10) or **databases** (1.1.4.11) combined with a **storage (1)** (4.3.1.1.01) **system** (1.1.1.06), a processing system and a **retrieval system** (4.3.2.1.02)

**1.1.4.10**

fr **banque de données**, f

NOTE This definition differs considerably from that given in ISO/IEC 2382-1:1993.

**1.1.4.11**

**database**

**set** (1.1.1.03) of related **data** (1.1.4.01) sufficient for a given purpose or for a given **data processing** (1.1.4.03) **system** (1.1.1.06)

**1.1.4.11**

fr **base de données**, f

NOTE This definition differs considerably from that given in ISO/IEC 2382-1:1993.

**1.1.4.12**

**full text database**

source **database** (1.1.4.11) containing complete **documents** (1.2.02) or fundamental parts of documents

**1.1.4.12**

fr **base de données de texte intégral**, f

**1.1.4.13**

**host**

computer holding **databases** (1.1.4.11) accessible to other computers through a **communication** (1.1.3.01) network

**1.1.4.13**

fr **serveur**, m

**1.1.4.14**

**internet**

worldwide interlinked computer **systems** (1.1.06) and computer networks connected via gateways that enable the transfer of **data** (1.1.4.01) between them

**1.1.4.14**

fr **internet**, m

**1.2 Basic terms for information and documentation**

**1.2.01**

**documentation**

continuous and systematic compilation and processing of **recorded information** (1.1.3.10) for the purpose of **storage (1)** (4.3.1.1.01), **classifying** (4.2.2.4.02), **retrieval** (4.3.2.1.01), utilization, or transmission

**1.2.01**

fr **documentation**, f

**1.2.02****document**

recorded information (1.1.3.10) or material **object** (1.1.1.02) which can be treated as a unit in a **documentation** (1.2.01) process

**1.2.03****secondary document**

derived document

**document** (1.2.02) containing **data** (1.1.4.01), **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) about other documents

**1.2.04****information management**

planning, control and exploitation of **information (1)** (1.1.3.08) sources within an institution

**1.2.05****information retrieval**

process of recovering specific **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) from a store

**1.2.06****document retrieval**

process of recovering specific **documents** (1.2.02) from a store

**1.2.07****reference retrieval**

information retrieval (1.2.05) limited to **references** (4.2.1.3.07)

**1.2.08****information science**

study of functions, structure, and transmission of **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) and the management of **informations systems** (1.1.3.12)

**1.2.09****archival science**

branch of **information science** (1.2.08) applied to the organization, administration and operations of **archives (1)** (3.1.01) or **archives (2)** (3.1.02)

**1.2.10****library science**

branch of **information science** (1.2.08) concerned with the organization, administration and operations of **libraries (1)** (3.1.03) or **libraries (2)** (3.1.04)

**1.2.11****librarianship**

professional application of **library science** (1.2.10)

**1.2.02**

fr **document**, m

**1.2.03**

fr **document  
secondaire**, m

**1.2.04**

fr **gestion de  
l'information**, f

**1.2.05**

fr **recherche de  
l'information**, f

**1.2.06**

fr **recherche de  
documents**, f

**1.2.07**

fr **recherche de  
référence**, f

**1.2.08**

fr **science de  
l'information**, f

**1.2.09**

fr **archivistique**, f

**1.2.10**

fr **bibliothéconomie (1)**, f

**1.2.11**

fr **bibliothéconomie (2)**, f

**1.2.12**

**museology**

theory, activities and techniques of the organization of **museums (1)** (3.1.05) or **museums (2)** (3.1.06) and the application of museum legislation

**1.2.13**

**museography**

techniques of identifying and describing **documents** (1.2.02) preserved in **museums (1)** (3.1.05) or **museums (2)** (3.1.06)

**1.2.14**

**bibliography (1)**

theories, activities and techniques of identifying and describing **documents** (1.2.02)

cf. **bibliography (2)** (4.3.2.1.07)

**1.2.15**

**bibliology**

study of the techniques of the production and the dissemination of **books (1)** (2.1.12) and **volumes** (2.4.01)

**1.2.16**

**reprography**

**reproduction** (2.1.03) of the image of a **document** (1.2.02) by technical means

**1.2.17**

**printing**

taking of an impression on a surface from inked type, plates, blocks, cylinders, or from an **ink** (6.5.22) jet

**1.2.18**

**telecommunication**

theory and techniques of the transmission of **signals** (1.1.3.03) by electromagnetic or electronic means

**1.2.19**

**terminology work**

work concerned with the systematic collection, description, processing and presentation of **concepts** (1.1.1.01) and their **designations** (1.1.2.10)

[ISO 1087-1:2000]

NOTE Terminology work should preferably be carried out on the basis of established principles and methods. Terminology work includes term excerption, concept harmonization, term harmonization and terminography.

**1.3 Administrative and professional terms**

**1.3.01**

**evaluation**

assessment of the effectiveness or the results of a candidate, an employee, a programme, an institution, an operation or the resources which contribute to the realization of the targets of an organization

**1.2.12**

fr **muséologie**, f

**1.2.13**

fr **muséographie**, f

**1.2.14**

fr **bibliographie (1)**, f

**1.2.15**

fr **bibliologie**, f

**1.2.16**

fr **reprographie**, f

**1.2.17**

fr **impression**, f

**1.2.18**

fr **télécommunication**, f

**1.2.19**

fr **travail terminologique**, m

**1.3.01**

fr **évaluation**, f



**1.3.02  
quality**

entirety of features and characteristics of a product or **service** (5.5.01) that bear on its ability to satisfy stated or implied needs

NOTE Adapted from ISO 8402:1994.

**1.3.03  
bibliometrics**

mathematical and statistical methods applied to the **use** (6.1.25) of **documents** (1.2.02) and the patterns of publication

**1.3.04  
infometrics**

mathematical and statistical methods applied to **communication** (1.1.3.01) of the **use of information** (5.1.01)

**1.3.05  
archivist**

person trained in **archival science** (1.2.09)

**1.3.06  
conservator**

person professionally or technically trained in the **knowledge** (1.1.3.14) and skills required to perform the physical operations necessary to maintain the integrity and value of **objects** (1.1.1.02)

**1.3.07  
curator**

person responsible for a **collection (2)** (3.1.07), the **accessions** (4.1.2.02) to it and the maintenance of its integrity

**1.3.08  
documentalist**

person trained in **documentation** (1.2.01)

**1.3.09  
information broker**

person that commercially undertakes to locate, to retrieve and to provide **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) about any **object** (1.1.1.02)

**1.3.10  
information manager**

information officer US  
person responsible for **information management** (1.2.04)

**1.3.11  
librarian**

person who has received professional training in **librarianship** (1.2.11)

NOTE All library education is subject to national curricula.

**1.3.02  
fr **qualité**, f****1.3.03  
fr **bibliométrie**, f****1.3.04  
fr **infométrie**, f****1.3.05  
fr **archiviste**, m****1.3.06  
fr **conservateur (1)**, m****1.3.07  
fr **conservateur (2)**, m****1.3.08  
fr **documentaliste**, m****1.3.09  
fr **courtier en  
information**, m****1.3.10  
fr **gérant  
d'information**, m****1.3.11  
fr **bibliothécaire**, m**

**1.3.12**

**records manager**

person concerned with achieving economy and efficiency in the creation, use (6.1.25), maintenance and **disposal** (4.1.1.24) of **records (1)** (1.1.3.11)

**1.3.13**

**preparator**

person responsible for the preparation, handling and physical placement of **objects** (1.1.1.02) to be exhibited in an institution

**1.3.14**

**publisher**

corporate body or individual **printing** (1.2.17) and issuing **publications** (2.1.11)

**1.3.15**

**subject specialist**

staff member of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization responsible, by virtue of an academic education in and superior **knowledge** (1.1.3.14) of a subject or discipline, for selection and subject **cataloguing** (4.2.1.1.03) of **accessions** (4.1.2.02) in relevant **subject fields** (1.1.1.07) and for the associated **information service** (5.5.02)

**1.3.16**

**registrar**

head of the **registry** (3.3.13) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**1.3.12**

fr **gestionnaire du dépôt des actes**, m

**1.3.13**

fr **préparateur**, m

**1.3.14**

fr **éditeur**, m

**1.3.15**

fr **(bibliothécaire) spécialiste**, m

**1.3.16**

fr **préposé au registre**, m

**2 Documents, data media and their parts**

**2.1 General terms**

**2.1.01**

**original document**

initially created **document** (1.2.02) as distinguished from any **copy (2)** (2.1.06) thereof

**2.1.02**

**master**

**copy (3)** (2.1.14) of a **document** (1.2.02) or the **original document** (2.1.01) from which other **copies (2)** (2.1.06) can be made

**2.1.03**

**reproduction**

**document** (1.2.02) copied from and resembling another document which is recognized as being the **original document** (2.1.01)

**2.1.04**

**facsimile**

**reproduction** (2.1.03) that approximates as nearly as possible to the content, form and appearance of the **original document** (2.1.01), but is not necessarily of the same size

**2.1.01**

fr **document original**, m

**2.1.02**

fr **matrice**, f

**2.1.03**

fr **reproduction**, f

**2.1.04**

fr **fac-similé**, m

**2.1.05****copy (1)**

**document** (1.2.02) which serves as the original matter from which a **reproduction** (2.1.03) or a more finished document is eventually prepared

cf. **copy (2)** (2.1.06), **copy (3)** (2.1.14)

NOTE In general language, **copy (1)** often is referred to as “original”.

**2.1.06****copy (2)**

**reproduction** (2.1.03) or transcript of a **document** (1.2.02)

cf. **copy (1)** (2.1.05), **copy (3)** (2.1.14)

**2.1.07****hard copy**

**copy (2)** (2.1.06), usually on **paper** (6.5.01), which can be read without the assistance of a technical device

**2.1.08****form**

**document** (1.2.02), printed or otherwise produced, with predesignated spaces for the recording of specific **information (1)** (1.1.3.08)

**2.1.09****adaptation**

work derived from another, especially when intended for a different medium or in a different literary or musical form

[BSI-DD 247:1998]

**2.1.10****arrangement (1)**

musical **adaptation** (2.1.09) of a work for performance by voices or instruments other than those for which it was originally composed or by musicians or singers of a different level of ability from that originally intended

[BSI-DD 247:1998]

cf. **arrangement (2)** (4.3.1.1.06)

**2.1.11****publication**

**document** (1.2.02) offered for general distribution and usually produced in multiple **copies (2)** (2.1.06)

**2.1.12****book (1)**

**intellectual work** (7.2.1.01) published either in written, printed or electronic form, usually paginated and forming a physical unit

cf. **book (2)** (2.4.01)

**2.1.05**

fr **original**, m

**2.1.06**

fr **copie (1)**, f

**2.1.07**

fr **copie imprimée**, f

**2.1.08**

fr **formulaire**, m

**2.1.09**

fr **adaptation**, f

**2.1.10**

fr **arrangement (1)**, m

**2.1.11**

fr **publication**, f

**2.1.12**

fr **livre**, m

**2.1.13**

**archival unit**

item

single **document** (1.2.02) or **set** (1.1.1.03) of documents in an **archives** (2) (3.1.02), treated as an entity

**2.1.14**

**copy (3)**

single specimen of a **document** (1.2.02) which exists in more specimens

cf. **copy (1)** (2.1.05), **copy (2)** (2.1.06)

**2.1.15**

**piece**

smallest physically indivisible **archival unit** (2.1.13)

**2.1.16**

**iconic document**

**document** (1.2.02) in which pictorial representation is the prominent feature

**2.1.17**

**picture**

primarily two-dimensional presentation of one or more **objects** (1.1.1.02) or shapes

**2.1.18**

**illustration**

representation, added to a **text** (1.1.2.04), which visualizes matters of that text mainly by non-script means

**2.1.19**

**audio-visual document**

**document** (1.2.02), consisting of a sequence of related images, with or without accompanying sounds, requiring the use of equipment in order for its contents to be viewed or heard

**2.1.20**

**transparency**

sheet of material bearing **information (2)** (1.1.3.09), revealed when viewed against a light source or projected on a screen

**2.1.21**

**stereograph**

pair of **pictures** (2.1.17) of the same **object** (1.1.1.02) taken from slightly different points of view, together conveying a three-dimensional impression when viewed simultaneously with a stereoscope or special glasses

**2.1.13**

fr **unité archivistique (1)**, f

**2.1.14**

fr **copie (2)**, f

**2.1.15**

fr **pièce**, f

**2.1.16**

fr **document iconique**, m

**2.1.17**

fr **image**, f

**2.1.18**

fr **illustration**, f

**2.1.19**

fr **document audiovisuel**, m

**2.1.20**

fr **transparent**, m

**2.1.21**

fr **stéréogramme**, m

## 2.2 Documents and their parts

### 2.2.1 Documents

#### 2.2.1.01

##### **draft**

preliminary version of a **document** (1.2.02)

#### 2.2.1.01

fr **projet**, m

#### 2.2.1.02

##### **supplement**

material complementing the body of a **document** (1.2.02)

#### 2.2.1.02

fr **supplément**, m

#### 2.2.1.03

##### **abridgement**

**document** (1.2.02) resulting from the condensation of another document to its essence

#### 2.2.1.03

fr **abrégé**, m

#### 2.2.1.04

##### **brief (1)**

**summary** (4.2.2.2.05), **abstract** (4.2.2.2.01) or **abridgement** (2.2.1.03) of the contents of a **document** (1.2.02)

cf. **brief (2)** (2.2.1.34)

#### 2.2.1.04

fr **résumé**, m

#### 2.2.1.05

##### **collection (1)**

**document** (1.2.02) bringing together, normally under a **common title** (4.2.1.4.09), works by one or more **authors** (4.2.1.5.03) or **editors** (4.2.1.5.07) on one or more subjects

cf. **collection (2)** (3.1.07), **collection (3)** (3.1.12)

#### 2.2.1.05

fr **recueil**, m

#### 2.2.1.06

##### **anthology**

selected extracts

**document** (1.2.02) consisting of a **collection (1)** (2.2.1.05) of documents or **extracts** (4.2.2.2.06), usually of literary works

#### 2.2.1.06

fr **anthologie**, f;  
morceaux choisis, m, pl

#### 2.2.1.07

##### **file (1)**

organized unit of **documents** (1.2.02) grouped together either for current **use** (6.1.25) by the creator or in the process of archival **arrangement (2)** (4.3.1.1.06), because they relate to the same subject, activity or transaction

cf. **file (2)** (2.3.4.10)

#### 2.2.1.07

fr **dossier (1)**, m

#### 2.2.1.08

##### **record (2)**

**document** (1.2.02) created or received and maintained by an agency, organization or individual in pursuance of legal obligations or in the transaction of business

cf. **record (1)** (1.1.3.11)

#### 2.2.1.08

fr **dossier (2)**, m

**2.2.1.09**

**minutes**, pl

official **record (2)** (2.2.1.08) of what was said and done at a meeting or conference

**2.2.1.10**

**proceedings**, pl

transactions, pl

**documents** (1.2.02) containing the **texts** (1.1.2.04) of papers submitted to a conference and generally also reporting discussion arising from the papers and business transacted in connection with them

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**2.2.1.11**

**report**

**document** (1.2.02) containing a presentation of facts or the **record (2)** (2.2.1.08) of some proceeding, investigation or event

**2.2.1.12**

**journal (1)**

chronological **record (2)** (2.2.1.08) containing impersonal accounts of daily occurrences, transactions or proceedings in an organization or legislative body

cf. **journal (2)** (2.4.09)

**2.2.1.13**

**memorandum**

**document** (1.2.02) recording **information (1)** (1.1.3.08) used for internal **communication** (1.1.3.01) and intended as a reminder

**2.2.1.14**

**letter**

**document** (1.2.02) addressed to named individuals or institutions

**2.2.1.15**

**reference work**

**document** (1.2.02) providing rapid **access** (1.1.3.13) to specific **information (1)** (1.1.3.08) on a given subject

**2.2.1.16**

**dictionary**

list of **words (2)** (1.1.2.08) or a **category** (4.2.2.4.07) of words from a **language** (1.1.2.01), arranged alphabetically or systematically and explained in that language or translated into one or more other languages

**2.2.1.17**

**vocabulary**

**dictionary** (2.2.1.16) which contains **designations** (1.1.2.10) and definitions from one or more specific **subject field** (1.1.1.07)

NOTE 1 Adapted from ISO 1087-1:2000.

NOTE 2 The vocabulary may be monolingual, bilingual or multilingual.

**2.2.1.09**

fr **procès-verbal**, m

**2.2.1.10**

fr **actes**, m, pl;  
comptes rendus, m, pl

**2.2.1.11**

fr **rapport**, m

**2.2.1.12**

fr **journal (1)**, m

**2.2.1.13**

fr **note (1)**, f

**2.2.1.14**

fr **lettre**, f

**2.2.1.15**

fr **ouvrage de**  
**référence**, m

**2.2.1.16**

fr **dictionnaire**, m

**2.2.1.17**

fr **vocabulaire**, m

**2.2.1.18****glossary**

list of technical **terms** (1.1.2.12) or of abstruse, obsolete or dialect **words** (2) (1.1.2.08)

NOTE The definition differs considerably from that given in ISO 1087-1:2000.

**2.2.1.19****encyclopedia**

**document** (1.1.02) synthesizing **knowledge** (1.1.3.14) on all subjects or a group of subjects, arranged alphabetically or systematically, and usually consisting of extended **articles** (2.4.24)

**2.2.1.20****guide (1)**

**document** (1.2.02) containing introductory **information (1)** (1.1.3.08) comprehensive enough for a user to carry out an operation

cf. **guide (2)** (4.2.2.2.08)

**2.2.1.21****handbook**

**reference work** (2.2.1.15) presenting basic **knowledge** (1.1.3.14) on specific subjects

**2.2.1.22****manual**

detailed **guide (1)** (2.2.1.20) to practice, manufacture, use or repair

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**2.2.1.23****calendar (1)**

list, usually in chronological **order** (1.1.1.08), of single **documents** (1.2.02) in the same **series (2)** (4.3.1.1.16) or **class** (4.2.2.4.03) or of a specified kind from a variety of sources, with a **summary** (4.2.2.2.05) description of each document

cf. **calendar (2)** (2.2.1.24)

**2.2.1.24****calendar (2)**

**document** (1.2.02) giving **information (1)** (1.1.3.08) on the measuring of time

cf. **calendar (1)** (2.2.1.23)

NOTE Usually this is done by enumerating days, weeks, months and years, often accompanied by additional information of any kind.

**2.2.1.25****yearbook**

**serial** (2.4.06) containing reference material intended to be revised at annual intervals

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**2.2.1.18**

fr **glossaire**, m

**2.2.1.19**

fr **encyclopédie**, f

**2.2.1.20**

fr **guide (1)**, m

**2.2.1.21**

fr **manuel**, m

**2.2.1.22**

fr **manuel d'instruction**, m

**2.2.1.23**

fr **inventaire analytique**, m

**2.2.1.24**

fr **calendrier**, m

**2.2.1.25**

fr **annuaire**, m

**2.2.1.26**

**directory**

**reference work** (2.2.1.15), arranged in alphabetical, chronological or systematic **order** (1.1.1.08), which gives itemized **information (1)** (1.1.3.08) for the identification or location of persons, **objects** (1.1.1.02), organizations or places

**2.2.1.27**

**atlas**

**collection (1)** (2.2.1.05) of **maps** (2.2.1.28)

**2.2.1.28**

**map**

conventional representation, on a reduced scale and usually flat, of phenomena which can be localized in space and time

**2.2.1.29**

**plan**

large-scale **map** (2.2.1.28) of a limited area

**2.2.1.30**

**globe**

spheric representation of a celestial body

**2.2.1.31**

**chart**

**document** (1.2.02) showing tabulated or methodically arranged **information (1)** (1.1.3.08) in graphic form

**2.2.1.32**

**tables**, pl

**document** (1.2.02) containing ordered **data** (1.1.4.01) typically in rows and **columns (2)** (2.4.23) and possibly with an accompanying **text** (1.1.2.04)

**2.2.1.33**

**roll (1)**

**document** (1.2.02), drawn up for a specified purpose, listing the **names** (1.1.2.13) of persons

cf. **roll (2)** (2.3.1.04)

**2.2.1.34**

**brief (2)**

open **letter** (2.2.1.14) issued by the papal chancellery, sealed with a wax **seal (1)** (7.1.11)

cf. **brief (1)** (2.2.1.04)

**2.2.1.35**

**bull (1)**

**document** (1.2.02) of great formality either sealed with a round metal **bull (2)** (7.1.13) or having such a bull as an attachment

cf. **bull (2)** (7.1.13)

**2.2.1.26**

fr **répertoire**, m

**2.2.1.27**

fr **atlas**, m

**2.2.1.28**

fr **carte**, f

**2.2.1.29**

fr **plan**, m

**2.2.1.30**

fr **globe**, m

**2.2.1.31**

fr **graphique**, m

**2.2.1.32**

fr **tables**, f, pl

**2.2.1.33**

fr **liste (des noms)**, f

**2.2.1.34**

fr **bref pontifical**, m

**2.2.1.35**

fr **bulle (1)**, f



**2.2.1.36  
stamp (1)**

mark added to a **document** (1.2.02) to unambiguously identify a certain feature of it

cf. **stamp (2)** (7.1.14)

NOTE Such features may be origin, ownership, time of creation, version, etc.

**2.2.1.37  
score**

**document** (1.2.02) containing **notation (1)** (1.1.2.26) for a musical work, with the staves of the parts arranged on the **page** (2.4.22) so that notes sounded simultaneously are vertically aligned

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**2.2.1.38  
libretto**

**document** (1.2.02) containing the **words (1)** (1.1.2.07) of an extended musical work

NOTE 1 Adapted from BSI-DD 247:1998.

NOTE 2 Such a musical work may be an opera.

**2.2.1.39  
blurb**

**publisher's** (1.3.14) description of a **document** (1.2.02)

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**2.2.2 Parts of documents****2.2.2.01  
title page**

**page** (2.4.22) in a **volume** (2.4.01) which contains full bibliographic information (1) (1.1.3.08)

**2.2.2.02  
incipit**

opening **word (1)** (1.1.2.07) or phrase of a **manuscript (1)** (2.3.1.01), **incunabulum** (2.4.19) or early printed **volume** (2.4.01), sometimes giving the **title** (4.2.1.4.01) and **author's** (4.2.1.5.03) **name** (1.1.2.13)

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**2.2.2.03  
colophon**

combined statement in a **volume** (2.4.01) of its authorship, **copyright** (7.2.2.02) holders, details of production and publication, either on the **title page** (2.2.2.01) verso or at the end of the volume

NOTE In a newspaper, the colophon contains information about its editors.

**2.2.1.36**

fr **estampille**, f

**2.2.1.37**

fr **partition**, f

**2.2.1.38**

fr **libretto**, m

**2.2.1.39**

fr **publicité  
(apparaissant sur  
la couverture)**, f

**2.2.2.01**

fr **page de titre**, f

**2.2.2.02**

fr **incipit**, m

**2.2.2.03**

fr **colophon**, m;  
souscription, f

**2.2.2.04**

**table of contents**

list of **headings** (4.2.1.3.01) and **subheadings** (4.2.1.3.05) of the parts of a **document** (1.2.02) in the order in which they appear, usually giving the **page** (2.4.22) or **column (2)** (2.4.23) where they begin

**2.2.2.05**

**preface**

statement at the beginning of a **document** (1.2.02) that, in general, gives the history and the objectives of the work

**2.2.2.06**

**introduction**

preliminary **text** (1.1.2.04) of a **document** (1.2.02) that gives general **information (1)** (1.1.3.08) on its background, content or structure

**2.2.2.07**

**figure**

**illustration** (2.1.18) intended to explain or complete a **text** (1.1.2.04)

**2.2.2.08**

**caption**

**text** (1.1.2.04) accompanying an **illustration** (2.1.18) and explaining the subject represented

**2.2.2.09**

**note**

indication placed at the bottom of a **page** (2.4.22) or at the end of a **document** (1.2.02) or part of a document to clarify or complete the **information (1)** (1.1.3.08) given in the main **text** (1.1.2.04)

**2.2.2.10**

**bookplate**

label indicating ownership when fixed into a **document** (1.2.02)

**2.2.2.11**

**appendix**

matter complementing the main **text** (1.1.2.04), placed at the end of the **document** (1.2.02)

**2.2.2.12**

**addenda**, pl

part of a **document** (1.2.02) produced subsequently but intended to accompany it, completing or correcting the **text** (1.1.2.04) and clearly stating its intended function

NOTE Occasionally the term may be found in the singular.

**2.2.2.04**

fr **table des matières**, f

**2.2.2.05**

fr **préface**, f

**2.2.2.06**

fr **introduction**, f

**2.2.2.07**

fr **figure**, f

**2.2.2.08**

fr **légende**, f

**2.2.2.09**

fr **note (2)**, f

**2.2.2.10**

fr **ex-libris**, m

**2.2.2.11**

fr **appendice**, m;  
annexe, f

**2.2.2.12**

fr **addenda**, m

**2.2.2.13****errata**, pl

corrigenda, pl

part of a **document** (1.2.02) printed subsequently but intended to accompany it, listing errors in the **text** (1.1.2.04) and their corrections

NOTE Occasionally the term may be found in the singular.

**2.2.2.13**fr **errata**, m, pl;

corrigenda, m, pl

**2.3 Documents by medium****2.3.1 Manually produced documents****2.3.1.01****manuscript (1)****document** (1.2.02) written or copied by handcf. **manuscript** (2.3.1.03)**2.3.1.01**fr **manuscrit (1)**, m**2.3.1.02****typescript**printed **document** (1.2.02) produced by means of a typewriter or a computer**2.3.1.02**fr **exemplaire****dactylographié**, m;

manuscrit (3), m

**2.3.1.03****manuscript (2)****manuscript (1)** (2.3.1.01) or **typescript** (2.3.1.02) prepared for publication in multiple **copies (2)** (2.1.06) or **copies (3)** (2.1.14)cf. **manuscript (1)** (2.3.1.01)**2.3.1.03**fr **manuscrit (2)**, m**2.3.1.04****roll (2)****document** (1.2.02) consisting of one or more sheets of **parchment** (6.5.37) or **paper** (6.5.01) sewn together end to end and rolledcf. **roll (1)** (2.2.1.33)**2.3.1.04**fr **rouleau**, m**2.3.1.05****drawing****picture** (2.1.17) made with a solid mineral substance or a pointed tool**2.3.1.05**fr **dessin (1)**, m**2.3.1.06****tracing (1)****picture** (2.1.17) obtained by placing a translucent sheet of **paper** (6.5.01) over another picture and drawing on it selected **elements** (1.1.1.04) of the lattercf. **tracing (2)** (4.2.1.3.06)**2.3.1.06**fr **calque**, m**2.3.1.07****transfer (1)****picture** (2.1.17) obtained by moving its **pigments** (6.5.21) from one surface to another by direct contactcf. **transfer (2)** (4.1.2.04)**2.3.1.07**fr **décalcomanie**, f

**2.3.1.08**

**rubbing**

**picture** (2.1.17) obtained by placing **paper** (6.5.01) over a raised, incised or textured surface exercising friction and pressure over the paper with a coloured substance

**2.3.1.09**

**watercolour**

**picture** (2.1.17) in sepia, bistre or water-diluted **colours** (6.2.30)

**2.3.1.10**

**wash drawing**

**drawing** (2.3.1.05) in pencil or **ink** (6.5.22) with a **watercolour** (2.3.1.09) wash

**2.3.1.11**

**cartoon (1)**

preparatory **drawing** (2.3.1.05) for a **painting** (2.3.1.12), mosaic or decoration which is usually of the same size as the finished work

cf. **cartoon (2)** (2.4.16)

**2.3.1.12**

**painting**

**picture** (2.1.17) made with **paint** (6.5.24)

**2.3.1.13**

**monotype**

unique **picture** (2.1.17) produced by making a **transfer (1)** (2.3.1.07) of a **painting** (2.3.1.12) through the application of pressure

**2.3.1.14**

**miniature (1)**

**picture** (2.1.17) painted in a **manuscript (1)** (2.3.1.01) or a **volume** (2.4.01)

cf. **miniature (2)** (2.3.1.15)

**2.3.1.15**

**miniature (2)**

highly detailed **picture** (2.1.17) on ivory or **vellum** (6.5.38), most often a portrait, rarely exceeding a height of 50 mm

cf. **miniature (1)** (2.3.1.14)

**2.3.1.16**

**collage**

artistic **object** (1.1.1.02) composed of various materials

**2.3.1.08**

fr **frottis**, m

**2.3.1.09**

fr **aquarelle**, f

**2.3.1.10**

fr **lavis**, m

**2.3.1.11**

fr **carton (1)**, m

**2.3.1.12**

fr **peinture (1)**, f

**2.3.1.13**

fr **monotype**, m

**2.3.1.14**

fr **miniature (1)**, f

**2.3.1.15**

fr **miniature (2)**, f

**2.3.1.16**

fr **collage**, m

## 2.3.2 Printed documents

### 2.3.2.01

#### **print**

**copy (3)** (2.1.14) of an image transferred to a sensitive material

### 2.3.2.01

fr **estampe**, f

### 2.3.2.02

#### **impression**

all **copies (3)** (2.1.14) of a **document** (1.2.02) printed at one time

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### 2.3.2.02

fr **tirage**, m

### 2.3.2.03

#### **proof**

trial or extra careful **impression** (2.3.2.02) of a **print** (2.3.2.01)

### 2.3.2.03

fr **épreuve**, f

### 2.3.2.04

#### **relief print**

**print** (2.3.2.01) from raised and inked areas of a plate, block or cylinder

### 2.3.2.04

fr **impression en relief**, f

### 2.3.2.05

#### **intaglio print**

**print** (2.3.2.01) from a plate or cylinder, the printing areas of which have been lowered and subsequently inked in, as compared to the surrounding non-printing areas

### 2.3.2.05

fr **impression intaglio**, f

### 2.3.2.06

#### **lithograph (1)**

**print** (2.3.2.01) either from a water-absorbent stone, or from a specially treated metal or bimetallic plate on which printing **ink** (6.5.22) adheres to areas only where the image has been designed, due to properties of the printing surface which either attracts or repels ink

cf. **lithograph (2)** (2.3.2.29)

### 2.3.2.06

fr **lithographie (1)**, f

### 2.3.2.07

#### **screen print**

**print** (2.3.2.01) through a gauze of silk or synthetic **tissue** (6.5.39), the printing areas of which are permeable to liquid **colours** (6.2.30)

### 2.3.2.07

fr **sérigraphie**, f

### 2.3.2.08

#### **stencil print**

**print** (2.3.2.01) obtained either by passing **ink** (6.5.22) through apertures in a template or by inking the areas surrounding it and the parts of which may be held together by a net

### 2.3.2.08

fr **impression au stencil**, f

### 2.3.2.09

#### **dot matrix print**

**print** (2.3.2.01) produced by a printing head consisting of a number of printing **elements** (1.1.1.04) in **columns (2)** (2.4.23) or rows and under the control of an electronic logic which forms the dots to make the graphical presentation

### 2.3.2.09

fr **impression matricielle**, f

**2.3.2.10**

**ink jet print**

**print** (2.3.2.01) produced by a computer-assisted printing device with **ink** (6.5.22) sprayed onto **paper** (6.5.01) sheets according to typesetting and other graphical instructions

**2.3.2.11**

**laser print**

**print** (2.3.2.01) produced with a laser beam on a computer-assisted printing device with powdered toner burnt onto the **paper** (6.5.01) sheets according to typesetting and other graphical instructions

NOTE "Laser" is the acronym for "light amplification by stimulated emission of radiation".

**2.3.2.12**

**security print**

**print** (2.3.2.01) produced by means of a combination of graphic processes or some secret method of production in order to prevent counterfeit copying

**2.3.2.13**

**woodcut**

**print** (2.3.2.01) from a woodblock, usually sawn along the grain, the non-printing areas of which have been cut away leaving the image to be printed standing in relief

**2.3.2.14**

**metal relief cut**

**print** (2.3.2.01) from a plate of metal, the non-printing areas of which have been cut away leaving the image to be printed standing in relief

**2.3.2.15**

**metal relief etching**

**print** (2.3.2.01) from a plate of metal, the non-printing areas of which have been etched away leaving the image to be printed standing in relief

**2.3.2.16**

**relief half-tone print**

**metal relief etching** (2.3.2.15) in which variation in tone is represented by dots in different sizes

**2.3.2.17**

**wood-engraving**

**print** (2.3.2.01) from a woodblock cut across the grain, the non-printing areas of which have been engraved, leaving the image to be printed standing in relief

**2.3.2.18**

**linocut**

**print** (2.3.2.01) from a piece of linoleum (lino), the non-printing areas of which have been cut away, leaving the image to be printed standing in relief

**2.3.2.10**

fr **impression à jet d'encre**, f

**2.3.2.11**

fr **impression laser**, f

**2.3.2.12**

fr **impression de sécurité**, f

**2.3.2.13**

fr **gravure sur bois**, f;  
xylographie, f

**2.3.2.14**

fr **gravure sur métal**, f

**2.3.2.15**

fr **eau-forte sur métal**, f

**2.3.2.16**

fr **impression en relief en demi-teinte**, f

**2.3.2.17**

fr **gravure sur bois debout**, f

**2.3.2.18**

fr **linogravure**, f

**2.3.2.19****engraving (1)**

**print** (2.3.2.01) made from any kind of intaglio plate, whether engraved with hand-tools or a machine, or etched with acid, so that the printing areas are lower than the non-printing areas

cf. **engraving (2)** (2.3.2.22)

**2.3.2.20****copper engraving**

**print** (2.3.2.01) from a plate of copper, or of copper faced with steel, the printing areas of which have been engraved so that they are lower than the non-printing areas

**2.3.2.21****steel engraving**

**print** (2.3.2.01) from a plate of steel, the printing areas of which have been engraved so that they are lower than the non-printing areas

**2.3.2.22****engraving (2)**

**print** (2.3.2.01) from a plate of metal, the printing areas of which have been cut with tools so that they are lower than the non-printing areas

cf. **engraving (1)** (2.3.2.19)

**2.3.2.23****line engraving**

**print** (2.3.2.01) from a plate of metal, the printing areas of which have been cut with a graver (burin) so that they are lower than the non-printing areas

**2.3.2.24****mezzotint**

**print** (2.3.2.01) from a plate of metal initially roughened all over, traditionally with a rocker, and subsequently reburnished in places where the printing areas call for white parts or half-tone effects

**2.3.2.25****dry point**

**print** (2.3.2.01) from a plate of metal, the **printing** (1.2.17) areas of which have been scratched with a steel point

**2.3.2.26****etching**

**print** (2.3.2.01) from a plate of metal initially coated with an acid-resistant ground in which subsequently the **design** (7.2.3.1.08) has been drawn, exposing the plate to varying degrees of etching with acid so that the printing areas are lower than the non-printing areas

**2.3.2.27****soft ground etching**

**etching** (2.3.2.26) in which the **design** (7.2.3.1.08) has been drawn by tracing through a **paper** (6.5.01) overlay, thus exposing the plate to varying degrees of etching with acid

**2.3.2.19**

fr **gravure (1)**, f;  
gravure en taille-douce, f

**2.3.2.20**

fr **gravure sur cuivre**, f

**2.3.2.21**

fr **gravure sur acier**, f

**2.3.2.22**

fr **gravure (2)**, f

**2.3.2.23**

fr **gravure au trait**, f;  
gravure au burin, f

**2.3.2.24**

fr **mezzotinto**, m;  
gravure à la manière  
noire, f

**2.3.2.25**

fr **pointe sèche**, f

**2.3.2.26**

fr **eau-forte**, f

**2.3.2.27**

fr **gravure au vernis  
mou**, f

**2.3.2.28**

**aquatint**

**print** (2.3.2.01) from a plate of metal initially coated with powdered resin or asphalt, in which the **design** (7.2.3.1.08) has been made by partially removing and adding extra powder, thus exposing the plate to varying degrees of etching with acid

**2.3.2.29**

**lithograph (2)**

planographic **print** (2.3.2.01) from a lithographic (Solnhofen) stone on which the **design** (7.2.3.1.08) of the image has been drawn directly or as a **transfer (1)** (2.3.1.07) from specially prepared **paper** (6.5.01)

cf. **lithograph (1)** (2.3.2.06)

**2.3.2.30**

**collotype print**

**print** (2.3.2.01) from a plate initially coated with bichromated gelatin which, when exposed to light under a reversed photographic negative, hardens in proportion to the amount of light each part receives, and thus forms a planographic printing surface on which the **ink** (6.5.22) adheres in proportion to its degree of hardness

**2.3.3 Photographic and other optical documents**

**2.3.3.01**

**photograph**

photo

**picture** (2.1.17) obtained by a process which fixes a direct and durable image on a sensitized surface by the action of electromagnetic radiation

NOTE Radiation may be light, X-rays, etc.

**2.3.3.02**

**daguerreotype**

positive **photograph** (2.3.3.01) on a silver-coated copper plate

**2.3.3.03**

**carbon print**

**print** (2.3.2.01) transferred during development onto **paper** (6.5.01) or any other firm support from a carbon **tissue** (6.5.39) initially exposed to light through a photographic negative

**2.3.3.04**

**collodion print**

**print** (2.3.2.01) obtained in a **coating** (6.3.01) of collodion which is made light sensitive with silver salts and exposed to light through a photographic negative

**2.3.3.05**

**albumen print**

**print** (2.3.2.01) obtained in a **coating** (6.3.01) of albumen which is made light sensitive with silver salts and exposed to light through a photographic negative

**2.3.2.28**

fr **aquatinte**, f

**2.3.2.29**

fr **lithographie (2)**, f

**2.3.2.30**

fr **impression en collotypie**, f;

impression en phototypie, f

**2.3.3.01**

fr **photographie**, f;  
photo, f

**2.3.3.02**

fr **daguerreotype**, m

**2.3.3.03**

fr **impression sur carbone**, f

**2.3.3.04**

fr **impression au collodion**, f

**2.3.3.05**

fr **impression à l'enduit d'albumine**, f



**2.3.3.06****vitrotype**

positive **photograph** (2.3.3.01) on a glass plate coated with collodion or albumen

**2.3.3.07****ferrotype**

positive **photograph** (2.3.3.01) on a black or dark brown enamelled iron sheet coated with collodion

**2.3.3.08****pannotype**

positive **photograph** (2.3.3.01) on oilcloth coated with collodion

**2.3.3.09****filmstrip**

filmstrip, US

short length of **cinematographic film** (2.3.3.10) carrying photographic images intended for projection as still **pictures** (2.1.17)

**2.3.3.10****cinematographic film**

film

motion picture

series of **pictures** (2.1.17) recorded on a strip of transparent material, or on an electronic **data medium** (1.1.4.02), which, when projected or produced rapidly one after another on a screen, give the illusion of natural and continuous movement

**2.3.3.11****photocopy**

**hard copy** (2.1.07) produced on or via sensitized material by the action of electromagnetic radiation

NOTE There are proprietary techniques like photostat and xerox.

**2.3.3.12****microform**

photographic **document** (1.2.02), usually photographic film, that contains microimages

NOTE Adapted from ISO 6196-1:1993.

**2.3.3.13****microcard**

**microform** (2.3.3.12) on an opaque sheet in which the microimages are arranged in a grid

**2.3.3.14****microfilm**

**microform** (2.3.3.12) in the shape of a strip or roll

[ISO 6196-4:1998]

**2.3.3.06**

fr **vitrotype**, m

**2.3.3.07**

fr **ferrotypie**, f

**2.3.3.08**

fr **linotype**, m

**2.3.3.09**

fr **film fixe**, m

**2.3.3.10**

fr **film cinématographique**, m;  
film, m

**2.3.3.11**

fr **photocopie**, f

**2.3.3.12**

fr **microforme**, f

**2.3.3.13**

fr **microcarte**, f;  
micro-opaque, m

**2.3.3.14**

fr **microfilm**, m

**2.3.3.15**

**microfiche**

**microform** (2.3.3.12) in the shape of a rectangular sheet having one or more microimages usually arranged in a grid pattern with a heading area across the top

[ISO 6196-4:1998]

**2.3.3.16**

**ultrafiche**

**microfiche** (2.3.3.15) with images reduced more than 90 times

**2.3.3.17**

**hologram**

three-dimensional photographic representation produced by an arranged interference between coherent light beams

**2.3.3.15**

fr **microfiche**, f

**2.3.3.16**

fr **ultrafiche**, f

**2.3.3.17**

fr **hologramme**, m

**2.3.4 Electromagnetic and electronic documents and their carriers**

**2.3.4.01**

**disc**

disk, US

**data medium** (1.1.4.02) in flat circular form on which the **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) is impressed or compressed on the surface and from which it can be recovered by special devices

**2.3.4.01**

fr **disque**, m

**2.3.4.02**

**gramophone record**

**disc** (2.3.4.01), usually of plastic material, on which sound is recorded in the form of a helical groove and from which playback is possible

**2.3.4.02**

fr **disque phonographique**, m

**2.3.4.03**

**magnetic tape**

tape, usually of plastic material, the surfaces of which are covered with a magnetized layer permitting the recording of **data** (1.1.4.01)

**2.3.4.03**

fr **bande magnétique**, f

**2.3.4.04**

**videotape**

**magnetic tape** (2.3.4.03) for recording and playback of a **cinematographic film** (2.3.3.10)

**2.3.4.04**

fr **bande vidéo**, f

**2.3.4.05**

**magnetic disc**

flat **disc** (2.3.4.01), the surfaces of which are covered with a magnetized layer permitting the recording of **data** (1.1.4.01)

**2.3.4.05**

fr **disque magnétique**, m

**2.3.4.06**

**diskette**

floppy disc

portable **magnetic disc** (2.3.4.05) of flexible material and standardized size for **storage (1)** (4.3.1.1.01) of digital **data** (1.1.4.01) which are produced on a computer

**2.3.4.06**

fr **disquette**, f

**2.3.4.07****optical disc**

**disc** (2.3.4.01) for recording, playback or **retrieval** (4.3.2.1.01) of **data** (1.1.4.01) by means of a laser scanner

**2.3.4.08****compact disc**

CD

small **optical disc** (2.3.4.07)

NOTE Normally a compact disc has a diameter of 11,989 cm (4,72 inches).

**2.3.4.09****CD-ROM**

**compact disc** (2.3.4.08) for read-only purposes

NOTE CD-ROM is short for "compact disc read-only memory".

**2.3.4.10****file (2)**

**set** (1.1.1.03) of **records (1)** (1.1.3.11) stored together and treated as a unit

cf. **file (1)** (2.2.1.07)

**2.3.4.11****screen image**

graphic representation of analog or digital **data** (1.1.4.01) on a monitor or other appropriate equipment

**2.3.4.12****homepage**

**screen image** (2.3.4.11) acting as an **access point** (4.2.1.1.12) for **information (1)** (1.1.3.08) supplied by a provider of **data** (1.1.4.01) which are accessible on the **internet** (1.1.4.14) or any other network based on a **hypertext** (4.3.1.1.19) **system** (1.1.1.06)

**2.4 Documents by status****2.4.01****volume**

book (2)

stack of **leaves** (2.4.21) forming a physical unit which is held together by **binding (2)** (6.8.01)

cf. **book (1)** (2.1.12)

**2.4.02****monograph**

monographic publication

**publication** (2.1.11) in print or non-print form, either complete in one **volume** (2.4.01) or complete or intended to be completed in a finite number of volumes

**2.3.4.07**

fr **disque optique**, m

**2.3.4.08**

fr **disque compact**, m

**2.3.4.09**

fr **CD-ROM**, m

**2.3.4.10**

fr **fichier**, m

**2.3.4.11**

fr **image sur écran**, f

**2.3.4.12**

fr **page d'accueil**, f

**2.4.01**

fr **volume**, m;

livre (2), m

**2.4.02**

fr **monographie**, f

**2.4.03**

**pamphlet**

**monograph** (2.4.02) having not more than 48 **pages** (2.4.22)

**2.4.04**

**edition**

all **copies** (3) (2.1.14) of the same **impression** (2.3.2.02) characterized by common qualification

NOTE Such qualification may be format, revision, etc.

**2.4.05**

**chapter**

numbered or titled division of a **document** (1.2.02) which is in general self-sufficient but is related to the divisions that precede or follow it

**2.4.06**

**serial**

serial publication

**publication** (2.1.11) in print or in non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever its periodicity

**2.4.07**

**periodical**

**serial** (2.4.06), generally characterized by variety of contents and contributors, both within the **publication** (2.1.11) and from one issue to another

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**2.4.08**

**series (1)**

**serial** (2.4.06) comprising a group of **volumes** (2.4.01), numbered or not, each with its own **title** (4.2.1.4.01), grouped under a **common title** (4.2.1.4.09) and appearing for an indefinite period of time

cf. **series (2)** (4.3.1.1.16)

**2.4.09**

**journal (2)**

**serial** (2.4.06) addressing readers interested in a specific subject or profession

cf. **journal (1)** (2.2.1.12)

**2.4.10**

**newsletter**

**serial** (2.4.06) from an organization, generally to its members, to give current **information (1)** (1.1.3.08) in its sphere of activity

**2.4.11**

**newspaper**

**serial** (2.4.06) appearing at very frequent intervals and giving the latest **information (1)** (1.1.3.08) on current events, normally with comments

**2.4.03**

fr **brochure**, f;  
opuscule, m

**2.4.04**

fr **édition**, f

**2.4.05**

fr **chapitre**, m

**2.4.06**

fr **publication en série**, f

**2.4.07**

fr **périodique**, m

**2.4.08**

fr **collection (1)**, f

**2.4.09**

fr **revue**, f;  
journal (3), m

**2.4.10**

fr **bulletin de liaison**, m;  
lettre, f

**2.4.11**

fr **journal (2)**, m

**2.4.12****column (1)**

**article** (2.4.24) which appears regularly in a **serial** (2.4.06)

cf. **column (2)** (2.4.23)

**2.4.13****ephemera**, pl

**documents** (1.2.02) produced for a specific event, or series of events, ceasing to serve their original purpose after a period of time or in another context

**2.4.14****brochure**

**pamphlet** (2.4.03) of an ephemeral nature

**2.4.15****poster**

singlefaced **print** (2.3.2.01) for display on a flat surface

**2.4.16****cartoon (2)**

strip cartoon

**pictures** (2.1.17), forming a story, usually accompanied by a short **text** (1.1.2.04)

cf. **cartoon (1)** (2.3.1.11)

**2.4.17****postcard**

card for conveyance by post, often with a **picture** (2.1.17) on one side

**2.4.18****sheet music**

printed music issued without **covers** (6.8.13), whether actually printed on single sheets or not

[BSI-DD 247:1998]

**2.4.19****incunabulum**

**volume** (2.4.01) printed in Europe from moveable type and dating from before 1501-01-01

NOTE The name of a printer of an incunabulum can be concluded from the font used for the printing.

**2.4.20****offprint**

**document** (1.2.02), which is part of a more comprehensive **publication** (2.1.11), produced from the latter's type image but made available separately

**2.4.12**

fr **chronique**, f

**2.4.13**

fr **éphémères**, m, pl

**2.4.14**

fr **dépliant**, m

**2.4.15**

fr **affiche**, f

**2.4.16**

fr **bande dessinée**, f

**2.4.17**

fr **carte postale**, f

**2.4.18**

fr **feuilles de musique**, f, pl

**2.4.19**

fr **incunable**, m

**2.4.20**

fr **tirage à part**, m;  
tiré à part, m

**2.4.21**

**leaf**

sheet of **paper** (6.5.01) or similar thin material on which **information (1)** (1.1.3.08) has been or may be recorded

**2.4.22**

**page**

one side of a **leaf** (2.4.21)

[BSI-DD 247:1998]

**2.4.23**

**column (2)**

vertical division of a **page** (2.4.22)

NOTE Adapted from BSI-DD 247:1998.

cf. **column (1)** (2.4.12)

**2.4.24**

**article**

independent **text** (1.1.2.04) forming a part of a **publication** (2.1.11)

**2.4.25**

**binding (1)**

book binding

**covers** (6.8.13) attached to one edge of the **book block** (6.8.02)

cf. **binding (2)** (6.8.01)

NOTE For binding types, cf. clause 6.

### 3 Documentation institutions and their holdings

#### 3.1 General terms

**3.1.01**

**archives (1), pl**

**records (2)** (2.2.1.08) of the same **provenance** (4.1.1.10) accumulated by an organization or person in the course of the conduct of affairs, and preserved because of their enduring value

cf. **archives (2)** (3.1.02)

**3.1.02**

**archives (2), pl**

record office

organization or part of an organization responsible for selection, **acquisition** (4.1.2.01), **preservation** (6.1.01) and **availability** (5.6.06) of one or more **archives (1)** (3.1.01)

cf. **archives (1)** (3.1.01)

NOTE Archives (2) is sometimes treated as a singular noun.

**2.4.21**

fr **feuillet**, m

**2.4.22**

fr **page**, f

**2.4.23**

fr **colonne**, f

**2.4.24**

fr **article**, m

**2.4.25**

fr **reliure (1)**, f

**3.1.01**

fr **archives (1)**, f, pl

**3.1.02**

fr **archives (2)**, f, pl

**3.1.03****library (1)**

organized **collection (2)** (3.1.07) of **documents** (1.2.02) selected and possessed for **use** (6.1.25) by a predefined **target population** (5.1.04)

cf. **library (2)** (3.1.04)

**3.1.04****library (2)**

organization or part of an organization in which **libraries (1)** (3.1.03) are built up, maintained and made available by the **services** (5.5.01) of a staff

cf. **library (1)** (3.1.03)

**3.1.05****museum (1)**

organized **collection (2)** (3.1.07) of artefacts or naturalia of cultural or scientific interest, stored permanently for intended display

cf. **museum (2)** (3.1.06)

**3.1.06****museum (2)**

organization or part of an organization responsible for collecting, preserving, and exhibiting **museum (1)** (3.1.05) **documents** (1.2.02)

cf. **museum (1)** (3.1.05)

**3.1.07****collection (2)**

gathering of **documents** (1.2.02) assembled on the basis of some common characteristic, without regard to their **provenance** (4.1.1.10)

cf. **collection (1)** (2.2.1.05), **collection (3)** (3.1.12)

**3.1.08****comprehensive collection**

**collection (2)** (3.1.07) aiming at completeness for a specified **subject field** (1.1.1.07), time or **provenance** (4.1.1.10)

**3.1.09****classified collection**

**collection (2)** (3.1.07) of **restricted access records** (7.3.5.04)

**3.1.10****special collection**

part of a **collection (2)** (3.1.07) compiled on the basis of form, kind, subject, period or geographical area and which is administered separately

**3.1.11****reference collection**

on-site collection

**collection (2)** (3.1.07) or part of a **collection (2)** (3.1.07), mainly of **reference works** (2.2.1.15) and other frequently needed **documents** (1.2.02), to which **access** (1.1.3.13) is easy and which are usually not available for **loan** (5.4.03)

**3.1.03**

fr **bibliothèque (1)**, f

**3.1.04**

fr **bibliothèque (2)**, f

**3.1.05**

fr **musée (1)**, m

**3.1.06**

fr **musée (2)**, m

**3.1.07**

fr **collection (2)**, f

**3.1.08**

fr **collection exhaustive**, f

**3.1.09**

fr **collection classifiée**, f

**3.1.10**

fr **collection spéciale**, f

**3.1.11**

fr **collection de référence**, f

**3.1.12**

**collection (3)**

total **holdings** (3.1.13) of a **manuscript (1)** (2.3.1.01) repository

cf. **collection (1)** (2.2.1.05), **collection (2)** (3.1.07)

**3.1.13**

**holdings**

totality of **documents** (1.2.02) in the **custody** (6.1.02) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**3.1.14**

**basic collection**

basic level collection

basic stock

**collection (2)** (3.1.07) that supplies the basic **knowledge** (1.1.3.14) of one or more **subject fields** (1.1.1.07)

**3.1.15**

**reserve collection (1)**

off-site collection

storage collection

part of a **collection (2)** (3.1.07) stored separately because of its infrequent **use** (6.1.25)

cf. **reserve collection (2)** (3.2.12)

**3.1.16**

**exhibition**

assembly of artistic, historical, scientific or technical **documents** (1.2.02) through which visitors move in a planned sequence based on educational intention or aesthetics

**3.1.17**

**gallery**

organization or part of an organization exhibiting **paintings** (2.3.1.12), sculptures and other works of art

**3.1.18**

**information centre**

institution providing **information services** (5.5.02)

**3.1.19**

**documentation centre**

organization carrying out **documentation** (1.2.01) functions

**3.1.20**

**clearing-house**

service point charged with the supply of the **documents** (1.2.02) produced or assembled by an organization

**3.1.12**

fr **collection**, f

**3.1.13**

fr **fonds (1)**, m, pl;  
collections, f, pl

**3.1.14**

fr **collection de base**, f

**3.1.15**

fr **collection réservée (1)**, f

**3.1.16**

fr **exposition**, f

**3.1.17**

fr **galerie**, f

**3.1.18**

fr **centre d'information (1)**, m

**3.1.19**

fr **centre de documentation**, m

**3.1.20**

fr **centre d'information (2)**, m



## 3.2 Libraries

### 3.2.01

#### **general library**

**library (1)** (3.1.03) or **library (2)** (3.1.04) covering, in principle, all **subject fields** (1.1.1.07)

### 3.2.01

fr **bibliothèque générale**, f

### 3.2.02

#### **national library**

**library (1)** (3.1.04) with special responsibility for acquiring and conserving **copies (1)** (2.1.05) of the **publications** (2.1.11) of a country

### 3.2.02

fr **bibliothèque nationale**, f

### 3.2.03

#### **copyright library**

**legal deposit** (4.1.2.07) **library (2)** (3.1.04) in a country in which **copyright** (7.2.2.02) depends or formerly depended upon the formal act of **deposit** (4.1.2.08) in a designated library (2)

### 3.2.03

fr **bibliothèque de droits d'auteur**, f

### 3.2.04

#### **special library**

**library (1)** (3.1.03) or **library (2)** (3.1.04) covering one discipline or particular **subject field** (1.1.1.07) or meeting the needs of a particular **user group** (5.1.08)

### 3.2.04

fr **bibliothèque spéciale**, f

NOTE The same basic definition applies for terms using other names of types of libraries, such as "medical library" or "children's library".

### 3.2.05

#### **main subject library**

**library (2)** (3.1.04) that nationally has a special responsibility for acquiring **documents** (1.2.02) in a particular **subject field** (1.1.1.07)

### 3.2.05

fr **bibliothèque de sujet principal**, f

### 3.2.06

#### **research library**

**library (1)** (3.1.03) or **library (2)** (3.1.04) where exhaustive investigation in a particular **subject field** (1.1.1.07) can be carried out

### 3.2.06

fr **bibliothèque de recherche**, f

### 3.2.07

#### **central library (1)**

**library (2)** (3.1.04) providing specified **services** (5.5.01) to other libraries (2) within a region or organization

### 3.2.07

fr **bibliothèque centrale (2)**, f

cf. **central library (2)** (3.2.08)

### 3.2.08

#### **central library (2)**

main library

part of a **library (2)** (3.1.04) where the central administrative resources and usually its largest and most important **holdings** (3.1.13) are located

### 3.2.08

fr **bibliothèque centrale (2)**, f

cf. **central library (1)** (3.2.07)

**3.2.09**

**branch library**

part of a **library (2)** (3.1.04) other than the **central library (2)** (3.2.08)

**3.2.10**

**deposit library**

**library (2)** (3.1.04) in which **documents** (1.2.02) are deposited under certain conditions

**3.2.11**

**reference library**

**library (1)** (3.1.03) for **use** (6.1.25) on the premises of a **library (2)** (3.1.04) only

**3.2.12**

**reserve collection (2)**

reserve books collection

**reference collection** (3.1.11) compiled for a transitory period on a given subject matter, for a certain event and mainly for the **use** (6.1.25) of the participants of that event

cf. **reserve collection (1)** (3.1.15)

**3.2.13**

**loan collection**

**collection (2)** (3.1.07) of **documents** (1.2.02) that can be borrowed on home **loan** (5.4.03)

**3.2.14**

**short loan collection**

**loan collection** (3.2.13) of textbooks or textbook-like basic **publications** (2.1.11), usually in multiple **copies (3)** (2.1.14), for the **use** (6.1.25) of students for a limited period of time

**3.2.15**

**public library**

**general library** (3.2.01) serving a local community

NOTE The same basic definition applies for terms using other names of types of libraries, such as "city library", "municipal library".

**3.2.16**

**mobile library**

**library (2)** (3.1.04), sometimes a division of a **public library** (3.2.15), using a vehicle specially equipped and furnished to provide **documents** (1.2.02) direct to the user

**3.2.17**

**travelling library**

**collection (2)** (3.1.07) that is temporarily kept in one **service** (5.5.01) point, from which it is sent on to another, and so on, according to a predefined schedule

**3.2.09**

fr **bibliothèque succursale**, f

**3.2.10**

fr **bibliothèque de dépôt**, f

**3.2.11**

fr **bibliothèque de référence**, f

**3.2.12**

fr **collection réservée (2)**, f

**3.2.13**

fr **collection de prêt**, f

**3.2.14**

fr **collection de prêt à court terme**, f

**3.2.15**

fr **bibliothèque populaire**, f

**3.2.16**

fr **bibliothèque mobile**, f

**3.2.17**

fr **bibliothèque itinérante**, f

**3.2.18****private library**

**library (1)** (3.1.03) or **library (2)** (3.1.04) owned by a person or corporate body

**3.2.19****academic library**

**library (2)** (3.1.04) established and administered by an institution of higher education and research

NOTE The same definition applies for terms using other names of types of higher educational institutions, such as “college library”, “departmental library”.

**3.2.20****administrative library**

**library (1)** (3.1.03) or **library (2)** (3.1.04) established within a governmental body and mainly intended for **use** (6.1.25) by staff

**3.2.21****rare book library**

rare book collection

**library (1)** (3.1.03) or **special collection** (3.1.10) consisting mainly of **books (1)** (2.1.12) of great age or scarcity

**3.2.22****art library**

**collection (2)** (3.1.07) of original art and **reproductions** (2.1.03) and of relevant literature

**3.3 Archives****3.3.01****national archives**

central **archives (1)** (3.1.01), mainly emanating from the central government of a state, or the **archives (2)** (3.1.02) responsible for them

**3.3.02****regional archives**

**archives (1)** (3.1.01), mainly emanating from the intermediate levels of government, or the **archives (2)** (3.1.02) responsible for them

**3.3.03****local archives**

**archives (1)** (3.1.01), mainly emanating from municipalities or other local government authorities, or the **archives (2)** (3.1.02) responsible for them

**3.3.04****departmental archives**

**archives (1)** (3.1.01) or **archives (2)** (3.1.02) of a government department or administrative agency, institution or organization

NOTE The same basic definition applies for terms using other names of types of institutions, such as “hospital archives”, “company archives”.

**3.2.18**

fr **bibliothèque privée**, f

**3.2.19**

fr **bibliothèque universitaire**, f

**3.2.20**

fr **bibliothèque administrative**, f

**3.2.21**

fr **bibliothèque de raretés**, f

**3.2.22**

fr **bibliothèque d'art**, f

**3.3.01**

fr **archives nationales**, f, pl

**3.3.02**

fr **archives provinciales**, f, pl  
archives  
départementales, f, pl

**3.3.03**

fr **archives municipales**, f, pl

**3.3.04**

fr **archives ministérielles**, f, pl

**3.3.05**

**current records**

**records (1)** (1.1.3.11) regularly used for the conduct of the current business of an agency, institution or organization

**3.3.06**

**semicurrent records**

**records (1)** (1.1.3.11) required infrequently in the conduct of current business

**3.3.07**

**noncurrent records**

**records (1)** (1.1.3.11) no longer needed by their **office of origin** (3.3.10) to conduct current business

**3.3.08**

**public records**

**records (1)** (1.1.3.11) or **archives (1)** (3.1.01) created or received, and accumulated by government agencies in the conduct of public business

cf. **public records** (7.1.01)

**3.3.09**

**papers**, pl

personal papers, pl

private archives, pl

natural **accumulation** (4.1.2.05) of personal or family **documents** (1.2.02)

**3.3.10**

**office of origin**

controlling agency

organization or part of an organization in which a group of **records (1)** (1.1.3.11) is created or received and accumulated in the conduct of business

**3.3.11**

**departmental records office**

part of an organization managing **current records** (3.3.05) or **semicurrent records** (3.3.06) in their **office of origin** (3.3.10)

**3.3.12**

**records centre**

facility for the low-cost **storage (1)** (4.3.1.1.01), maintenance and **reference** (4.2.1.3.07) **use** (6.1.25) of **semicurrent records** (3.3.06) pending their ultimate **disposal** (4.1.1.24)

**3.3.13**

**registry**

part of an organization responsible for the creation and control of **current records** (3.3.05)

**3.3.05**

fr **archives**

**courantes**, f, pl

**3.3.06**

fr **archives**

**intermédiaires (1)**,

f, pl

**3.3.07**

fr **archives non**

**courantes**, f, pl;

archives intermédiaires (2),

f, pl;

archives définitives, f, pl

**3.3.08**

fr **archives**

**publiques (1)**, f, pl

**3.3.09**

fr **archives personnelles**

**et familiales**, f, pl

**3.3.10**

fr **service producteur**, m

**3.3.11**

fr **service d'archives**, m

**3.3.12**

fr **centre de**

**préarchivage**, m;

dépôt intermédiaire, m

**3.3.13**

fr **bureau d'ordre**, m

## 3.4 Museums

### 3.4.01

#### **general museum**

**museum (1)** (3.1.05) or **museum (2)** (3.1.06) covering, in principle, all fields of **knowledge** (1.1.3.14)

### 3.4.01

fr **musée général**, m

### 3.4.02

#### **national museum**

**museum (2)** (3.1.06) responsible for acquiring and conserving significant **museum (1)** (3.1.05) **documents** (1.2.02) in a country

### 3.4.02

fr **musée national**, m

### 3.4.03

#### **specialized museum**

**museum (1)** (3.1.05) or **museum (2)** (3.1.06) where all aspects of a single theme are represented or the needs of a particular group are met

### 3.4.03

fr **musée spécialisé**, m

NOTE The same basic definition applies for terms using other names of types of institutions, such as "maritime museum", "children's museum".

### 3.4.04

#### **provincial museum**

**general museum** (3.4.01) serving a province or equivalent administrative unit and responsible for acquiring and conserving **museum (1)** (3.1.05) **documents** (1.2.02) of significance to the province

### 3.4.04

fr **musée provincial**, m

### 3.4.05

#### **regional museum**

**general museum** (3.4.01) serving a specific territory and responsible for acquiring and conserving **museum (1)** (3.1.05) **documents** (1.2.02) of significance to the territory

### 3.4.05

fr **musée régional**, m

### 3.4.06

#### **city museum**

municipal museum

**general museum** (3.4.01) serving a local community and responsible for acquiring and conserving **museum (1)** (3.1.05) **documents** (1.2.02) of significance to the community

### 3.4.06

fr **musée de ville**, m;  
musée municipal, m

### 3.4.07

#### **private museum**

**museum (1)** (3.1.05) or **museum (2)** (3.1.06) owned by a person or a corporate body

### 3.4.07

fr **musée privé**, m

### 3.4.08

#### **university museum**

**museum (2)** (3.1.06) established and administered by a university

### 3.4.08

fr **musée d'université**, m

NOTE The same definition applies for terms using other names of types of higher educational institutions, such as "college museum", "academy museum".

### 3.4.09

#### **art museum**

art gallery

**museum (1)** (3.1.05) or **museum (2)** (3.1.06) containing original art and **reproductions** (2.1.03)

### 3.4.09

fr **musée d'art**, m

### 3.4.10

#### **open air museum**

**museum (1)** (3.1.05) or **museum (2)** (3.1.06) in which the **collection (2)** (3.1.07) is developed outdoors within a defined geographic area

NOTE An open air museum may exhibit pieces of architecture and other artefacts within a building which forms part of the collection (3.1.07).

### 3.4.11

#### **industrial museum**

factory museum

**museum (1)** (3.1.05) or **museum (2)** (3.1.06) where the main museum (3.1.05) **document** (1.2.02) is the plant with its installations and equipment kept intact

### 3.4.10

fr **musée en plein air**, m

### 3.4.11

fr **musée d'industrie**, m

## 4 Documentation process

### 4.1 Collection planning, development and acquisition

#### 4.1.1 Collection planning and development

##### 4.1.1.01

#### **collection development**

field of application of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization embracing the planning, establishment, growth and maintenance of a **collection (2)** (3.1.07)

##### 4.1.1.01

fr **développement des collections**, m

##### 4.1.1.02

#### **collection policy**

statement by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization of the strategies to be followed for the effective use of the resources allocated to **collection development** (4.1.1.01)

##### 4.1.1.02

fr **politique des collections**, f

##### 4.1.1.03

#### **collection management**

planning and execution of operations required to implement the **collection policy** (4.1.1.02)

##### 4.1.1.03

fr **gestion des collections**, f

##### 4.1.1.04

#### **subject scope**

range of the **subject fields** (1.1.1.07) included in a **collection policy** (4.1.1.02)

##### 4.1.1.04

fr **domaine matières**, m

##### 4.1.1.05

#### **collection breadth**

degree of completeness of a **collection (2)** (3.1.07) in relation to its **subject scope** (4.1.1.04)

##### 4.1.1.05

fr **degré de couverture des collections**, m

##### 4.1.1.06

#### **collection depth**

degree of completeness of a **collection (2)** (3.1.07) in each **subject field** (1.1.1.07) covered

##### 4.1.1.06

fr **intégralité des collections**, f

**4.1.1.07****collection currency**

degree to which **documents** (1.2.02) in a **collection (2)** (3.1.07) reflect up-to-date **knowledge** (1.1.3.14)

**4.1.1.08****coverage**

degree of completeness of a **collection (2)** (3.1.07) by **collection breadth** (4.1.1.05), **collection depth** (4.1.1.06) and **collection currency** (4.1.1.07)

**4.1.1.09****coverage ratio**

measure of **collection depth** (4.1.1.06) in relation to the estimated totality of **documents** (1.2.02) in a given **subject field** (1.1.1.07)

**4.1.1.10****provenance**

organization or individual that created, accumulated, maintained and used **records (2)** (2.2.1.08)

**4.1.1.11****appraisal**

process of determining the value and thus the **disposal** (4.1.1.24) of **records (2)** (2.2.1.08) or the **acquisition** (4.1.2.01) of other **documents** (1.2.02)

**4.1.1.12****primary value**

value that **records (2)** (2.2.1.08) or **archives (1)** (3.1.01) possess, by virtue of their contents and for the continued transaction of the business that gave rise to their creation

**4.1.1.13****administrative value**

**primary value** (4.1.1.12) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for the conduct of administrative business

**4.1.1.14****fiscal value**

financial value

**primary value** (4.1.1.12) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for the conduct of financial or fiscal business or evidence thereof

**4.1.1.15****legal value**

**primary value** (4.1.1.12) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for the conduct of legal business or as legal evidence

**4.1.1.16****secondary value**

archival value

value that **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) possess, by virtue of their contents, for persons or organizations other than their creator

**4.1.1.07**

fr **état à jour des collections**, m

**4.1.1.08**

fr **couverture (1)**, f

**4.1.1.09**

fr **taux de couverture**, m

**4.1.1.10**

fr **provenance**, f

**4.1.1.11**

fr **tri**, m

**4.1.1.12**

fr **valeur primaire**, f

**4.1.1.13**

fr **utilité administrative**, f

**4.1.1.14**

fr **valeur fiscale**, f

**4.1.1.15**

fr **valeur légale**, f

**4.1.1.16**

fr **valeur secondaire**, f;  
valeur archivistique, f

**4.1.1.17**

**evidential value**

**secondary value** (4.1.1.16) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for providing evidence of the creator's origins, functions and activities

**4.1.1.18**

**informational value**

**secondary value** (4.1.1.16) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for reference and research deriving from the **information (1)** (1.1.3.08) they contain

**4.1.1.19**

**intrinsic value**

inherent value of a **document** (1.2.02) other than as a source of **information (1)** (1.1.3.08)

NOTE Such value may derive from age, usage, circumstances of creation, signature or attached seals.

**4.1.1.20**

**records survey**

process of gathering basic **information (1)** (1.1.3.08) on the **records (2)** (2.2.1.08) of an organization for the purpose of planning records management or archival operations and activities

**4.1.1.21**

**records schedule**

disposal schedule

retention schedule

**document** (1.2.02) describing the **records (2)** (2.2.1.08) of an organization establishing **retention periods** (4.1.1.23) and providing authorization for their **disposal** (4.1.1.24)

**4.1.1.22**

**general records schedule**

general schedule

common records schedule

**records schedule** (4.1.1.21) governing specified **series (2)** (4.3.1.1.16) of **records (2)** (2.2.1.08) common to several or all agencies or administrative units of an organization

**4.1.1.23**

**retention period**

period of time that **records (2)** (2.2.1.08) should be retained in their **offices of origin** (3.3.10) or in **records centres** (3.3.12) before they are transferred to an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization or otherwise disposed of

**4.1.1.24**

**disposal**

disposition

actions taken with regard to **records (2)** (2.2.1.08) following their **appraisal** (4.1.1.11) and the expiration of their **retention periods** (4.1.1.23)

NOTE Such actions include destruction or transfer to archives (3.1.01).

**4.1.1.17**

fr **valeur évidentielle**, f

**4.1.1.18**

fr **valeur d'information**, f

**4.1.1.19**

fr **valeur intrinsèque**, f

**4.1.1.20**

fr **revue des documents**, f

**4.1.1.21**

fr **tableau de gestion**, m

**4.1.1.22**

fr **tableau général de conservation**, m

**4.1.1.23**

fr **délai de conservation**, m

**4.1.1.24**

fr **élimination (1)**, f



**4.1.1.25**  
**sampling**

selection of items from a body of **records (2)** (2.2.1.08) to express the whole

**4.1.1.26**  
**temporary record**

**record (2)** (2.2.1.08) appraised as lacking **secondary value** (4.1.1.16) and approved for **disposal** (4.1.1.24) either immediately or after a **retention period** (4.1.1.23)

**4.1.1.27**  
**frozen record**

**temporary record** (4.1.1.26) that cannot be destroyed in accordance with a **records schedule** (4.1.1.21) because special circumstances require a temporary extension of the specified **retention period** (4.1.1.23)

EXAMPLE      Such a special circumstance may be a court order.

**4.1.2 Acquisition**

**4.1.2.01**  
**acquisition**

operations for establishing, enlarging or updating the **holdings** (3.1.13) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**4.1.2.02**  
**accession**

**document** (1.2.02) or group of documents added to the **holdings** (3.1.13) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**4.1.2.03**  
**accrual**

**accession** (4.1.2.02) to a **series (2)** (4.3.1.1.16) already held by an **archive (1)** (3.1.02)

**4.1.2.04**  
**transfer (2)**

act involved in a change of physical **custody** (6.1.02) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01), with or without change of legal title, and the records (2) (2.2.1.08) and archives (1) (3.1.01) so transferred

cf. **transfer (1)** (2.3.1.07)

**4.1.2.05**  
**accumulation**

process by which **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) are created in the conduct of affairs of any kind, or the result of that process

**4.1.2.06**  
**pre-order search**

checking procedure to avoid duplicate **acquisition** (4.1.2.01) of **documents** (1.2.02)

**4.1.1.25**  
fr **échantillonnage**, m

**4.1.1.26**  
fr **éliminable**, adj

**4.1.1.27**  
fr **document gelé**, m

**4.1.2.01**  
fr **acquisition**, f

**4.1.2.02**  
fr **entrée**, f

**4.1.2.03**  
fr **accroissement**, m

**4.1.2.04**  
fr **versement**, m

**4.1.2.05**  
fr **accumulation**, f

**4.1.2.06**  
fr **contrôle de duplication**, m

**4.1.2.07**

**legal deposit**

copyright deposit

process by which **documents** (1.2.02) are added to the **holdings** (3.1.13) of a **copyright library** (3.2.03), in accordance with law, or the documents so deposited

**4.1.2.08**

**deposit**

permanent loan (deprecated)

**transfer (2)** (4.1.2.04) of **documents** (1.2.02) to an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization without change of ownership or legal title, or the documents acquired by such a transfer

**4.1.2.09**

**exchange**

**acquisition** (4.1.2.01) by barter or payments in kind

**4.1.2.10**

**donation**

gift

**acquisition** (4.1.2.01) without monetary consideration and with change of ownership and legal title

**4.1.2.11**

**request (1)**

action taken to acquire **documents** (1.2.02) by **exchange** (4.1.2.09), **donation** (4.1.2.10) or **deposit** (4.1.2.08)

cf. **request (2)** (5.1.11)

**4.1.2.12**

**desiderata, pl**

**documents** (1.2.02) sought by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization on the **request (2)** (5.1.11) of a specific user

**4.1.2.13**

**acquisition number**

unique number assigned by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization to identify a **document** (1.2.02) or group of documents on an order

**4.1.2.14**

**collating**

checking procedures to ascertain that a **document** (1.2.02) is complete and without production **faults** (6.1.16)

**4.1.2.15**

**authentication**

act of verifying that a **document** (1.2.02) is what it purports to be

**4.1.2.16**

**accessioning**

operations of integrating an **accession** (4.1.2.02) into the **holdings** (3.1.13) of a **collection (2)** (3.1.07)

**4.1.2.07**

fr **dépôt légal**, m

**4.1.2.08**

fr **dépôt**, m

**4.1.2.09**

fr **échange**, m

**4.1.2.10**

fr **don**, m

**4.1.2.11**

fr **demande**, f

**4.1.2.12**

fr **desiderata**, m, pl

**4.1.2.13**

fr **numéro d'acquisition**, m

**4.1.2.14**

fr **collationnement**, m

**4.1.2.15**

fr **authentification**, f

**4.1.2.16**

fr **enregistrement**, m

**4.1.2.17****accession register**

accession record

register of all **accessions** (4.1.2.02) arranged in chronological **order** (1.1.1.08) by date of receipt

NOTE In some cases, the order may be alphabetical.

**4.1.2.18****accession list**

list of **documents** (1.2.02) recently added to the **holdings** (3.1.13) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**4.1.2.19****transfer list**

list of **records (2)** (2.2.1.08) or **archives (1)** (3.1.01) included in a single **transfer (2)** (4.1.2.04)

**4.1.2.20****accession number**

unique number or **code (2)** (1.1.4.07) assigned to a **document** (1.2.02) or group of documents in an **accession register** (4.1.2.17) to identify them permanently

**4.1.2.21****stamping**

action of placing an identifying **stamp (1)** (2.2.1.36) upon a **document** (1.2.02) or its **leaves** (2.4.21) to denote that it is the property of, or in the legal **custody** (6.1.02) of, an organization or an individual

**4.1.2.22****shelf life (1)**

ideal period of time a **document** (1.2.02) should be exposed to the user of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

cf. **shelf life (2)** (5.6.09), **shelf life (3)** (6.1.21)

**4.1.2.23****weeding**

action to remove individual **documents** (1.2.02) from a **collection (2)** (3.1.07) or an **accumulation** (4.1.2.05) on the basis of pre-established criteria

NOTE The criteria may be the lack of secondary value, lack of currency, or physical condition.

**4.1.2.24****duplicate**

**copy (2)** (2.1.06) of a **document** (1.2.02) already in a **collection (2)** (3.1.07)

**4.1.2.25****added copy**

**duplicate** (4.1.2.24) acquired for, or retained in, a **collection (2)** (3.1.07)

**4.1.2.17**

fr **registre d'entrée**, m

**4.1.2.18**

fr **liste des nouvelles entrées**, f

**4.1.2.19**

fr **bordereau de versement**, m

**4.1.2.20**

fr **numéro d'entrée**, m

**4.1.2.21**

fr **estampillage**, m

**4.1.2.22**

fr **durée de vie (1)**, f

**4.1.2.23**

fr **épuration**, f

**4.1.2.24**

fr **double**, m;  
duplicata, m

**4.1.2.25**

fr **copie supplémentaire**, f

**4.1.2.26**

**continuation record**

list of all **documents** (1.2.02), issued in parts, received in response to standing orders

**4.1.2.27**

**dead file**

**acquisition** (4.1.2.01) **file** (1) (2.2.1.07) containing **information** (1) (1.1.3.08) on **documents** (1.2.02) ordered or requested but never received

**4.1.2.28**

**reappraisal**

re-evaluation of the **holdings** (3.1.13) or part of the holdings of an **archive** (2) (3.1.02) to determine what should and what should not be de-accessioned

**4.1.2.29**

**de-accessioning**

elimination of a **document** (1.2.02) from a **collection** (2) (3.1.07) or an **accumulation** (4.1.2.05)

**4.1.2.30**

**alienation**

**transfer** (2) (4.1.2.04) or loss of **custody** (6.1.02) of **records** (2) (2.2.1.08) or **archives** (2) (3.1.02) by their custodian or owner to someone not legally entitled to them

**4.1.2.31**

**de-accession register**

discards register

**record** (2) (2.2.1.08) of **documents** (1.2.02) eliminated from a **collection** (2) (3.1.07) or an **accumulation** (4.1.2.05)

**4.1.2.32**

**removed archives**

migrated archives

**archives** (1) (3.1.01) no longer in official **custody** (6.1.02) or transferred from the country where they were originally accumulated

**4.1.2.33**

**withdrawal**

return of **documents** (1.2.02) from the physical and legal **custody** (6.1.02) of **archives** (2) (3.1.02) to the **office of origin** (3.3.10) or its successor, or, in the case of **deposits** (4.1.2.08), to their owner

**4.1.2.34**

**replevin**

legal action for the recovery of **documents** (1.2.02) by an organization or an individual claiming ownership

**4.1.2.26**

fr **registre des suites**, m

**4.1.2.27**

fr **fichier mort**, m

**4.1.2.28**

fr **réévaluation**, f

**4.1.2.29**

fr **élimination** (2), f

**4.1.2.30**

fr **aliénation**, f

**4.1.2.31**

fr **registre des livres éliminés**, m

**4.1.2.32**

fr **archives déplacées**, f, pl

**4.1.2.33**

fr **sortie définitive**, f

**4.1.2.34**

fr **replevin**, m;  
**réintégration**, f

## 4.2 Analysis, representation and content description

### 4.2.1 Formal representation

#### 4.2.1.1 Description and cataloguing

##### 4.2.1.1.01

##### **description (1)**

document description

operations, or results thereof, including capturing, analysing, organizing and recording of **data** (1.1.4.01) on **documents** (1.2.02) in order to ensure their identification and control

cf. **description (2)** (7.2.3.4.02)

##### 4.2.1.1.02

##### **bibliographic description**

**description (1)** (4.2.1.1.01) of **bibliographic units** (4.2.1.1.08) according to established rules, based on **data** (1.1.4.01) transcribed from specific sources mainly within the **document** (1.2.02)

##### 4.2.1.1.03

##### **cataloguing**

**cataloguing** US

preparation and maintenance of **catalogues** (4.3.2.1.06)

##### 4.2.1.1.04

##### **cataloguing in publication**

**CIP**

**description (1)** (4.2.1.1.01) prepared by the **publisher** (1.3.14) or a bibliographic agency when, or sometimes before, issuing the **document** (1.2.02)

NOTE CIP may include subject headings, index terms, class numbers.

##### 4.2.1.1.05

##### **shared cataloguing**

**cataloguing** (4.2.1.1.03) done by two or more **information (1)** (1.1.3.08) and **documentation** (1.2.01) organizations to avoid duplication of efforts

##### 4.2.1.1.06

##### **centralized cataloguing**

**cataloguing** (4.2.1.1.03) done by one designated bibliographic agency or **library (2)** (3.1.04)

##### 4.2.1.1.07

##### **unit of description**

**document** (1.2.02) and its parts or aggregations treated as an entity

##### 4.2.1.1.01

fr **description (1)**, f

##### 4.2.1.1.02

fr **notice bibliographique**, f

##### 4.2.1.1.03

fr **catalogage**, m;  
cataloguement, m  
BE **cataloguement**  
CH **cataloguement**

##### 4.2.1.1.04

fr **catalogage dans la publication**, m;  
**CIP**, m

##### 4.2.1.1.05

fr **catalogage en coopération**, m;  
catalogage partagé, m

##### 4.2.1.1.06

fr **catalogue centralisé**, m

##### 4.2.1.1.07

fr **unité de signalement**, f;  
unité archivistique (2), f

**4.2.1.1.08**

**bibliographic unit**

unit of description (4.2.1.1.07) used in **bibliographic description** (4.2.1.1.02)

**4.2.1.1.09**

**bibliographic element**

smallest logical unit of **data** (1.1.4.01) used in **bibliographic description** (4.2.1.1.02)

**4.2.1.1.10**

**entry**

**record (1)** (1.1.3.11) of a **document** (1.2.02)

NOTE Entry is frequently used in combination with such terms as “catalogue”, “bibliographic” and various types of finding aids.

**4.2.1.1.11**

**bibliographic entry**

**entry** (4.2.1.1.10) containing **bibliographic description** (4.2.1.1.02)

**4.2.1.1.12**

**access point**

every **element** (1.1.1.04) under which a **bibliographic entry** (4.2.1.1.11) may be searched and identified

NOTE Access points may be names, terms, codes, etc.

**4.2.1.1.13**

**descriptive entry**

**bibliographic entry** (4.2.1.1.11) with detailed **description (1)** (4.2.1.1.01) of a **document** (1.2.02)

NOTE Descriptive entries apply, in general, to rare and ancient documents.

**4.2.1.1.14**

**catalogue entry**

**entry** (4.2.1.1.10) in a **catalogue** (4.3.2.1.06)

NOTE Catalogue entries normally contain data, bibliographic or not, relating a document to a specific collection.

**4.2.1.1.15**

**main entry**

**bibliographic entry** (4.2.1.1.11) in which the most complete **bibliographic description** (4.2.1.1.02) is given

**4.2.1.1.16**

**authority record**

**entry** (4.2.1.1.10) in an **authority file** (4.2.1.1.21)

**4.2.1.1.08**

fr **unité**

**bibliographique**, f

**4.2.1.1.09**

fr **élément**

**bibliographique**, m

**4.2.1.1.10**

fr **notice (2)**, f

**4.2.1.1.11**

fr **notice signalétique**, f

**4.2.1.1.12**

fr **point d'accès**, m

**4.2.1.1.13**

fr **notice descriptive**, f

**4.2.1.1.14**

fr **notice**

**catalographique**, f

**4.2.1.1.15**

fr **notice principale**, f;

entrée principale, f

**4.2.1.1.16**

fr **notice d'autorité**, f

**4.2.1.1.17****format (2)**

prescribed sequence of elements of **description (1)** (4.2.1.1.01) with their corresponding **codes (2)** (1.1.4.07) and rules of application

cf. **format (1)** (1.1.4.09)

**4.2.1.1.18****international standard bibliographic description****ISBD**

internationally standardized rules for **bibliographic description** (4.2.1.1.02)

**4.2.1.1.19****international standard for archival description****ISAD**

internationally standardized rules for the **description (1)** (4.2.1.1.01) of archival **documents** (1.2.02)

**4.2.1.1.20****authority control**

operations to ensure standardized allocation of **access points** (4.2.1.1.12) to **documents** (1.2.02) in **retrieval systems** (4.3.2.1.02)

**4.2.1.1.21****authority file**

standardized listing of **access points** (4.2.1.1.12), including **names** (1.1.2.13), in a **vocabulary** (2.2.1.17)

**4.2.1.1.22****markup language**

**coding** (1.1.4.08) **system** (1.1.1.06) permitting identification of the properties of the various elements of a machine-readable **text** (1.1.2.04)

**4.2.1.1.23****standard generalized markup language****SGML**

standard for **markup language** (4.2.1.1.22) application

NOTE Adapted from ISO 8879:1986.

**4.2.1.1.24****hypertext markup language****HTML**

**standardized general markup language** (4.2.1.1.23) application permitting linking of **documents** (1.2.02) through selected **access points** (4.2.1.1.12)

NOTE HTML is a subset of SGML.

**4.2.1.1.17**

fr **format réel**, m;

format bibliographique, m

**4.2.1.1.18**

fr **ISBD** (sigle de langue anglaise), m;

**description bibliographique internationale normalisée**, f

**4.2.1.1.19**

fr **ISAD** (sigle de langue anglaise), m;

**description archivistique internationale normalisée**, f

**4.2.1.1.20**

fr **contrôle d'autorité**, m

**4.2.1.1.21**

fr **fichier d'autorité**, m;

liste des mots vedettes, f

**4.2.1.1.22**

fr **langage d'annotation typographique**, m

**4.2.1.1.23**

fr **SGML** (sigle de langue anglaise), m;

**langage normalisé de balisage généralisé**, m

**4.2.1.1.24**

fr **langage de balisage hypertexte**, m

**4.2.1.1.25**

**universal resource identifier**

**URI**

**code (1)** (1.1.4.06) identifying the address of a single **copy (2)** (2.1.06) of a **document** (1.2.02) or other resource on the **internet** (1.1.4.14)

**4.2.1.1.26**

**universal resource locator**

**URL**

**code (1)** (1.1.4.06) identifying a single **copy (2)** (2.1.06) of a **document** (1.2.02) or any other resource or **service** (5.5.01) on the **internet** (1.1.4.14)

**4.2.1.1.27**

**universal resource name**

**URN**

**code (1)** (1.1.4.06) identifying a **service** (5.5.01) or a resource on the **internet** (1.1.4.14)

**4.2.1.2 Numbering systems**

**4.2.1.2.01**

**international standard book number**

**ISBN**

international standard **code (1)** (1.1.4.06) identifying **title** (4.2.1.4.01) or **edition** (2.4.04) of a **book (1)** (2.1.12) or other **monograph** (2.4.02)

**4.2.1.2.02**

**international standard serial number**

**ISSN**

international standard **code (1)** (1.1.4.06) identifying a **serial** (2.4.06)

**4.2.1.2.03**

**international standard music number**

**ISMN**

international standard **code (1)** (1.1.4.06) identifying printed music

**4.2.1.2.04**

**international standard recording code**

**ISRC**

international standard **code (1)** (1.1.4.06) identifying recorded music

**4.2.1.2.05**

**international standard film number**

**ISFN**

international standard **code (1)** (1.1.4.06) identifying **cinematographic films** (2.3.3.10)

**4.2.1.1.25**

fr **identificateur universel des ressources**, m

**4.2.1.1.26**

fr **localisateur universel des ressources**, m

**4.2.1.1.27**

fr **nom universel des ressources**, m

**4.2.1.2.01**

fr **numéro international normalisé du livre**, m;  
**ISBN** (sigle de langue anglaise), m

**4.2.1.2.02**

fr **numéro international normalisé des publications en série**, m;  
**ISSN** (sigle de langue anglaise), m

**4.2.1.2.03**

fr **numéro international normalisé de la musique**, m;  
**ISMN** (sigle de langue anglaise), m

**4.2.1.2.04**

fr **code international normalisé des enregistrements**, m;  
**ISRC** (sigle de langue anglaise), m

**4.2.1.2.05**

fr **numéro international normalisé du film**, m;  
**ISFN** (sigle de langue anglaise), m



**4.2.1.2.06****international standard technical report number  
ISRN**

international standard **code (1)** (1.1.4.06) identifying technical reports

**4.2.1.2.07****bar code**

**coding** (1.1.4.08) **system** (1.1.1.06) consisting of bars used internationally to identify various types of goods and also applied in **information (1)** (1.1.3.08) and **documentation** (1.2.01) organizations

EXAMPLE Bar codes are used to transfer cataloguing in publication data from publisher or distributors to libraries by means of a tag attached to documents.

**4.2.1.2.08****European article number  
EAN**

standard **code (1)** (1.1.4.06) used mainly in Europe to identify commercial goods and also applied in **libraries (2)** (3.1.04)

EXAMPLE Some libraries use EAN to identify books and periodicals.

**4.2.1.3 Headings****4.2.1.3.01****heading**

first **access point** (4.2.1.1.12) to a **description (1)** (4.2.1.1.01) in an **information (1)** (1.1.3.08) **retrieval system** (4.3.2.1.02)

**4.2.1.3.02****author heading**

**heading** (4.2.1.3.01) based on the **name** (1.1.2.13) of the **author** (4.2.1.5.03)

NOTE Author headings are sometimes followed by function, title or dates.

**4.2.1.3.03****form heading**

**heading** (4.2.1.3.01) used to collocate **entries** (4.2.1.1.10) for **documents** (1.2.02) having the same bibliographic form

**4.2.1.3.04****subject heading**

**heading** (4.2.1.3.01) used to collocate **entries** (4.2.1.1.10) for **documents** (1.2.02) having similar content

**4.2.1.3.05****subheading**

**heading** (4.2.1.3.01) used to subdivide headings

**4.2.1.2.06**

fr **numéro international  
normalisé des  
rapports, m;**  
**ISRN** (sigle de langue  
anglaise), m

**4.2.1.2.07**

fr **code barre, m**

**4.2.1.2.08**

fr **numéro électronique  
international de  
compatibilité des  
articles, m;**  
**EAN** (sigle de langue  
anglaise), m

**4.2.1.3.01**

fr **vedette, f**

**4.2.1.3.02**

fr **vedette d'auteur, f**

**4.2.1.3.03**

fr **vedette de forme, f**

**4.2.1.3.04**

fr **vedette-matière, f**

**4.2.1.3.05**

fr **sous-vedette, f**

**4.2.1.3.06**

**tracing (2)**

listing of all alternative and related **headings** (4.2.1.3.01) for multiple **entries** (4.2.1.1.10) of **documents** (1.2.02)

cf. **tracing (1)** (2.3.1.06)

**4.2.1.3.07**

**reference**

indication in a **catalogue** (4.3.2.1.06) or in a **bibliography (2)** (4.3.2.1.07) of other **access points** (4.2.1.1.12) under which **documents** (1.2.02) of interest might be found

**4.2.1.4 Titles**

**4.2.1.4.01**

**title**

**words (1)** (1.1.2.07) at the head of a **document** (1.2.02) thus identifying it and normally distinguishing it from others

**4.2.1.4.02**

**title proper**

**title** (4.2.1.4.01) which has been recognized as the main title of the **document** (1.2.02)

NOTE Title proper includes alternative titles, but excludes subtitles and parallel titles.

**4.2.1.4.03**

**subtitle**

addition to the **title** (4.2.1.4.01), normally explaining the often deliberate ambiguous sense of the **title proper** (4.2.1.4.02)

**4.2.1.4.04**

**parallel title**

**title** (4.2.1.4.01) in another **language** (1.1.2.01) or script

**4.2.1.4.05**

**original title**

**title** (4.2.1.4.01) of the original **edition** (2.4.04) of a **document** (1.2.02)

**4.2.1.4.06**

**uniform title**

standardized **title** (4.2.1.4.01) used to collocate **entries** (4.2.1.1.10) for **documents** (1.2.02) known under various titles

**4.2.1.4.07**

**key title**

unique **title** (4.2.1.4.01) of a **serial** (2.4.06) given by the **international standard serial number** (4.2.1.2.02) network

NOTE The ISSN network was formerly ISDS (international serial data system).

**4.2.1.3.06**

fr **rappel des vedettes**, m

**4.2.1.3.07**

fr **renvoi**, m

**4.2.1.4.01**

fr **titre**, m

**4.2.1.4.02**

fr **titre propre**, m

**4.2.1.4.03**

fr **sous-titre**, m

**4.2.1.4.04**

fr **titre parallèle**, m

**4.2.1.4.05**

fr **titre original**, m

**4.2.1.4.06**

fr **titre uniforme**, m

**4.2.1.4.07**

fr **titre clé**, m

**4.2.1.4.08****alternative title**

second part of the **title proper** (4.2.1.4.02) of a **document** (1.2.02) linked to the first by “or”

**4.2.1.4.09****common title**

part of a **title** (4.2.1.4.01) common to several **bibliographic units** (4.2.1.1.08) which form part of a **set** (1.1.1.03)

**4.2.1.4.10****collective title**

**title** (4.2.1.4.01) or part of a title common to several **units of description** (4.2.1.1.07)

**4.2.1.4.11****half title**

**title** (4.2.1.4.01), normally abridged, on the recto of a **leaf** (2.4.21) and preceding the **title page** (2.2.2.01)

**4.2.1.4.12****running title**

**title** (4.2.1.4.01), normally abridged, repeated on each **text** (1.1.2.04) **page** (2.4.22)

**4.2.1.5 Other elements of the description****4.2.1.5.01****statement of responsibility**

naming of **authors** (4.2.1.5.03) and other contributors and their function in the creation of a **document** (1.2.02)

**4.2.1.5.02****author statement**

naming of **authors** (4.2.1.5.03) of a **document** (1.2.02)

**4.2.1.5.03****author**

person considered to be responsible for the creation of a **document** (1.2.02)

**4.2.1.5.04****pseudonym**

fictitious **name** (1.1.2.13) or other wording under which an **author** (4.2.1.5.03) publishes a **document** (1.2.02)

**4.2.1.5.05****author affiliation**

corporate body to which the **author** (4.2.1.5.03) is attached

**4.2.1.5.06****corporate author**

corporate body considered to be responsible for the creation of a **document** (1.2.02)

**4.2.1.4.08**

fr **titre alternatif**, m

**4.2.1.4.09**

fr **titre commun**, m

**4.2.1.4.10**

fr **titre collectif**, m

**4.2.1.4.11**

fr **faux-titre**, m

**4.2.1.4.12**

fr **titre courant**, m

**4.2.1.5.01**

fr **mention de responsabilité**, f

**4.2.1.5.02**

fr **mention d'auteur**, f

**4.2.1.5.03**

fr **auteur**, m

**4.2.1.5.04**

fr **pseudonyme**, m

**4.2.1.5.05**

fr **affiliation d'auteur**, f

**4.2.1.5.06**

fr **collectivité-auteur**, f

**4.2.1.5.07**

**editor**

corporate body or individual intellectually responsible for a **publication** (2.1.11)

**4.2.1.5.08**

**anonymous document**

**document** (1.2.02) of unknown or unmentioned authorship

**4.2.1.5.09**

**statement of edition**

**data** (1.1.4.01) on the **edition** (2.4.04) or **impression** (2.3.2.02) of a **document** (1.2.02)

**4.2.1.5.10**

**imprint**

**data** (1.1.4.01) on place of publication, **publisher** (1.3.14) and year of publication and **printing** (1.2.17)

**4.2.1.5.11**

**physical description**

**description** (1) (4.2.1.1.01) of the size, medium, **illustrations** (2.1.18), accompanying material and related **data** (1.1.4.01) of a **document** (1.2.02)

**4.2.1.5.12**

**foliation**

numbering of the **leaves** (2.4.21) of a **document** (1.2.02)

**4.2.1.5.13**

**pagination**

numbering of the **pages** (2.4.22) of a **document** (1.2.02)

**4.2.1.5.14**

**series statement**

naming of the **series** (1) (2.4.08) to which a **document** (1.2.02) belongs, often also giving its corresponding **international standard serial number** (4.2.1.2.02)

**4.2.1.5.15**

**notes**, pl

informal part of the **description** (1) (4.2.1.1.01)

**4.2.1.5.16**

**biographical note**

**notes** (4.2.1.5.15) on the biography of a person

**4.2.1.5.07**

fr **éditeur scientifique**, m

**4.2.1.5.08**

fr **document anonyme**, m

**4.2.1.5.09**

fr **mention d'édition**, f

**4.2.1.5.10**

fr **adresse**

**bibliographique**, f

**4.2.1.5.11**

fr **description**

**physique**, f

**4.2.1.5.12**

fr **foliation**, f

**4.2.1.5.13**

fr **pagination**, f

**4.2.1.5.14**

fr **mention de**

**collection**, f

**4.2.1.5.15**

fr **notes**, f, pl

**4.2.1.5.16**

fr **note biographique**, f

## 4.2.2 Content analysis and description

### 4.2.2.1 General terms

#### 4.2.2.1.01

##### **content analysis**

subject analysis

analysis of a **document** (1.2.02) to determine its content components with their **relations** (1.1.1.05) to each other

[BSI-DD 247:1998]

#### 4.2.2.1.01

fr **analyse du contenu**, f

#### 4.2.2.1.02

##### **content description**

**description (1)** (4.2.1.1.01) based on **data** (1.1.4.01) taken from the **document** (1.2.02) and resulting from the assignment of **index terms** (4.2.2.1.06) or **notations (2)** (4.2.2.4.17) from an **indexing language** (4.2.2.1.04)

NOTE Content description may also be achieved through textual representation and the assignment of index terms may be derived intellectually or by means of programmes.

#### 4.2.2.1.02

fr **description du contenu**, f

#### 4.2.2.1.03

##### **controlled vocabulary**

list of **words (1)** (1.1.2.07) or phrases authorized for **indexing** (4.2.2.7.01)

#### 4.2.2.1.03

fr **vocabulaire contrôlé**, m

#### 4.2.2.1.04

##### **indexing language**

**artificial language** (1.1.2.03) established to characterize the content or form of a **document** (1.2.02)

#### 4.2.2.1.04

fr **langage d'indexation**, m

#### 4.2.2.1.05

##### **key word**

significant **word (1)** (1.1.2.07) taken from the **title** (4.2.1.4.01) or the **text** (1.1.2.04) of a **document** (1.2.02) to represent the content

#### 4.2.2.1.05

fr **mot clé**, m

#### 4.2.2.1.06

##### **index term**

**word (1)** (1.1.2.07) or phrase in an **index** (4.3.2.1.08)

#### 4.2.2.1.06

fr **terme d'indexation**, m

### 4.2.2.2 Documents and parts of documents reflecting content analysis and description

#### 4.2.2.2.01

##### **abstract**

**document** (1.2.02) representation, achieved through an intellectual procedure, giving a general indication of the content of the document

#### 4.2.2.2.01

fr **résumé (2)**, m;  
résumé analytique, m

#### 4.2.2.2.02

##### **annotation**

short **content description** (4.2.2.1.02) of a **document** (1.2.02)

#### 4.2.2.2.02

fr **annotation**, f

NOTE Annotations usually consist of only one phrase or sentence.

**4.2.2.2.03**

**indicative abstract**

short **abstract** (4.2.2.2.01) giving an idea of the content and form of a **document** (1.2.02)

**4.2.2.2.04**

**informative abstract**

**abstract** (4.2.2.2.01) giving an account of the content of a **document** (1.2.02) sufficient to allow a user to decide whether to read the full **text** (1.1.2.04) or not

**4.2.2.2.05**

**summary**

representation of a **document** (1.2.02) respecting its linear order

**4.2.2.2.06**

**extract**

short representation of a **document** (1.2.02) based on a selection from its **words** (1) (1.1.2.07), phrases or sentences

**4.2.2.2.07**

**administrative history**

part of a **finding aid** (4.3.2.1.03) of an **archive** (2) (3.1.02) presenting the history of the organization(s) that created or accumulated the **holdings** (3.1.13)

**4.2.2.2.08**

**guide (2)**

broad or general **finding aid** (4.3.2.1.03) for the **holdings** (3.1.13) of one or more **information** (1) (1.1.3.08) and **documentation** (1.2.01) organizations

cf. **guide** (1) (2.2.1.20)

**4.2.2.2.09**

**location index**

location register

**index** (4.3.2.1.08) or **register** (7.1.07) that is a general **finding aid** (4.3.2.1.03) of **archives** (1) (3.1.01) and **records** (2) (2.2.1.08) and, as such, gives an indication of their location

NOTE cf. **shelf list** (4.3.1.3.04)

**4.2.2.2.10**

**inventory**

**finding aid** (4.3.2.1.03) of **archives** (1) (3.1.01) or **records** (2) (2.2.1.08) with **class** (4.2.2.4.03) or **series** (2) (4.3.1.1.16) as main **access points** (4.2.1.1.12), often with **administrative history** (4.2.2.2.07) and details of the various parts of the **holdings** (3.1.13)

**4.2.2.2.03**

fr **résumé indicatif**, m

**4.2.2.2.04**

fr **résumé informatif**, m

**4.2.2.2.05**

fr **résumé (3)**, m

**4.2.2.2.06**

fr **extrait**, m

**4.2.2.2.07**

fr **historique  
d'un fonds**, f

**4.2.2.2.08**

fr **guide (2)**, m

**4.2.2.2.09**

fr **récolement  
permanent**, m

**4.2.2.2.10**

fr **inventaire**, m

### 4.2.2.3 Types of classification

#### 4.2.2.3.01

##### **classification**

**arrangement (2)** (4.3.1.1.06) of **symbols** (1.1.2.11) indicating **concepts** (1.1.1.01) into **classes** (4.2.2.4.03) and their subdivisions to express **generic relations** (4.2.2.5.02) or other types of **relations** (1.1.1.05) between them

#### 4.2.2.3.02

##### **bibliographic classification**

library classification

book classification

universal **classification** (4.2.2.3.01) designed to allow **libraries (2)** (3.1.04) to label each **volume** (2.4.01) with only one **notation (2)** (4.2.2.4.17)

EXAMPLE Bliss Bibliographic Classification, 1900-; 1967-.

#### 4.2.2.3.03

##### **monothetic classification**

**classification** (4.2.2.3.01) method where total similarity of properties is the criterion for **class** (4.2.2.4.03) inclusion

#### 4.2.2.3.04

##### **polythetic classification**

**classification** (4.2.2.3.01) where partial similarity of properties is the criterion for **class** (4.2.2.4.03) inclusion

#### 4.2.2.3.05

##### **disjunct classification**

**classification** (4.2.2.3.01) method where each **unit of description** (4.2.1.1.07) can only be a member of one **class** (4.2.2.4.03)

#### 4.2.2.3.06

##### **conjunct classification**

**classification** (4.2.2.3.01) method allowing for multiple **class** (4.2.2.4.03) membership of **units of description** (4.2.1.1.07)

### 4.2.2.4 Classifications and their elements

#### 4.2.2.4.01

##### **classification system**

**indexing language** (4.2.2.1.04) with assigned **notations (2)** (4.2.2.4.17)

#### 4.2.2.4.02

##### **classifying**

assignment to a **document** (1.2.02) of **class** (4.2.2.4.03) **symbols** (1.1.2.11) taken from a **classification system** (4.2.2.4.01)

#### 4.2.2.4.03

##### **class**

**set** (1.1.1.03) of **elements** (1.1.1.04) having at least one characteristic in common

#### 4.2.2.3.01

fr **classification**, f

#### 4.2.2.3.02

fr **classification bibliographique**, f

#### 4.2.2.3.03

fr **classification monothétique**, f

#### 4.2.2.3.04

fr **classification polythétique**, f

#### 4.2.2.3.05

fr **classification par mots clés**, f

#### 4.2.2.3.06

fr **classification conjointe**, f

#### 4.2.2.4.01

fr **système de classification**, m

#### 4.2.2.4.02

fr **utilisation d'un système de classification**, f

#### 4.2.2.4.03

fr **classe**, f

**4.2.2.4.04**

**main class**

primary division of a **classification system** (4.2.2.4.01)

**4.2.2.4.04**

fr **classe principale**, f

**4.2.2.4.05**

**subclass**

secondary division of a **class** (4.2.2.4.03)

**4.2.2.4.05**

fr **sous-classe**, f

**4.2.2.4.06**

**chain**

series of **classes** (4.2.2.4.03) in which each is subordinate to the preceding one, except the first class in the hierarchy

**4.2.2.4.06**

fr **chaîne (2)**, f

**4.2.2.4.07**

**category**

broad facet

primary division of a special **classification system** (4.2.2.4.01) or of a **main class** (4.2.2.4.04) of a general one

**4.2.2.4.07**

fr **catégorie**, f

**4.2.2.4.08**

**principle of division**

criterion used for subdividing into **classes** (4.2.2.4.03)

**4.2.2.4.08**

fr **principe de division (en classes)**, m

**4.2.2.4.09**

**genus**

generic concept

**concept** (1.1.1.01) corresponding to two or more **objects** (1.1.1.02) which form a group by reason of common properties

**4.2.2.4.09**

fr **genre**, m

NOTE In lexicography and lexicology, **general concept** is the preferred term.

**4.2.2.4.10**

**species**

specific concept

narrower **concept** (1.1.1.01) in a **generic relation** (4.2.2.5.02)

**4.2.2.4.10**

fr **espèce**, f

NOTE In lexicography and lexicology, **specific concept** is the preferred term.

**4.2.2.4.11**

**facet**

array

**classes** (4.2.2.4.03) or **subclasses** (4.2.2.4.05) resulting from the application of one criterion of division

**4.2.2.4.11**

fr **facette**, f;  
rang, m

**4.2.2.4.12**

**subfacet**

**subclass** (4.2.2.4.05) resulting from the division of one of the **foci** (4.2.2.4.14) in a **facet** (4.2.2.4.11)

**4.2.2.4.12**

fr **sous-facette**, f

**4.2.2.4.13**

**focus**

**class** (4.2.2.4.03) or **subclass** (4.2.2.4.05) member of a **facet** (4.2.2.4.11)

**4.2.2.4.13**

fr **foyer**, m



**4.2.2.4.14****citation order**

facet formula

**order** (1.1.1.08) in which the various **facets** (4.2.2.4.11) are presented in a compound subject

**4.2.2.4.15****standard citation order**

**citation order** (4.2.2.4.14) based on **facet** (4.2.2.4.11) analysis, established by the Classification Research Group (CRG), London

**4.2.2.4.16****principle of inversion**

inverse **relation** (1.1.1.05) between **citation order** (4.2.2.4.14) and **filing** (4.3.1.2.01) sequence

**4.2.2.4.17****notation (2)**

notation system

**system** (1.1.1.06) of ordinal **symbols** (1.1.2.11) used to express the **relations** (1.1.1.05) between the **classes** (4.2.2.4.03) and maintain the pre-established order of a **classification system** (4.2.2.4.01)

cf. **notation (1)** (1.1.2.26)

**4.2.2.4.18****base**

**character** (1.1.2.09) **sets** (1.1.1.03) of a **notation (2)** (4.2.2.4.17)

**4.2.2.4.19****expressiveness**

**quality** (1.3.02) of a **notation (2)** (4.2.2.4.17) allowing the user to obtain additional **information (1)** (1.1.3.08) from the **class** (4.2.2.4.03) **symbols** (1.1.2.11) in the form of synthesis, **relations** (1.1.1.05) or mnemonics

**4.2.2.4.20****hospitality**

**quality** (1.3.02) of a **notation (2)** (4.2.2.4.17) allowing easy inclusion of new subjects in a **classification system** (4.2.2.4.01)

**4.2.2.4.21****retroactive notation**

method of building **class** (4.2.2.4.03) **symbols** (1.1.2.11) where **relations** (1.1.1.05) between **facets** (4.2.2.4.11) are shown by means of **character** (1.1.2.09) shift from one character to another one with lower ordinal **rank** (4.3.3.2.06)

**4.2.2.4.22****enumerative classification system**

**classification system** (4.2.2.4.01) characterized by pre-established **formal relations** (4.2.2.5.06) between **concepts** (1.1.1.01)

**4.2.2.4.14**

fr **ordre**

**d'énumération**, m;  
formules des facettes, f

**4.2.2.4.15**

fr **ordre d'énumération  
normalisé**, m

**4.2.2.4.16**

fr **principe d'inversion**, m

**4.2.2.4.17**

fr **notation (2)**, f;

système de notation, m

**4.2.2.4.18**

fr **base de notation**, f

**4.2.2.4.19**

fr **expressivité**, f

**4.2.2.4.20**

fr **réserve de notation**, f

**4.2.2.4.21**

fr **notation rétroactive**, f

**4.2.2.4.22**

fr **système de  
classification  
énumérative**, m

**4.2.2.4.23**

**faceted classification system**

**classification system** (4.2.2.4.01) characterized by the establishment of **formal relations** (4.2.2.5.06) between **concepts** (1.1.1.01) when **indexing** (4.2.2.7.01) or **classifying** (4.2.2.4.02)

**4.2.2.4.24**

**main table**

part of a **classification system** (4.2.2.4.01) containing the **main classes** (4.2.2.4.04) and their special subdivisions

**4.2.2.4.25**

**auxiliary table**

part of a **classification system** (4.2.2.4.01) containing general subdivisions for application in two or more **main classes** (4.2.2.4.04)

**4.2.2.5 Types of relations**

**4.2.2.5.01**

**semantic relation**

**relation** (1.1.1.05) between **concepts** (1.1.1.01) and between **class** (4.2.2.4.03) **symbols** (1.1.2.11) and their **meanings** (1.1.3.04)

NOTE In a thesaurus, semantic relations indicate all kinds of relations between language descriptors.

**4.2.2.5.02**

**generic relation**

**relation** (1.1.1.05) between two **concepts** (1.1.1.01) where the intension of one of the concepts includes that of the other concept and at least one additional delimiting characteristic

[ISO 1087-1:2000]

EXAMPLE word - pronoun; vehicle - car; person - child.

**4.2.2.5.03**

**partitive relation**

**relation** (1.1.1.05) between two **concepts** (1.1.1.01) where one of the concepts covers an **object** (1.1.1.02) as a whole and the other concept a part of that whole

NOTE Adapted from ISO 1087-1:2000.

EXAMPLE week - day; molecule - atom.

**4.2.2.5.04**

**associative relation**

**relation** (1.1.1.05) between two **concepts** (1.1.1.01) having a non-hierarchical thematic connection by virtue of experience

[ISO 1087-1:2000]

EXAMPLE education - teaching; baking - oven.

**4.2.2.4.23**

fr **système de classification à facettes**, m

**4.2.2.4.24**

fr **table principale**, f

**4.2.2.4.25**

fr **table auxiliaire**, f

**4.2.2.5.01**

fr **relation sémantique**, f

**4.2.2.5.02**

fr **relation générique**, f

**4.2.2.5.03**

fr **relation d'inclusion**, f;  
relation tout-partie, f;  
relation partitive, f

**4.2.2.5.04**

fr **relation associative**, f

**4.2.2.5.05****instance relation**

relation (1.1.1.05) between a general **concept** (1.1.1.01) and an individual concept

NOTE An individual concept may be a person or an item.

**4.2.2.5.06****formal relation**

relation (1.1.1.05) between the **terms** (1.1.2.12) of an **indexing language** (4.2.2.1.04)

**4.2.2.5.07****analytic relation**

**formal relation** (4.2.2.5.06) made explicit in **tables** (2.2.1.32) or the **term** (1.1.2.12) list of an **indexing language** (4.2.2.1.04)

**4.2.2.5.08****hierarchical relation**

**formal relation** (4.2.2.5.06) between **concepts** (1.1.1.01) where one concept is subordinate to the other

**4.2.2.5.09****synthetic relation**

**formal relation** (4.2.2.5.06) between **concepts** (1.1.1.01) established by the applications of rules

**4.2.2.5.10****phase relation**

**formal relation** (4.2.2.5.06) between two or more **main classes** (4.2.2.4.04) other than that implied between **categories** (4.2.2.4.07) and **facets** (4.2.2.4.11)

**4.2.2.5.11****intrafacet relation**

**formal relation** (4.2.2.5.06) between **foci** (4.2.2.4.13) in a **facet** (4.2.2.4.11)

**4.2.2.5.12****interfacet relation**

**formal relation** (4.2.2.5.06) between **foci** (4.2.2.4.13) in different **facets** (4.2.2.4.11)

**4.2.2.5.13****equivalence relation**

**formal relation** (4.2.2.5.06) where different **concepts** (1.1.1.01) are represented by the same **preferred term** (4.2.2.6.04) or **class** (4.2.2.4.03) **symbol** (1.1.2.11)

**4.2.2.5.05**

fr **relation d'occurrence**, f

**4.2.2.5.06**

fr **relation formelle**, f

**4.2.2.5.07**

fr **relation analytique**, f

**4.2.2.5.08**

fr **relation hiérarchique**, f

**4.2.2.5.09**

fr **relation synthétique**, f

**4.2.2.5.10**

fr **relation de phase**, f

**4.2.2.5.11**

fr **relation entre facettes**, f

**4.2.2.5.12**

fr **relation interfacettes**, f

**4.2.2.5.13**

fr **relation d'équivalence**, f

#### 4.2.2.6 Thesauri and their elements

##### 4.2.2.6.01

###### **thesaurus**

**controlled vocabulary** (4.2.2.1.03) including **equivalent terms** (4.2.2.6.11), interrelations and rules of application

##### 4.2.2.6.02

###### **broader term**

###### **BT**

**index term** (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) denoting a **concept** (1.1.1.01) wider than that of another index term with which it has a downward **hierarchical relation** (4.2.2.5.08)

##### 4.2.2.6.03

###### **narrower term**

###### **NT**

**index term** (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) denoting a **concept** (1.1.1.01) more specific than that of another index term with which it has an upward **hierarchical relation** (4.2.2.5.08)

##### 4.2.2.6.04

###### **preferred term**

descriptor

**index term** (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) used in preference to an alternative and equivalent **entry** (4.2.1.1.10) **term** (1.1.2.12) to which it is related

NOTE The relation with the other term may be of synonymy, quasi-synonymy, etc.

##### 4.2.2.6.05

###### **top term**

**index term** (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) which denotes the broadest possible **concept** (1.1.1.01) of any other index term with which it has a downward **hierarchical relation** (4.2.2.5.08), and which has no **broader term** (4.2.2.6.02)

##### 4.2.2.6.06

###### **related term**

###### **RT**

**index term** (4.2.2.1.06) with a coordinate **relation** (1.1.1.05) and equal rank to another index term

NOTE A related term is of associated meaning but not synonymous with the other term.

##### 4.2.2.6.07

###### **content descriptor**

**preferred term** (4.2.2.6.04) used to denote the subject of a **document** (1.2.02)

##### 4.2.2.6.01

fr **thesaurus**, m

##### 4.2.2.6.02

fr **terme générique (1)**,  
m

##### 4.2.2.6.03

fr **terme spécifique**, m

##### 4.2.2.6.04

fr **terme préférentiel**, m;  
descripteur, m

##### 4.2.2.6.05

fr **terme générique (2)**,  
m

##### 4.2.2.6.06

fr **terme associé**, m

##### 4.2.2.6.07

fr **descripteur de contenu**, m

**4.2.2.6.08****form descriptor**

**index term** (4.2.2.1.06) used to denote the physical or bibliographical form of a **document** (1.2.02)

**4.2.2.6.08**

fr **descripteur de forme**, m

**4.2.2.6.09****scope note**

short explanation on how to use an **index term** (4.2.2.1.06)

**4.2.2.6.09**

fr **note d'application**, f

**4.2.2.6.10****non-descriptor**

**term** (1.1.2.12) which is not to be used in a **thesaurus** (4.2.2.6.01) to represent a **concept** (1.1.1.01) and for which reference is made to one or more **preferred terms** (4.2.2.6.04) for use in its stead

**4.2.2.6.10**

fr **non-descripteur**, m

**4.2.2.6.11****equivalent term**

**term** (1.1.2.12) related to another by an **equivalence relation** (4.2.2.5.13)

**4.2.2.6.11**

fr **terme équivalent**, m

**4.2.2.6.12****gestalt method**

a priori method

**thesaurus** (4.2.2.6.01) construction method based on the analysis of lexical sources

**4.2.2.6.12**

fr **méthode synthétique**, f

**4.2.2.6.13****analytical method**

a posteriori method

method based on the analysis of **documents** (1.2.02) and used for the construction of **controlled vocabularies** (4.2.2.1.03)

**4.2.2.6.13**

fr **méthode analytique**, f

**4.2.2.6.14****macrothesaurus**

**thesaurus** (4.2.2.6.01) of high level general **index terms** (4.2.2.1.06) covering a broad field of **knowledge** (1.1.3.14)

**4.2.2.6.14**

fr **macrothésaurus**, m

**4.2.2.6.15****microthesaurus**

**thesaurus** (4.2.2.6.01) covering in depth a limited field of **knowledge** (1.1.3.14)

**4.2.2.6.15**

fr **microthésaurus**, m

**4.2.2.6.16****source thesaurus**

**thesaurus** (4.2.2.6.01) constituting the basic source in the construction of a bilingual or **multilingual thesaurus** (4.2.2.6.19)

**4.2.2.6.16**

fr **thésaurus source**, m

**4.2.2.6.17****target thesaurus**

**thesaurus** (4.2.2.6.01) established from a **source thesaurus** (4.2.2.6.16)

**4.2.2.6.17**

fr **thésaurus cible**, m

**4.2.2.6.18**

**monolingual thesaurus**

thesaurus (4.2.2.6.01) with **index terms** (4.2.2.1.06) in one **language** (1.1.2.01) only

**4.2.2.6.19**

**multilingual thesaurus**

thesaurus (4.2.2.6.01) with **index terms** (4.2.2.1.06) and their **equivalent terms** (4.2.2.6.11) in several **languages** (1.1.2.01)

**4.2.2.6.20**

**classified display**

display of a **thesaurus** (4.2.2.6.01) showing the **index terms** (4.2.2.1.06) in a structured sequence

**4.2.2.6.21**

**alphabetical display**

display of a **thesaurus** (4.2.2.6.01) showing **terms** (1.1.2.12) and their **relations** (1.1.1.05) to other **index terms** (4.2.2.1.06) and **equivalent terms** (4.2.2.6.11) in alphabetical order, sometimes including **scope notes** (4.2.2.6.09)

**4.2.2.6.22**

**thesaurus diagram**

graphic display

display of a **thesaurus** (4.2.2.6.01) showing **index terms** (4.2.2.1.06) in graphic form

**4.2.2.7 Indexing**

**4.2.2.7.01**

**indexing**

denotation of the content or form of a **document** (1.2.02) by means of **words (1)** (1.1.2.07), phrases or **notations (2)** (4.2.2.4.17) according to the rules of an **indexing language** (4.2.2.1.04)

**4.2.2.7.02**

**principle of specificity**

principle according to which **indexing** (4.2.2.7.01) should be done at the level of specificity of the **document** (1.2.02)

**4.2.2.7.03**

**derived indexing**

**indexing** (4.2.2.7.01) method where the **index terms** (4.2.2.1.06) are taken from the **document** (1.2.02)

**4.2.2.7.04**

**assigned indexing**

**indexing** (4.2.2.1.07) method where the **index terms** (4.2.2.1.06) are taken from an **indexing language** (4.2.2.1.04)

**4.2.2.6.18**

fr **thesaurus monolingue**, m

**4.2.2.6.19**

fr **thesaurus multilingue**, m

**4.2.2.6.20**

fr **représentation classifiée**, f

**4.2.2.6.21**

fr **représentation alphabétique**, f

**4.2.2.6.22**

fr **représentation graphique**, f

**4.2.2.7.01**

fr **indexation**, f

**4.2.2.7.02**

fr **principe de spécification**, m

**4.2.2.7.03**

fr **indexation dérivée**, f

**4.2.2.7.04**

fr **indexation par thesaurus**, f

**4.2.2.7.05****depth indexing**

**indexing** (4.2.2.7.01) method where several or all parts of a **document** (1.2.02) are indexed, involving the use of a relatively high number of **index terms** (4.2.2.1.06)

**4.2.2.7.06****shallow indexing**

**indexing** (4.2.2.7.01) method where only the main content of a **document** (1.2.02) is indexed, involving the use of a relatively limited number of **index terms** (4.2.2.1.06)

**4.2.2.7.07****automatic indexing**

**indexing** (4.2.2.7.01) done by means of a computer program

**4.2.2.7.05**

fr **indexation profonde**, f

**4.2.2.7.06**

fr **indexation simple**, f

**4.2.2.7.07**

fr **indexation automatique**, f

**4.2.2.8 Evaluation of indexing results****4.2.2.8.01****term/document matrix**

matrix showing matches between **documents** (1.2.02) and **index terms** (4.2.2.1.06)

**4.2.2.8.02****clustering**

automatic **classification** (4.2.2.3.01) of **documents** (1.2.02), normally a **polythetic classification** (4.2.2.3.04), which is unordered, but often exclusive

**4.2.2.8.03****centroid**

virtual **document** (1.2.02) representing a **class** (4.2.2.4.03) of documents in a cluster

**4.2.2.8.04****weighting**

technique by which some **terms** (1.1.2.12) are assigned more importance than others

**4.2.2.8.05****term discrimination value**

measure of the **quality** (1.3.02) of an **index term** (4.2.2.1.06) in distinguishing **documents** (1.2.02) from each other

**4.2.2.8.01**

fr **matrice de document/terme**, f

**4.2.2.8.02**

fr **groupement**, m

**4.2.2.8.03**

fr **document virtuel principal**, m

**4.2.2.8.04**

fr **pondération**, f

**4.2.2.8.05**

fr **indice de précision**, m

## 4.3 Storage, search and retrieval

### 4.3.1 Direct storage

#### 4.3.1.1 General terms

##### 4.3.1.1.01 storage (1)

process involving placement and retention of **data** (1.1.4.01) and **documents** (1.2.02) for subsequent **use** (6.1.25)

cf. **storage (2)** (6.1.08)

##### 4.3.1.1.02 direct storage

ordered **storage (1)** (4.3.1.1.01) of **documents** (1.2.02) according to a **storage plan** (4.3.1.1.03)

##### 4.3.1.1.03 storage plan

filing plan  
filing system

plan of a stack or **storage (1)** (4.3.1.1.01) area indicating the position of shelves and other equipment and the actual and intended use of available space

##### 4.3.1.1.04 remote storage

off-site **storage (1)** (4.3.1.1.01) of **documents** (1.2.02)

##### 4.3.1.1.05 intermediate storage

**storage (1)** (4.3.1.1.01) of **semicurrent records** (3.3.06) in a **records centre** (3.3.12) pending their ultimate **disposal** (4.1.1.24)

##### 4.3.1.1.06 arrangement (2)

intellectual and physical operations for organizing and controlling **documents** (1.2.02)

cf. **arrangement (1)** (2.1.10)

NOTE Arrangement is often used to designate the result of such operations.

##### 4.3.1.1.07 level of arrangement

hierarchical grouping of **records (2)** (2.2.1.08) for purposes of administrative and intellectual control

NOTE The levels are repository, record group, fonds or collection, subgroup(s), series, subseries, file and item.

##### 4.3.1.1.08 principle of pertinence

ordering principle based on the subject content of **documents** (1.2.02)

##### 4.3.1.1.01

fr **mise en mémoire**, f;  
mémorisation, f

##### 4.3.1.1.02

fr **mise en mémoire  
directe**, f;  
mémorisation directe, f

##### 4.3.1.1.03

fr **plan de stockage**, m

##### 4.3.1.1.04

fr **stockage  
délocalisé**, m

##### 4.3.1.1.05

fr **stockage  
intermédiaire**, m

##### 4.3.1.1.06

fr **classement**, m

##### 4.3.1.1.07

fr **niveau de  
classement**, m

##### 4.3.1.1.08

fr **principe de  
pertinence**, m



**4.3.1.1.09****principle of provenance**

ordering principle based on the origin of **documents** (1.2.02)

**4.3.1.1.10****principle of respect for original order**

ordering principle according to which **archives** (1) (3.1.01) retain the creator's **arrangement** (2) (4.3.1.1.06) of **documents** (1.2.02)

**4.3.1.1.11****categorization**

assignment of **symbols** (1.1.2.11) of **categories** (4.2.2.4.07) to **documents** (1.2.02) to allow their **arrangement** (2) (4.3.1.1.06) on **open shelves** (4.3.1.3.06) in a way that reflects the presumed interests of the **information user** (5.1.05)

**4.3.1.1.12****archive group**

record group

primary division in archival **arrangement** (2) (4.3.1.1.06) at the level of the independent originating unit or agency

**4.3.1.1.13****closed record group**

**archive group** (4.3.1.1.12) to which further **records** (2) (2.2.1.08) are unlikely to be added

**4.3.1.1.14****closed file**

**file** (1) (2.2.1.07) containing **documents** (1.2.02) on which action has been completed and to which additional documents are not likely to be added

**4.3.1.1.15****subgroup**

subdivision of an **archive group** (4.3.1.1.12) representing an administrative subdivision of the originating agency or organization

**4.3.1.1.16****series** (2)

**documents** (1.2.02) sharing **provenance** (4.1.1.10) and function or form

cf. **series** (1) (2.4.08)

**4.3.1.1.17****subseries**

**series** (2) (4.3.1.1.16) of **documents** (1.2.02) sharing filing **arrangement** (2) (4.3.1.1.06), form, type or content

**4.3.1.1.18****full-text storage**

**storage** (1) (4.3.1.1.01) of the **texts** (1.1.2.04) of complete **documents** (1.2.02) in a machine-readable medium

**4.3.1.1.09**

fr **principe de provenance**, m

**4.3.1.1.10**

fr **principe du respect de l'ordre original**, m

**4.3.1.1.11**

fr **catégorisation**, f

**4.3.1.1.12**

fr **fonds** (2), m, pl

**4.3.1.1.13**

fr **fonds clos**, m, pl

**4.3.1.1.14**

fr **fichier clos**, m

**4.3.1.1.15**

fr **sous-groupe**, m

**4.3.1.1.16**

fr **série**, f

**4.3.1.1.17**

fr **sous-série**, f

**4.3.1.1.18**

fr **mise en mémoire en texte intégral**, f

**4.3.1.1.19**

**hypertext**

**storage (1)** (4.3.1.1.01) of **documents** (1.2.02) from related **records (2)** (2.2.1.08) with links between **access points** (4.2.1.1.12), allowing immediate shift of one document or from one document to another

**4.3.1.1.20**

**electronic record**

machine-readable record

**record (2)** (2.2.1.08) stored in a machine-readable medium

**4.3.1.2 Filing**

**4.3.1.2.01**

**filing**

placing of **documents** (1.2.02) within a **file (1)** (2.2.1.07) or a **file (2)** (2.3.4.10)

**4.3.1.2.02**

**vertical filing**

placing of **documents** (1.2.02) on a shelf in an upright position

**4.3.1.2.03**

**flat filing**

placing of **documents** (1.2.02) in a position parallel to the shelf

**4.3.1.3 Shelving**

**4.3.1.3.01**

**shelving**

**direct storage** (4.3.1.1.02) of **documents** (1.2.02) on shelves

**4.3.1.3.02**

**archive box**

protective container for easy **shelving** (4.3.1.3.01) and handling of **documents** (1.2.02)

**4.3.1.3.03**

**plan cabinet**

plan case

cabinet for **storage (1)** (4.3.1.1.01) of oversize **documents** (1.2.02)

NOTE Plan cabinets are usually metallic.

**4.3.1.3.04**

**shelf list**

list of **holdings** (3.1.13) reflecting the topology of the **storage (1)** (4.3.1.1.01)

**4.3.1.1.19**

fr **hypertexte**, m

**4.3.1.1.20**

fr **données lisibles par machine**, f, pl

**4.3.1.2.01**

fr **arrangement (2)**, m

**4.3.1.2.02**

fr **arrangement vertical**, m

**4.3.1.2.03**

fr **arrangement horizontal**, m

**4.3.1.3.01**

fr **rayonnage**, m

**4.3.1.3.02**

fr **carton (2)**, m

**4.3.1.3.03**

fr **meubles à plan**, m, pl

**4.3.1.3.04**

fr **inventaire topographique**, m

**4.3.1.3.05****honeycombing**

leaving space between shelved **documents** (1.2.02) to facilitate the insertion of **accruals** (4.1.2.03)

**4.3.1.3.06****open shelves**, pl

shelves to which the users have **access** (1.1.3.13)

**4.3.1.3.07****closed shelves**, pl

shelves normally not accessible to users

**4.3.1.3.08****compact shelving**

**shelving** (4.3.1.3.01) method based on mobile equipment for space saving and increased security

**4.3.1.3.09****back-to-back shelving**

**shelving** (4.3.1.3.01) on two rows of shelves with adjacent backs

**4.3.1.3.10****bay shelving**

**shelving** (4.3.1.3.01) in single- or double-sided units of shelves arranged horizontally and closed between uprights or upright frames

NOTE Bay-shelving units may offer access on both sides.

**4.3.1.3.05**

fr **rangement**

**discontinu**, m

**4.3.1.3.06**

fr **rayons à accès**

**libre**, m, pl

**4.3.1.3.07**

fr **rayons clos**, m, pl

**4.3.1.3.08**

fr **rayonnage compact**, m

**4.3.1.3.09**

fr **rayonnage**

**dos à dos**, m

**4.3.1.3.10**

fr **rayonnage en**

**alvéole**, m

**4.3.2 Indirect storage and retrieval systems****4.3.2.1 General terms****4.3.2.1.01****retrieval**

active process of selectively recovering stored **data** (1.1.4.01)

**4.3.2.1.01**

fr **recherche**

**documentaire**, f

**4.3.2.1.02****retrieval system**

**system** (1.1.1.06) allowing **access** (1.1.3.13) to representations of **documents** (1.2.02), their addresses in a **collection (2)** (3.1.07) and the documents themselves

**4.3.2.1.02**

fr **système de**

**recherche**, m

**4.3.2.1.03****finding aid**

**retrieval system** (4.3.2.1.02) produced to establish control over **records (2)** (2.2.1.08) or **archives (1)** (3.1.01)

**4.3.2.1.03**

fr **instrument de**

**recherche**, m

EXAMPLE Finding aids include guides (4.2.2.2.08), inventories, etc.

**4.3.2.1.04**

**bibliographic retrieval system**

retrieval system (4.3.2.1.02) allowing access (1.1.3.13) to bibliographic data (1.1.4.01)

**4.3.2.1.05**

**bibliographic database**

bibliographic retrieval system (4.3.2.1.04) in the form of a database (1.1.4.11)

NOTE Bibliographic databases frequently also contain content descriptions and index terms.

**4.3.2.1.06**

**catalogue**

**catalog**, US

ordered list or **bibliographic retrieval system** (4.3.2.1.04) allowing access (1.1.3.13) to **data** (1.1.4.01) and addresses of **documents** (1.2.02) in one or several **collections (1)** (2.2.1.05)

**4.3.2.1.07**

**bibliography (2)**

bibliographic retrieval system (4.3.2.1.04) allowing access (1.1.3.13) to **data** (1.1.4.01) which describe and uniquely identify **documents** (1.2.02)

cf. **bibliography (1)** (1.2.14)

NOTE Bibliographies (4.3.2.1.07) at times also contain a description of the contents of documents.

**4.3.2.1.08**

**index**

ordered list or part of a **retrieval system** (4.3.2.1.02) allowing access (1.1.3.13) to an otherwise organized part of it, to the **document** (1.2.02) address or to the document itself

NOTE In indexes, the lists of terms referring to the location of documents are usually selected from the documents themselves.

**4.3.2.1.09**

**subject index**

alphabetical **index** (4.3.2.1.08) of **subject headings** (4.2.1.3.04) showing their location in the **tables** (2.2.1.32) of a **retrieval system** (4.3.2.1.02)

NOTE Sometimes subject indexes specifically exclude proper names that are indexed separately.

**4.3.2.1.10**

**chain index**

**subject index** (4.3.2.1.09) established through **chain** (4.2.2.4.06) analysis of the **class** (4.2.2.4.03) **symbols** (1.1.2.11)

**4.3.2.1.11**

**relative index**

**name** (1.1.2.13) given to the **subject index** (4.3.2.1.09) in the Dewey Decimal Classification (DDC)

**4.3.2.1.04**

fr **système de recherche bibliographique**, m

**4.3.2.1.05**

fr **base de données bibliographiques**, f

**4.3.2.1.06**

fr **catalogue**, m

**4.3.2.1.07**

fr **bibliographie (2)**, f

**4.3.2.1.08**

fr **index**, m

**4.3.2.1.09**

fr **index matières**, m

**4.3.2.1.10**

fr **index en chaîne**, m

**4.3.2.1.11**

fr **index d'orientation**, m

**4.3.2.1.12****citation**

quotation

**reference** (4.2.1.3.07) in one **document** (1.2.02) to another document or to part of it

**4.3.2.1.12**fr **citation**, f**4.3.2.1.13****citation index**

**index** (4.3.2.1.08) linking **documents** (1.2.02) by means of the **citations** (4.3.2.1.12) they contain

**4.3.2.1.13**fr **index des citations**, m**4.3.2.1.14****bibliographic coupling**

method of **indexing** (4.2.2.7.01) or **classifying** (4.2.2.4.02) based on the link formed between two **documents** (1.2.02) by their common **citation** (4.3.2.1.12) of one or more other documents

**4.3.2.1.14**fr **couplage bibliographique**, m;  
rapprochement  
bibliographique, m**4.3.2.1.15****co-citation**

**citation** (4.3.2.1.12) of one **document** (1.2.02) in two or more other documents

**4.3.2.1.15**fr **co-citation**, f**4.3.2.1.16****concordance list**

conversion list

list of **relations** (1.1.1.05) between the **terms** (1.1.2.12) of two or more **indexing languages** (4.2.2.1.04) or **finding aids** (4.3.2.1.03) that are differently arranged

**4.3.2.1.16**fr **liste de concordance**, f**4.3.2.2 Specific and indirect storage and retrieval systems****4.3.2.2.01****precoordinate index**

**index** (4.3.2.1.08) in which a compound subject is analysed into its basic **elements** (1.1.1.04) at the **indexing** (4.2.2.7.01) stage when these elements are combined in a predetermined **order** (1.1.1.08) by using **indexing languages** (4.2.2.1.04) with fixed order between **classes** (4.2.2.4.03) and **terms** (1.1.2.12)

**4.3.2.2.01**fr **index précoordonné**, m

NOTE Adapted from BSI-DD 247:1998.

**4.3.2.2.02****classified catalogue**

**catalogue** (4.3.2.1.06) with **entries** (4.2.1.1.10) based on a **classification system** (4.2.2.4.01) and a **subject index** (4.3.2.1.09)

**4.3.2.2.02**fr **catalogue systématique**, m**4.3.2.2.03****subject catalogue**

**catalogue** (4.3.2.1.06) where the **entries** (4.2.1.1.10) taken from a list of **subject headings** (4.2.1.3.04) or an **authority file** (4.2.1.1.21) are filed by subjects either in alphabetical or in classified **order** (1.1.1.08)

**4.3.2.2.03**fr **catalogue-matières**, m

#### 4.3.2.2.04

##### **dictionary catalogue**

**catalogue** (4.3.2.1.06) where subject **entries** (4.2.1.1.10) taken from a list of **subject headings** (4.2.1.3.04) or an **authority file** (4.2.1.1.21) are merged or interfiled with **author** (4.2.1.5.03) and **title** (4.2.1.4.01) entries into one controlled alphabetical sequence

#### 4.3.2.2.05

##### **author catalogue**

**catalogue** (4.3.2.1.06) with only **author** (4.2.1.5.03) and **title** (4.2.1.4.01) **entries** (4.2.1.1.10) as **access points** (4.2.1.1.12)

#### 4.3.2.2.06

##### **alphabetic-classified catalogue**

**catalogue** (4.3.2.1.06) based on alphabetically ordered broad **classes** (4.2.2.4.03) subdivided by subjects also arranged alphabetically within each class

#### 4.3.2.2.07

##### **postcoordinate index**

**index** (4.3.2.1.08) in which a compound subject is analysed into its basic **concepts** (1.1.1.01) at the time of **indexing** (4.2.2.7.01) but these concepts are not combined until the **search and retrieval** (4.3.3.1.01) stage and no fixed **order** (1.1.1.08) of **classes** (4.2.2.4.03) or **terms** (1.1.2.12) is used

[BSI-DD 247:1998]

#### 4.3.2.2.08

##### **item entry system**

**retrieval system** (4.3.2.1.02) where the **access point** (4.2.1.1.12) is the **document** (1.2.02) represented by its bibliographic **data** (1.1.4.01)

EXAMPLE Edge-notched card.

#### 4.3.2.2.09

##### **term entry system**

postcoordinate **indexing** (4.2.2.7.01) **system** (1.1.1.06) where the **object** (1.1.1.02), represented by **index terms** (4.2.2.1.06), is the **access point** (4.2.1.1.12)

EXAMPLE Peek-a-boo card.

### 4.3.3 Search and retrieval

#### 4.3.3.1 Search methods and elements

##### 4.3.3.1.01

##### **search and retrieval**

operations accomplished to obtain **information (1)** (1.1.3.08) about **documents** (1.2.02) through a **retrieval system** (4.3.2.1.02)

#### 4.3.2.2.04

fr **catalogue-dictionnaire**, m

#### 4.3.2.2.05

fr **catalogue d'auteurs**, m

#### 4.3.2.2.06

fr **catalogue alphabético-systématique**, m

#### 4.3.2.2.07

fr **index postcoordonné**, m

#### 4.3.2.2.08

fr **système d'accès par document**, m

#### 4.3.2.2.09

fr **système d'accès par terme**, m

##### 4.3.3.1.01

fr **recherche automatique**, f

**4.3.3.1.02****search language**

**artificial language** (1.1.2.03) used to carry out searches and which is often a combination of an **indexing language** (4.2.2.1.04) with menus or **commands** (4.3.3.2.04) of a given software **system** (1.1.1.06)

**4.3.3.1.03****request profile**

**description (1)** (4.2.1.1.01) of a **request (2)** (5.1.11) in **natural language** (1.1.2.02) together with the indication of the user's field of interest

**4.3.3.1.04****masking**

search technique to combine **words (2)** (1.1.2.08) that have the same word-stem

**4.3.3.1.05****truncation**

**masking** (4.3.3.1.04) of the first, middle or last part of a **word (1)** (1.1.2.07) used in a **query** (4.3.3.2.03)

**4.3.3.1.06****interactive search**

search method allowing a change of the **search strategy** (4.3.3.2.01) adopted while interacting online with a **retrieval system** (4.3.2.1.02)

**4.3.3.1.07****differed search**

batch search

search method by which several **queries** (4.3.3.2.03) are brought together for joint processing in a batch job of the **retrieval system** (4.3.2.1.02)

**4.3.3.1.08****Boolean search**

search formulation using logical operators

**4.3.3.1.09****menu-based search**

search with a **query** (4.3.3.2.03) formulation by means of pre-established choices in a **retrieval system** (4.3.2.1.02)

**4.3.3.1.10****free-text search**

search where **natural language** (1.1.2.02) is used to scan a **document** (1.2.02), entirely or in part, for possible matching

**4.3.3.1.11****probabilistic retrieval**

search based on Baye's theorem and assumptions, conducted in the field of **information retrieval** (1.2.05) to assess the probable **relevance** (4.3.3.2.12) of the **documents** (1.2.02) of a **collection (2)** (3.1.07)

**4.3.3.1.02**

fr **langage de recherche**, m

**4.3.3.1.03**

fr **profil de requête**, m

**4.3.3.1.04**

fr **masquage**, m

**4.3.3.1.05**

fr **troncature**, f

**4.3.3.1.06**

fr **recherche interactive**, f

**4.3.3.1.07**

fr **recherche différée**, f;  
recherche par lots, f

**4.3.3.1.08**

fr **recherche booléenne**, f

**4.3.3.1.09**

fr **recherche préétablie**, f

**4.3.3.1.10**

fr **recherche en langage naturel**, f

**4.3.3.1.11**

fr **recherche probabiliste**, f

**4.3.3.1.12**

**matching function**

mathematical function measuring the similarity between **documents** (1.2.02) and **queries** (4.3.3.2.03)

**4.3.3.1.13**

**similarity measure**

measure used to establish clusters of **documents** (1.2.02) and matches between search **terms** (1.1.2.12)

**4.3.3.2 Services and search evaluation**

**4.3.3.2.01**

**search strategy**

general feature of the search procedure from a range of options to meet **information (1)** (1.1.3.08) needs

**4.3.3.2.02**

**search profile**

definition of a **request profile** (4.3.3.1.03) in an **indexing language** (4.2.2.1.04)

**4.3.3.2.03**

**query**

search in one or more steps to obtain an answer in the form of **references** (4.2.1.3.07) or other **data** (1.1.4.01) from a **retrieval system** (4.3.2.1.02)

**4.3.3.2.04**

**command**

instruction given to the **retrieval system** (4.3.2.1.02) in a **search language** (4.3.3.1.02)

**4.3.3.2.05**

**hit**

relevant answer from a **retrieval system** (4.3.2.1.02) matching a search formulation

**4.3.3.2.06**

**rank**, verb

sorting of **hits** (4.3.3.2.05) by a **matching function** (4.3.3.1.12)

**4.3.3.2.07**

**search history**

**record (2)** (2.2.1.08) of searches made in a **query** (4.3.3.2.03) or session of queries

**4.3.3.2.08**

**search evaluation**

investigations of the efficiency of **retrieval systems** (4.3.2.1.02) and results achieved with the **search strategy** (4.3.3.2.01) adopted

**4.3.3.1.12**

fr **fonction de concordance**, f

**4.3.3.1.13**

fr **mesure de similarité**, f

**4.3.3.2.01**

fr **stratégie de recherche**, f

**4.3.3.2.02**

fr **profil de recherche**, m

**4.3.3.2.03**

fr **interrogation**, f

**4.3.3.2.04**

fr **commande**, f

**4.3.3.2.05**

fr **réponse pertinente**, f

**4.3.3.2.06**

fr **ranger**, verbe

**4.3.3.2.07**

fr **chronologie de la recherche**, f

**4.3.3.2.08**

fr **évaluation de la recherche**, f



**4.3.3.2.09****noise**

non-relevant items or **documents** (1.2.02) retrieved as answers to a **query** (4.3.3.2.03)

**4.3.3.2.10****silence**

absence of relevant **documents** (1.2.02) not found as answers to a **query** (4.3.3.2.03)

**4.3.3.2.11****redundancy**

**hits** (4.3.3.2.05) of minor **relevance** (4.3.3.2.12) already known to the **information user** (5.1.05)

**4.3.3.2.12****relevance**

**quality** (1.3.02) of a **document** (1.2.02) produced as a successful **hit** (4.3.3.2.05) in relation to the **request profile** (4.3.3.1.03)

**4.3.3.2.13****pertinence**

**quality** (1.3.02) of a **document** (1.2.02) produced as a successful **hit** (4.3.3.2.05) in relation to the needs of the **information user** (5.1.05)

**4.3.3.2.14****recall**

ratio of relevant **hits** (4.3.3.2.05) to all relevant **documents** (1.2.02)

**4.3.3.2.15****normalized recall**

measure of the **rank** (4.3.3.2.06) **recall** (4.3.3.2.14) of a **hit** (4.3.3.2.05) in relation to the best and worst possible results

**4.3.3.2.16****precision**

ratio of relevant **hits** (4.3.3.2.05) to all hits

**4.3.3.2.17****normalized precision**

measure of the **precision** (4.3.3.2.16) of a **hit** (4.3.3.2.05) in relation to the best and worst possible result

**4.3.3.2.18****fallout**

ratio of irrelevant **hits** (4.3.3.2.05) to all irrelevant **documents** (1.2.02)

**4.3.3.2.19****generality**

ratio of non-relevant **hits** (4.3.3.2.05) to all **documents** (1.2.02)

**4.3.3.2.09**

fr **bruit**, m

**4.3.3.2.10**

fr **silence**, m

**4.3.3.2.11**

fr **redondance**, f

**4.3.3.2.12**

fr **adéquation**, f

**4.3.3.2.13**

fr **pertinence**, f

**4.3.3.2.14**

fr **rappel**, m

**4.3.3.2.15**

fr **pertinence normalisée**, f

**4.3.3.2.16**

fr **précision**, f

**4.3.3.2.17**

fr **précision normalisée**, f

**4.3.3.2.18**

fr **déchet**, m

**4.3.3.2.19**

fr **généralité**, f

**4.3.3.2.20**

**serendipity factor**

quality (1.3.02) of a **retrieval system** (4.3.2.1.02) of increasing an **information user's** (5.1.05) chance of unexpected successful **hits** (4.3.3.2.05)

**4.3.3.2.21**

**browsing**

method to search **data** (1.1.4.01) by looking through a **collection** (2) (3.1.07) of **documents** (1.2.02) or through **records** (2) (2.2.1.08) in a **file** (1) (2.2.1.07) in a general rather than in a specific way in order to meet a **query** (4.3.3.2.03)

**4.3.3.2.22**

**surfing**

**browsing** (4.3.3.2.21) within networks

**4.3.3.2.20**

fr **combinaison aléatoire de sujets**, f

**4.3.3.2.21**

fr **recherche superficielle**, f

**4.3.3.2.22**

fr **navigation**, f

## 5 Use of information and documents

### 5.1 General terms

**5.1.01**

**use of information**

utilization of infrastructures, **services** (5.5.01) or material offered by **information** (1) (1.1.3.08) and **documentation** (1.2.01) organizations

**5.1.01**

fr **utilisation de l'information**, f

**5.1.02**

**accessibility**

**availability** (5.6.06) of and ease of **access** (1.1.3.13) to **documents** (1.2.02) for consultation as a result of both legal authorization and the existence of **finding aids** (4.3.2.1.03)

**5.1.02**

fr **accessibilité**, f

**5.1.03**

**information literacy**

awareness of the potential of **information** (1) (1.1.3.08), **information** (2) (1.1.3.09) and related sources, and the ability to use them

**5.1.03**

fr **littératie d'information**, f

**5.1.04**

**target population**

actual or potential **information users** (5.1.05) of the **information services** (5.5.02) offered by a specific **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization

**5.1.04**

fr **population cible**, f

**5.1.05**

**information user**

utilizer of infrastructures, **services** (5.5.01) or material offered by **information centres** (3.1.18)

**5.1.05**

fr **utilisateur de l'information**, m

**5.1.06****end user**

**information user** (5.1.05) utilizing the end results of specific searches conducted by **information services** (5.5.02) to satisfy his or her own **information (1)** (1.1.3.08) needs

**5.1.07****expert user**

**information user** (5.1.05) having considerable experience with the **information services** (5.5.02) offered

NOTE Information services may have special modes for expert users that are different from standard user modes.

**5.1.08****user group**

number of **information users** (5.1.05) with common interests

**5.1.09****closed user group****CUG**

**user group** (5.1.08) with exclusive **access** (1.1.3.13) to **data** (1.1.4.01), **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) carried on a public network or on a videotex **system** (1.1.1.06)

**5.1.10****information service network**

group of units working together, sharing **services** (5.5.01) and resources for the benefit of **information users** (5.1.05)

**5.1.11****request (2)**

inquiry or demand of **information users** (5.1.05) addressed to an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

cf. **request (1)** (4.1.2.11)

NOTE Requests (2) may include requests for loans or consultation of specific materials, or for information and advisory service assistance, etc.

**5.2 Administration****5.2.01****access hours, pl**

hours, days and periods of the year when an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization may be utilized by **information users** (5.1.05)

**5.2.02****opening hours**

hours when an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization is open for **information users** (5.1.05)

**5.1.06**

fr **utilisateur final, m**

**5.1.07**

fr **utilisateur expert, m**

**5.1.08**

fr **groupe des usagers, m**

**5.1.09**

fr **groupe fermé  
d'utilisateurs, m**

**5.1.10**

fr **réseau de services  
d'information, m**

**5.1.11**

fr **demande de  
l'utilisateur, f**

**5.2.01**

fr **heures d'accès, f, pl**

**5.2.02**

fr **heures  
d'ouverture, f, pl**

**5.2.03**

**loan period**

lending period

extent of time an **information user** (5.1.05) is authorized to retain a **document** (1.2.02) outside the premises of the institution lending it

**5.2.04**

**document delivery time**

extent of time required to satisfy a single **document** (1.2.02) **request** (2) (5.1.11) of an **information user** (5.1.05)

**5.2.05**

**charge out (1)**

act of recording the removal of **documents** (1.2.02) from their place of **storage** (1) (4.3.1.1.01)

cf. **charge out** (2) (5.2.06)

**5.2.06**

**charge out (2)**

**documents** (1.2.02) used to record **charge out** (1) (5.2.05) actions

cf. **charge out** (1) (5.2.05)

**5.2.07**

**registered user**

**information user** (5.1.05) whose **data** (1.1.4.01) are recorded by an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization and who is authorized to use **documents** (1.2.02) of the **collection** (1) (2.2.1.05) of that information and documentation organization within or without its premises

**5.2.08**

**user identification card**

reader's ticket

admission card

identification card issued by and giving **access** (1.1.3.13) to an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization

**5.2.09**

**network user identification**

**NUI**

identification given to a subscriber to a network **service** (5.5.01) to identify him or her as an authorized **information user** (5.1.05)

**5.2.10**

**user password**

**word** (2) (1.1.2.08), **code** (2) (1.1.4.07) or **set** (1.1.1.03) of **characters** (1.1.2.09) used to identify an **information user** (5.1.05) and to allow **access** (1.1.3.13) to a specific computerized **system** (1.1.1.06)

**5.2.03**

fr **durée de prêt**, f

**5.2.04**

fr **temps de fourniture des documents**, m

**5.2.05**

fr **enregistrement du prêt**, m

**5.2.06**

fr **enregistrement des sorties des documents**, m

**5.2.07**

fr **utilisateur enregistré**, m

**5.2.08**

fr **carte d'identification de l'utilisateur**, f

**5.2.09**

fr **identification de l'utilisateur du réseau**, f

**5.2.10**

fr **mot de passe de l'utilisateur**, m

**5.2.11****open access**

unrestricted **access** (1.1.3.13) to **information (2)** (1.1.3.09), **documents** (1.2.02) or **information services** (5.5.02)

**5.2.12****closed access**

**access** (1.1.3.13) to **information (2)** (1.1.3.09), **documents** (1.2.02) or **information services** (5.5.02) limited by general or specific regulations

**5.3 Infrastructure****5.3.01****service area**

geographical area to the residents of which an institution offers and delivers its **information services** (5.5.02)

**5.3.02****online public access catalogue****OPAC**

**catalogue** (4.3.2.1.06) where **information (2)** (1.1.3.09) is stored in the **database** (1.1.4.11) of a computerized **system** (1.1.1.06) and can be consulted direct by an **information user** (5.1.05) through a terminal in a remote location

**5.3.03****help desk**

place, telephone or e-mail contact where staff who can provide advice or assistance on a given **system** (1.1.1.06), **information service** (5.5.02) or **database** (1.1.4.11) are available for **information users** (5.1.05)

**5.3.04****reader area**

space allocated to **information users** (5.1.05) within an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**5.3.05****reading room**

space provided for the consultation of **documents** (1.2.02), usually combined with a **reference collection** (3.1.11) within an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**5.3.06****bay**

carrel

work space for **information users** (5.1.05) in the **reader area** (5.3.04) which is shielded against its environment but not completely closed

NOTE In a bay, working papers may be kept for continuous research.

**5.2.11**

fr **libre accès aux rayons**, m

**5.2.12**

fr **accès interdit**, m

**5.3.01**

fr **secteur des services**, m

**5.3.02**

fr **catalogue interrogeable en ligne**, m

**5.3.03**

fr **bureau de l'aide**, m

**5.3.04**

fr **zone des lecteurs**, f

**5.3.05**

fr **salle de lecture**, f

**5.3.06**

fr **alvéole**, f

**5.3.07**

**study cabin**

study room completely closed in, which is situated in the **reader area** (5.3.04)

**5.3.08**

**book drop**

box or chute that allows **information users** (5.1.05) to return **documents** (1.2.02) without the assistance of staff

**5.3.09**

**circulation desk**

area of an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization in which the staff handles **loans** (5.4.03) and loan-related procedures

**5.4 Types of use**

**5.4.01**

**inhouse use of documents**

consultation of **documents** (1.2.02) within the premises of an **information centre** (3.1.18) without **charge out** (1) (5.2.05)

**5.4.02**

**remote use**

utilization of **services** (5.5.01) offered by a **central library** (2) (3.2.08) on an electronic network from **access points** (4.2.1.1.12) outside the premises of that central library (3.2.08) or those of its **branch libraries** (3.2.09)

**5.4.03**

**loan**

physical **transfer** (2) (4.1.2.04) of **documents** (1.2.02) from their place of **storage** (1) (4.3.1.1.01) to another location for a defined period of time

**5.4.04**

**interlending**

physical **transfer** (2) (4.1.2.04) of **documents** (1.2.02) from one **library** (2) (3.1.04) or **archives** (2) (3.1.02) to another for a defined period of time under specific conditions

**5.4.05**

**reading-room lending**

**transfer** (2) (4.1.2.04) of **documents** (1.2.02) from their place of **storage** (1) (4.3.1.1.01) to another location inside an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization for consultation purposes

**5.4.06**

**loan availability**

**availability** (5.6.06) of a requested **document** (1.2.02) for **loan** (5.4.03) purposes and indication of the conditions under which it may be lent

**5.3.07**

fr **salle de travail**, f

**5.3.08**

fr **boîte à livres**, f

**5.3.09**

fr **bureau de prêt**, m

**5.4.01**

fr **utilisation des documents sur place**, f

**5.4.02**

fr **utilisation à distance**, f

**5.4.03**

fr **prêt**, m

**5.4.04**

fr **prêt entre institutions**, m;  
prêt interinstitutionnel, m

**5.4.05**

fr **prêts salle de lecture**, m, pl

**5.4.06**

fr **disponibilité des prêts**, f

**5.4.07****renewal of loan**

authorized prolongation of a **loan period** (5.2.03)

**5.4.07**

fr **renouvellement du prêt**, m;  
prolongation du prêt, f

**5.4.08****local request number**

number assigned to a **loan** (5.4.03) **request (2)** (5.1.11) by an individual **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization according to local convention, identifying all **messages** (1.1.3.05) associated with a single loan request (2)

**5.4.08**

fr **numéro local de demande**, m

**5.4.09****document-location request**

**request (2)** (5.1.11) to receive a list of the institutions which hold **copies (3)** (2.1.14) of a requested **document** (1.2.02)

**5.4.09**

fr **demande de localisation des documents**, f

**5.4.10****loan-renewal request**

**request (2)** (5.1.11) to extend the **loan period** (5.2.03)

**5.4.10**

fr **demande de renouvellement de prêt**, f

**5.4.11****overdue notice**

communication informing an **information user** (5.1.05) that a borrowed **document** (1.2.02) has exceeded the **loan period** (5.2.03) and should have been returned

**5.4.11**

fr **notice de retard**, f

**5.4.12****recall notice**

communication requesting an **information user** (5.1.05) to return a borrowed **document** (1.2.02)

**5.4.12**

fr **avis de rappel**, m

**5.5 Services****5.5.01****service**

results generated by activities at the interface between a supplier and a customer and by supplier internal activities to meet customer needs

**5.5.01**

fr **service**, m

NOTE Adapted from ISO 8402:1994.

**5.5.02  
information service**

storing, accessing, processing or delivering **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) to meet the needs of specific **information users** (5.1.05)

NOTE Information services can include traditional library and information services, such as the handling of books, journals, archives (3.1.01), standards, patents, research reports, etc., but also electronic material and services such as the handling of CD-ROMs, electronic documents, multimedia, online retrieval, current awareness, electronic document delivery, etc.

**5.5.03  
outreach programme**

organized activities of **information (1)** (1.1.3.08) and **documentation** (1.2.01) organizations to acquaint potential **information users** (5.1.05) with the **information services** (5.5.02) offered

**5.5.04  
outreach service**

extension service  
provision of **information services** (5.5.02) to actual or potential **information users** (5.1.05) outside a regular **service area** (5.3.01), usually where no other information services are available or when information users are unable to visit an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**5.5.05  
reference interview**

presearch interview  
discussion between an **information user** (5.1.05) and **information (2)** (1.1.3.09) staff to determine his or her exact requirements and to formulate an appropriate **search strategy** (4.3.3.2.01)

**5.5.06  
reference service**

provision of **information (2)** (1.1.3.09) and assistance, in response to **requests (2)** (5.1.11), by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**5.5.07  
referral service**

**information service** (5.5.02) which refers the **information user** (5.1.05) to another potential source or information service when it cannot supply the **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) requested

**5.5.08  
current awareness service**

regular provision of **information (1)** (1.1.3.08) on newly available **documents** (1.2.02) to **information users** (5.1.05) relating to their interests

**5.5.09  
selective dissemination of information  
SDI**

**current awareness service** (5.5.08) matching the predefined **search profiles** (4.3.3.2.02) of **information users** (5.1.05)

**5.5.02**  
fr **service**  
**d'information**, m

**5.5.03**  
fr **programme de**  
**promotion**, m

**5.5.04**  
fr **service de**  
**promotion**, m

**5.5.05**  
fr **entrevue de**  
**recherche**, f

**5.5.06**  
fr **service de**  
**référence**, m

**5.5.07**  
fr **service**  
**d'orientation**, m

**5.5.08**  
fr **service**  
**signalétique**, m

**5.5.09**  
fr **diffusion sélective**  
**d'information**, f;  
**DSI**, f



**5.5.10****back-up service**

follow-up **information service** (5.5.02) providing the **documents** (1.2.02) selected after a successful search

**5.5.11****information repackaging**

provision of **information services** (5.5.02) or products tailored to the requirements of specific **user groups** (5.1.08) by rearranging or merging material obtained from different sources

**5.5.12****document delivery service**

document supply service

supply of a **copy (1)** (2.1.05) or a **copy (2)** (2.1.06) of a **document** (1.2.02) which is retained by the **information user** (5.1.05), as opposed to the supply of a **loan** (5.4.03) copy

NOTE Document delivery services also include the purchase of photocopies, usually of journal articles, from suppliers.

**5.5.13****advisory service**

consulting service

oral or written assistance offered by **information (2)** (1.1.3.09) staff to **information users** (5.1.05)

**5.5.14****user education**

bibliographic instruction, US

formal instruction programme designed to teach **information users** (5.1.05) how to utilize effectively the sources and the **information services** (5.5.02) available in a **library (2)** (3.1.04), **documentation centre** (3.1.19) or in any other **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

**5.5.15****user guide**

**signs** (1.1.3.02), signposts, written guidebooks or leaflets, **maps** (2.2.1.28) or **plans** (2.2.1.29) that show a user how a particular **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization is physically arranged

**5.6 User studies****5.6.01****user study**

scientific study of patterns of **use of information** (5.1.01), **information (1)** (1.1.3.08) need and information (1) demand, and the expectations of **information users** (5.1.05) towards **information services** (5.5.02)

**5.6.02****service performance**

effectiveness of the **information services** (5.5.02) provided by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization and efficiency in the use of the resources allocated to them

**5.5.10**

fr **service d'information complémentaire**, m

**5.5.11**

fr **consolidation de l'information**, f

**5.5.12**

fr **service de fourniture de document**, m

**5.5.13**

fr **service de conseil**, m

**5.5.14**

fr **formation de l'utilisateur**, f

**5.5.15**

fr **guide de l'utilisateur**, m

**5.6.01**

fr **étude des utilisateurs**, f

**5.6.02**

fr **indicateur d'efficacité (1)**, m;  
performance des services, f

**5.6.03**

**performance measure**

ratio or other kind of quantification method used to assess the **service performance** (5.6.02) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

NOTE For statistical and evaluation purposes, performances may be measured by using performance indicators.

**5.6.04**

**performance indicator**

numerical quantity representing the amount of an activity undertaken, or **service** (5.5.01) provided, in relation to the achievement of a pre-defined target

**5.6.05**

**collection use**

number of times that a **collection (2)** (3.1.07) is consulted by **information users** (5.1.05) within a specified period of time

**5.6.06**

**availability**

degree to which materials, facilities or **information services** (5.5.02) are actually provided by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization at the time required by **information users** (5.1.05)

**5.6.07**

**document exposure**

period of time one single **document** (1.2.02) is consulted by an **information user** (5.1.05)

**5.6.08**

**circulation**

number of **documents** (1.2.02) lent by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization to **information users** (5.1.05) in a specified period of time

**5.6.09**

**shelf life (2)**

period of time a **document** (1.2.02) remains on the shelf between two **loans** (5.4.03)

cf. **shelf life (1)** (4.1.2.22), **shelf life (3)** (6.1.21)

**5.6.10**

**lending frequency**

numerical quantity indicating how often a **document** (1.2.02) was lent in a specified period of time

**5.6.11**

**document consultation frequency**

numerical quantity indicating how often a **document** (1.2.02) was used in a specified period of time

**5.6.03**

fr **mesure d'efficacité**, f

**5.6.04**

fr **indicateur d'efficacité (2)**, m

**5.6.05**

fr **utilisation de collection**, f

**5.6.06**

fr **disponibilité**, f

**5.6.07**

fr **présentation du document**, f

**5.6.08**

fr **circulation**, f

**5.6.09**

fr **durée de vie (2)**, f

**5.6.10**

fr **fréquence de prêt**, f

**5.6.11**

fr **fréquence de consultation de documents**, f

**5.6.12****obsolescence**

decreasing consultation of **documents** (1.2.02) or groups of documents as they become older and thus, in some cases and for given **subject fields** (1.1.1.07), their value diminishes

**5.6.12**

fr **obsolescence**, f

**5.6.13****user satisfaction**

**performance measure** (5.6.03) giving the ratio between the **information (1)** (1.1.3.08) demand and the satisfaction expressed by the **information user** (5.1.05) with the **information services** (5.5.02) provided

**5.6.13**

fr **satisfaction d'utilisateur**, f

**5.6.14****request satisfaction**

**performance measure** (5.6.03) stating the number or the percentage of **requests (2)** (5.1.11) successfully dealt with by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization as compared to the total number of requests (2) (5.1.11)

**5.6.14**

fr **satisfaction des demandes**, f

NOTE For statistical and evaluation purposes, request satisfaction may be measured by means of performance indicators.

**5.6.15****user feedback**

response from an **information user** (5.1.05) to an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization indicating his or her **user satisfaction** (5.6.13)

**5.6.15**

fr **information en retour de l'utilisateur**, f

**5.6.16****user profile**

indication of the fields of interest or institutional affiliation of an **information user** (5.1.05)

**5.6.16**

fr **profil de l'utilisateur**, m

**6 Preservation of documents****6.1 General terms****6.1.01****preservation**

all measures taken, including financial and strategic decisions, to maintain the integrity and extend the life of **documents** (1.2.02) or **collections (1)** (2.2.1.05)

**6.1.01**

fr **conservation (1)**, f

**6.1.02****custody**

responsibility for the physical **preservation** (6.1.01) of **documents** (1.2.02)

**6.1.02**

fr **surveillance**, f

NOTE This does not necessarily imply legal title.

**6.1.03****conservation**

intervention techniques applied to prevent, arrest or delay **deterioration** (6.1.13)

**6.1.03**

fr **conservation (2)**, f; préservation, f

**6.1.04  
restoration**

actions taken to return a **document** (1.2.02) which has suffered **deterioration** (6.1.13) or **damage** (6.1.14) as closely as practicable to its original state

NOTE In archival restoration, no attempt is made to recreate missing text, etc., and all restoration work is kept clearly evident.

**6.1.05  
repair**

**conservation** (6.1.03) and **restoration** (6.1.04) measures for the rehabilitation of **documents** (1.2.02)

**6.1.06  
carrier (1)**

material applied to a **data medium** (1.1.4.02) to represent the **information (1)** (1.1.3.08)

cf. **carrier (2)** (6.1.07)

EXAMPLE Ink, colours, etc.

**6.1.07  
carrier (2)**

component of a **data medium** (1.1.4.02) whose state is changed to represent **information (1)** (1.1.3.08)

cf. **carrier (1)** (6.1.06)

EXAMPLE Magnetizable layer, stone (in carving).

**6.1.08  
storage (2)**

**preservation** (6.1.01) measures for keeping **documents** (1.2.02) under defined conditions and permitting their **retrieval** (4.3.2.1.01) or that of the **information (1)** (1.1.3.08) contained in them

cf. **storage (1)** (4.3.1.1.01)

**6.1.09  
consolidation**

strengthening of a **data medium** (1.1.4.02) by the introduction of a suitable substance

**6.1.10  
conservation record**

**documentation** (1.2.01) of the condition of a **document** (1.2.02) or the **conservation** (6.1.03) and **restoration** (6.1.04) measures applied to it

**6.1.11  
reversibility**

**quality** (1.3.02) of a **conservation** (6.1.03) treatment which would allow the **document** (1.2.02) to be returned to its pretreated state without **damage** (6.1.14)

**6.1.04  
fr restauration, f**

**6.1.05  
fr réparation, f**

**6.1.06  
fr support (1), m**

**6.1.07  
fr support (2), m**

**6.1.08  
fr magasinage, m**

**6.1.09  
fr consolidation, f**

**6.1.10  
fr document de  
conservation, m**

**6.1.11  
fr réversibilité, f**

**6.1.12****archival quality**

physical properties inherent in a **document** (1.2.02) or the materials used in its **conservation** (6.1.03) or **restoration** (6.1.04) permitting its indefinite **preservation** (6.1.01) and **use** (6.1.25) under controlled conditions

**6.1.13****deterioration**

gradual degradation and possible ultimate destruction of materials arising from damaging inherent properties or interaction with environmental influences

**6.1.14****damage**

harmful alteration of the physical condition of a **document** (1.2.02) due to external or internal action

**6.1.15****failure**

termination of the ability of a functional unit to perform its required function

[ISO/IEC 2382-14:1994]

**6.1.16****fault**

defect

accidental condition that may cause **failure** (6.1.15)

**6.1.17****biodeterioration**

**deterioration** (6.1.13) caused by biological agents

**6.1.18****mechanical damage**

**damage** (6.1.14) resulting from the interaction of physical forces within or upon a material **object** (1.1.1.02), causing it to change its shape or properties

**6.1.19****chemical damage**

**damage** (6.1.14) resulting from changes in the substances composing a material **object** (1.1.1.02) brought about by their own instability or interaction with external influences

**6.1.20****fatigue failure**

**failure** (6.1.15) of a material following repeated strain in the course of the passage of time

**6.1.12**

fr **qualité de conservation**, f

**6.1.13**

fr **détérioration**, f

**6.1.14**

fr **dommage**, m

**6.1.15**

fr **défaillance**, f

**6.1.16**

fr **défaut**, m;  
panne, f

**6.1.17**

fr **biodétérioration**, f;  
détérioration biologique, f

**6.1.18**

fr **dommage mécanique**, m

**6.1.19**

fr **dommage chimique**, m

**6.1.20**

fr **détérioration d'usage**, f

**6.1.21**

**shelf life (3)**

period of time before **deterioration** (6.1.13) that renders a material unsuitable for **use** (6.1.25)

cf. **shelf life (1)** (4.1.2.22), **shelf life (2)** (5.6.09)

**6.1.22**

**aging**

**deterioration** (6.1.13) with the passage of time

**6.1.23**

**accelerated aging**

test methods to approximate the effect of **aging** (6.1.22) on a material by exposure to increased levels of environmental conditions causing **deterioration** (6.1.13)

**6.1.24**

**handling**

physical actions required for the **preservation** (6.1.01) and **use** (6.1.25) of **documents** (1.2.02)

**6.1.25**

**use**

consultation of **documents** (1.2.02)

NOTE This includes both individual consultation and group consultation, e.g. in an exhibition.

**6.1.26**

**absolute humidity**

humidity

moisture content

actual amount of water vapour in a unit volume of air

**6.1.27**

**relative humidity**

ratio of the quantity of water vapour, in a given volume of air at a given temperature, to the maximum amount of water vapour that volume of air would hold at that temperature, expressed as a percentage

**6.1.28**

**hygrometer**

instrument for measuring **relative humidity** (6.1.27)

**6.1.29**

**thermo-hygrograph**

hygrothermograph, US

instrument for the continuous recording of temperature and **relative humidity** (6.1.27)

**6.1.21**

fr **durée de vie (3)**, f

**6.1.22**

fr **vieillessement**, m

**6.1.23**

fr **vieillessement accéléré**, m

**6.1.24**

fr **manipulation**, f

**6.1.25**

fr **utilisation**, f

**6.1.26**

fr **humidité**, f

**6.1.27**

fr **humidité relative**, f

**6.1.28**

fr **hygromètre**, m

**6.1.29**

fr **thermo-hygrographe**, m

**6.1.30****disaster control plan**

organized scheme of procedures for preventing, limiting the effects of, and facilitating recovery from natural or man-made disasters

**6.1.30**

fr **plan d'évacuation d'urgence**, m;  
plan de sauvetage, m

**6.2 Properties of materials relevant to preservation****6.2.01****permanence**

ability of a material to resist chemical changes over a long period of time and last at least several hundred years without significant **deterioration** (6.1.13) under normal conditions of **storage (2)** (6.1.08) and **use** (6.1.25)

**6.2.01**

fr **permanence**, f

**6.2.02****durability**

ability of a material to resist repeated mechanical wear over long periods of time

**6.2.02**

fr **durabilité**, f

**6.2.03****absorbency**

property of a material which allows it to take up and retain a fluid with which it is in contact

**6.2.03**

fr **absorbance**, f

**6.2.04****receptivity**

property of the surface of a **data medium** (1.1.4.02) which allows it to accept a fluid

**6.2.04**

fr **réceptivité**, f

**6.2.05****permeability**

property of a material which allows the passage of a liquid or gas from one surface to the other

**6.2.05**

fr **perméance**, f

**6.2.06****porosity**

property of a material of having interstices, normally expressed as the ratio of the volume of the interstices to the volume of the mass of the material

**6.2.06**

fr **porosité**, f

**6.2.07****colour fastness**

property of a **pigment** (6.5.21) or **dye** (6.5.23) which allows it to retain its original hue

**6.2.07**

fr **stabilité des couleurs**, f

**6.2.08****alkali reserve**

measure of a chemical compound added to **paper** (6.5.01) to neutralize any acid generated by natural **aging** (6.1.22) or from atmospheric pollution, determined by specified conditions of test

**6.2.08**

fr **réserve alcaline**, f

**6.2.09**

**bond strength**

measure of adhesion determined by specified conditions of test

NOTE Bond strength is normally expressed in terms of the unit load required to break apart two adhered materials.

**6.2.10**

**bursting strength**

measure of the ability of a material to withstand uniformly distributed pressure applied at right angles to its surface under specified conditions of test

**6.2.11**

**tensile strength**

measure of the ability of a material to withstand stretching before it breaks under specified conditions of test

**6.2.12**

**creasability**

ability of a sheet of material to be folded without **cracking** (6.6.10)

**6.2.13**

**folding endurance**

measure of the ability of a material to withstand folding under specified conditions of test

**6.2.14**

**elasticity**

ability of a material to return to its former shape without **damage** (6.1.14) after stretching

**6.2.15**

**flexibility**

ability of a material to return to its former shape without **damage** (6.1.14) after bending

**6.2.16**

**plasticity**

ability of a material to adopt a new shape without **damage** (6.1.14)

**6.2.17**

**flexural strength**

measure of the **flexibility** (6.2.15) of an **adhesive** (6.5.27)

**6.2.18**

**extensibility**

ability of a material to be stretched without **damage** (6.1.14)

**6.2.09**

fr **résistance  
d'adhésion**, f

**6.2.10**

fr **résistance à  
l'éclatement**, f

**6.2.11**

fr **résistance à la  
traction**, f

**6.2.12**

fr **infroissabilité**, f

**6.2.13**

fr **résistance à la  
pliure**, f;  
résistance au pliage (2), f

**6.2.14**

fr **élasticité**, f

**6.2.15**

fr **flexibilité**, f

**6.2.16**

fr **plasticité**, f

**6.2.17**

fr **résistance au pliage  
(1)**, f

**6.2.18**

fr **extensibilité**, f



**6.2.19****rigidity**

ability of a material **object** (1.1.1.02) or structure to retain its shape without **damage** (6.1.14) when subject to mechanical forces

**6.2.20****brittleness**

liability of a rigid material to sudden **failure** (6.1.15) when subject to mechanical forces

**6.2.21****erasability**

capability of a **carrier (1)** (6.1.06) to allow deletion of **recorded information** (1.1.3.10) from it, enabling the former to be reused

**6.2.22****tear resistance**

measure of the ability of a material to withstand tearing under specified conditions of test

**6.2.23****dimensional stability**

ability of a material to retain its dimensions and its shape despite the effects of processing, environment, **aging** (6.1.22) and **use** (6.1.25)

**6.2.24****wet strength**

measure of the ability of a material, when saturated with water, to resist rupture or disintegration under specified conditions of test

**6.2.25****water resistance**

ability of a material to resist, but not completely prevent, the action or penetration of water

**6.2.26****fire resistance**

measure of the ability of a material or structure to resist collapse, flame penetration, and excessive temperature rise on the unexposed surface under specified conditions of test

**6.2.27****non-combustibility**

measure of the ability of a material to resist being consumed when heated in the presence of air under specified conditions of test

**6.2.28****non-flammability**

measure of the ability of a material to resist flaming when burnt under specified conditions of test

**6.2.19**

fr **rigidité**, f

**6.2.20**

fr **friabilité**, f

**6.2.21**

fr **effaçabilité**, f

**6.2.22**

fr **résistance à la déchirure**, f

**6.2.23**

fr **stabilité des dimensions**, f

**6.2.24**

fr **résistance au mouillage**, f

**6.2.25**

fr **résistance à l'eau**, f

**6.2.26**

fr **résistance au feu**, f

**6.2.27**

fr **incombustibilité**, f

**6.2.28**

fr **inflammabilité**, f

**6.2.29**  
**pH value**

measure of the concentration of acidity or alkalinity of a material in an aqueous **solution** (6.5.26)

NOTE The pH value is expressed on a logarithmic scale numbered from 0 to 14 with 7,0 as a neutral point, numbers higher than 7 denoting alkalinity and numbers lower than 7 denoting acidity.

**6.2.30**  
**colour**

any of the hues of the rainbow and any tint or shade made by mixing those hues with white or black

**6.2.31**  
**smoothness**

measure of the degree of relief of the surface of a material determined by specified conditions of test

**6.2.32**  
**whiteness**

measure of the ability of the surface of a material to reflect light

**6.2.33**  
**opacity**

ratio of the amount of light reflected back by a material in relation to the amount of light absorbed

**6.2.34**  
**translucence**

ability of the surface of a material to transmit light without being transparent

**6.2.35**  
**transparence**

ability of a material to permit distinct vision through its solid substance or through interstices

**6.2.29**  
fr **valeur de pH**, f

**6.2.30**  
fr **couleur**, f

**6.2.31**  
fr **aspect lisse**, m

**6.2.32**  
fr **blancheur**, f

**6.2.33**  
fr **opacité**, f

**6.2.34**  
fr **translucidité**, f

**6.2.35**  
fr **transparence**, f

**6.3 Processes involved in the manufacture or conservation of documents**

**6.3.01**  
**coating**

process of applying, to the surface of a material, one or more layers of another material in fluid form

**6.3.02**  
**sizing**

process of adding materials either to the stock or to the surface of **paper** (6.5.01) or **board (1)** (6.5.02)

NOTE Sizing generally is done in order to increase its resistance to the penetration and spreading of liquids, e.g. ink, and its surface strength.

**6.3.01**  
fr **surfaçage**, m

**6.3.02**  
fr **encollage**, m

**6.3.03****finish**

surface characteristics imparted to **paper** (6.5.01) or **board (1)** (6.5.02) by mechanical means

EXAMPLE Calendering.

**6.3.04****machine direction**

grain direction

orientation of the grain in a **paper** (6.5.01) or **board (1)** (6.5.02) corresponding or parallel to the direction of travel of the web on the paper or board (6.5.02) machine

**6.3.05****cross direction**

orientation of the grain in a **paper** (6.5.01) or **board (1)** (6.5.02) at right angles to the **machine direction** (6.3.04)

**6.3.06****bleaching (1)**

treatment of pulp with chemical substances to improve the brightness of the resulting **paper** (6.5.01)

cf. **bleaching (2)** (6.6.30), **bleaching (3)** (6.7.08)

**6.4 Agents causing damage to documents****6.4.01****micro-organism**

organism of small dimensions, usually not visible to the naked eye

EXAMPLE Bacterium or virus.

**6.4.02****fungus**

cryptogamous plant, without chlorophyll, feeding on organic matter

NOTE Fungi come in a wide variety of forms. The most common forms encountered in documents are mould and mildew.

**6.4.03****book louse**

psocid which feeds on microscopic **fungi** (6.4.02) on materials of plant origin

**6.4.04****bookworm**

larva of any of a number of species of beetles known to attack **documents** (1.1.02)

**6.3.03**

fr **peinture (2)**, f

**6.3.04**

fr **sens du papier**, m;  
sens de fabrication, m

**6.3.05**

fr **sens d'allongement**, m;  
sens travers, m

**6.3.06**

fr **blanchiment (1)**, m

**6.4.01**

fr **micro-organisme**, m

**6.4.02**

fr **champignon**, m;  
moisissure, f

**6.4.03**

fr **pou de livre**, m

**6.4.04**

fr **larve de  
bibliothèque**, m

## 6.5 Materials used in the make up or conservation of documents

### 6.5.01

#### **paper**

coherent sheet or web of cellulose fibres formed on a fine screen by the drying of pulp in fluid suspension

NOTE The term “paper” may be used for both paper and board (6.5.02). Materials of grammage less than 225 g/m<sup>2</sup> are generally considered to be paper, and materials of grammage of 225 g/m<sup>2</sup> or more to be board.

### 6.5.02

#### **board (1)**

**paper** (6.5.01) of a relatively high **rigidity** (6.2.19)

cf. **board (2)** (6.8.15)

NOTE The term “paper” may be used for both paper and board (6.5.02). Materials of grammage less than 225 g/m<sup>2</sup> are generally considered to be paper, and materials of grammage of 225 g/m<sup>2</sup> or more to be board.

### 6.5.03

#### **broke**

**paper** (6.5.01) which is discarded at any stage during its manufacture

### 6.5.04

#### **ground wood paper**

mechanical woodpulp paper (deprecated)

**paper** (6.5.01) made from fibres obtained from wood by mechanical means

NOTE Historically, ground wood paper has been liable to deterioration as a consequence of its high lignin content.

### 6.5.05

#### **woodfree paper**

lignin-free paper, US

**paper** (6.5.01) made, in principle, only from cellulose fibres obtained either chemically from wood or from other vegetable matter

### 6.5.06

#### **acid-free paper**

**paper** (6.5.01) with a **pH value** (6.2.29) which indicates that it is neutral or alkaline

### 6.5.07

#### **permanent paper**

archival paper

**acid-free paper** (6.5.06) which, during long-term **storage (2)** (6.1.08) in **libraries (2)** (3.1.04), **archives (2)** (3.1.02) and other protected environments, will undergo little or no change in properties that affect **use** (6.1.25)

### 6.5.08

#### **reclaimed paper**

**paper** (6.5.01) incorporating **broke** (6.5.03) or fibres obtained from waste during the manufacture of paper products

### 6.5.01

fr **papier**, m

### 6.5.02

fr **carton (3)**, m

### 6.5.03

fr **cassés de fabrication**, m, pl

### 6.5.04

fr **papier de bois mécanique**, m

### 6.5.05

fr **papier sans bois**, m

### 6.5.06

fr **papier non acide**, m;  
papier neutre, m

### 6.5.07

fr **papier permanent**, m

### 6.5.08

fr **papier récupéré**, m

**6.5.09****recycled paper**

**paper** (6.5.01) incorporating fibres obtained from paper recovered after use (6.1.25)

**6.5.10****durable paper**

**paper** (6.5.01) which meets the requirements for **durability** (6.2.02) under specified conditions of tests

**6.5.11****newsprint**

**paper** (6.5.01) made from **mechanical woodpulp paper** (6.5.04) with little or no mineral loading

**6.5.12****art paper (1)**

high-grade drawing **paper** (6.5.01)

cf. **art paper (2)** (6.5.13)

**6.5.13****art paper (2)**

**coated paper** (6.5.18), free from mechanical woodpulp, intended for fine screen **printing** (1.2.17)

cf. **art paper (1)** (6.5.12)

**6.5.14****imitation art paper**

uncoated **paper** (6.5.01) with a very high **filler (1)** (6.5.33) content and heavily calendered to give it the characteristics of **art paper (2)** (6.5.13)

**6.5.15****India paper**

thin, dense, opaque, and durable **printing** (1.2.17) **paper** (6.5.01), intended for printing **volumes** (2.4.01) in a less bulky form

**6.5.16****plan paper**

map paper

heavily sized **paper** (6.5.01) with good strength properties, particularly **tensile strength** (6.2.11), **folding endurance** (6.2.13) and resistance to **abrasion** (6.6.02), and having high **dimensional stability** (6.2.23)

**6.5.17****security paper**

**paper** (6.5.01) which incorporates identification features to deter counterfeiting

EXAMPLE Paper used for printing banknotes.

**6.5.18****coated paper**

**paper** (6.5.01) which has been given a coating of clay or other materials to improve its **finish** (6.3.03)

**6.5.09**

fr **papier recyclé**, m

**6.5.10**

fr **papier durable**, m

**6.5.11**

fr **papier journal**, m

**6.5.12**

fr **papier d'art**, m

**6.5.13**

fr **papier chargé**, m

**6.5.14**

fr **papier simili-couché**, m

**6.5.15**

fr **papier bible**, m;  
papier indien, m

**6.5.16**

fr **papier de plan**, m

**6.5.17**

fr **papier de sécurité**, m

**6.5.18**

fr **papier couché**, m

**6.5.19**

**calendered paper**

paper (6.5.01) which has been given a smooth surface by passing it through rollers one or more times

**6.5.20**

**unsized paper**

paper (6.5.01) to which no **size** (6.5.30) has been added

EXAMPLE Blotting paper, repair tissue.

**6.5.21**

**pigment**

substance, generally in the form of fine insoluble particles, used to impart **colour** (6.2.30) to a **carrier (1)** (6.1.06)

**6.5.22**

**ink**

writing fluid composed of a **pigment** (6.5.21) or **dye** (6.5.23), or a mixture thereof, suspended in a liquid medium

**6.5.23**

**dye**

natural or synthetic substance which gives the requisite **colour** (6.2.30) to a **data medium** (1.1.4.02) or **carrier (1)** (6.1.06) by **impregnation** (6.7.13)

**6.5.24**

**paint**

liquid or powder containing **pigments** (6.5.21) which, when applied to a **data medium** (1.1.4.02), forms an opaque film having protective, decorative or specific technical properties

**6.5.25**

**solvent**

substance, generally liquid, which has the property of dissolving or diluting other substances without modifying their chemical composition

**6.5.26**

**solution**

product of the conversion of a solid or gas to liquid form by mixture with a **solvent** (6.5.25)

**6.5.27**

**adhesive**

substance capable of bonding materials to each other by chemical or mechanical action or both

**6.5.28**

**glue**

**adhesive** (6.5.27) made of protein derived from animal hides and bones or of synthetic modified hydrocarbon polymers

**6.5.29**

**paste**

soft plastic **adhesive** (6.5.27) generally derived from starch and water

**6.5.19**

fr **papier satiné**, m

**6.5.20**

fr **papier non collé**, m

**6.5.21**

fr **pigment**, m

**6.5.22**

fr **encre**, f

**6.5.23**

fr **teint**, m

**6.5.24**

fr **peinture (3)**, f

**6.5.25**

fr **solvant**, m

**6.5.26**

fr **solution**, f

**6.5.27**

fr **adhésif**, m

**6.5.28**

fr **colle forte**, f;  
glu, f

**6.5.29**

fr **colle en pâte**, f

**6.5.30****size**

substance either added to **paper** (6.5.01) pulp or to the surface of paper to reduce **absorbency** (6.2.03) and increase strength

**6.5.31****alum**

⟨paper making⟩ aluminium sulphate used in combination with rosin as a **size** (6.5.30)

NOTE This is one of the potential sources of acidity in paper.

**6.5.32****buffer**

substance used to establish an **alkali reserve** (6.2.08)

**6.5.33****filler (1)**

⟨manufacture⟩ inert substance introduced to a product to achieve specified characteristics

cf. **filler (2)** (6.5.34)

EXAMPLE China clay in paper.

**6.5.34****filler (2)**

⟨restoration⟩ **paste** (6.5.29) or liquid applied to make good minor **damage** (6.1.14) to an **object** (1.1.1.02)

cf. **filler (1)** (6.5.33)

**6.5.35****cellulose acetate**

cellulose ester

synthetic material composed of the carbohydrate salt of acetic acid

NOTE Cellulose acetate is used as a data medium for photographic documents.

**6.5.36****barrier sheet**

sheet of **paper** (6.5.01) inserted to prevent either **off-setting** (6.6.21) from one **page** (2.4.22) to another or migration of a chemical agent

**6.5.37****parchment**

material obtained by treating animal skins

NOTE Usually the skins of sheep or goats.

**6.5.38****vellum**

fine **parchment** (6.5.37) prepared from the skin of a calf

**6.5.30**

fr **apprêt**, m;  
colle, f

**6.5.31**

fr **alun**, m

**6.5.32**

fr **tampon**, m

**6.5.33**

fr **charge**, f

**6.5.34**

fr **mastic**, m

**6.5.35**

fr **acétate de cellulose**, f

**6.5.36**

fr **feuille de protection**, f

**6.5.37**

fr **parchemin**, m

**6.5.38**

fr **vélin**, m

**6.5.39**

**tissue**

lightweight **unsized paper** (6.5.20)

**6.5.40**

**repair tissue**

**tissue** (6.5.39) intended for use as an overlay in the **restoration** (6.1.04) of **paper** (6.5.01) **documents** (1.2.02)

**6.5.41**

**Japanese tissue**

**repair tissue** (6.5.40) made from plant fibres

EXAMPLE From mulberry leaves.

**6.6 Types of damage to documents**

**6.6.01**

**wear and tear**

**damage** (6.1.14) caused by the mechanical forces involved in **document** (1.2.02) **handling** (6.1.24) and **use** (6.1.25)

**6.6.02**

**abrasion**

**damage** (6.1.14) caused by the rubbing or wearing away of a material due to contact with another material

**6.6.03**

**blocking**

adhesion of **leaves** (2.4.21) one to another

**6.6.04**

**dust retention**

property of a surface to attract and retain dust

**6.6.05**

**blister**

local convex deformation at the surface of a material caused by entrapped air, gas or liquid

**6.6.06**

**embrittlement**

change in the property of a material from **flexibility** (6.2.15) to **brittleness** (6.2.20)

**6.6.07**

**buckling**

**loss** (6.6.22) of original shape by distortion in one or more planes

**6.6.08**

**cockling**

**buckling** (6.6.07) in one plane in the form of waves or ripples

**6.5.39**

fr **papier de chiffon**, m

**6.5.40**

fr **tissu de réparation**, m

**6.5.41**

fr **papier Japon**, m

**6.6.01**

fr **usure**, f

**6.6.02**

fr **frottement**, m

**6.6.03**

fr **adhérence**, f

**6.6.04**

fr **rétenion de poussière**, f

**6.6.05**

fr **ampoule**, f

**6.6.06**

fr **écaillage**, m

**6.6.07**

fr **déformation**, f;  
gauchissement, m

**6.6.08**

fr **gondolage**, m



**6.6.09****curling**

**buckling** (6.6.07) of a sheet in one plane so that it tends to roll up on itself

**6.6.10****cracking**

**damage** (6.1.14) in the form of discontinuity on the surface or within an **object** (1.1.1.02)

**6.6.11****crazing**

**cracking** (6.6.10) extending in a pattern over a whole surface of an **object** (1.1.1.02)

**6.6.12****exudation**

emergence of a constituent in liquid form on the surface of an **object** (1.1.1.02)

**6.6.13****fugitive colours**

**pigments** (6.5.21) or **dyes** (6.5.23) which lack **colour fastness** (6.2.07)

**6.6.14****creep**

deformation of a **document** (1.2.02) in the form of dimensional expansion over time due to a constant load

cf. **creep** (6.6.15)

**6.6.15****creep**

spread of an **adhesive** (6.5.27) over time beyond the point of its initial application

cf. **creep** (6.6.14)

**6.6.16****damp stretching**

deformation of a **document** (1.2.02) in the form of dimensional expansion due to the absorption of moisture

**6.6.17****shrinking**

deformation of a **document** (1.2.02) in the form of dimensional decrease

**6.6.18****cropping**

cutting off part or parts of a **document** (1.2.02) so that its dimensions, and possibly its **information (1)** (1.1.3.08) content, are changed

**6.6.09**

fr **ondulation**, f

**6.6.10**

fr **craquelure (1)**, f

**6.6.11**

fr **craquelure (2)**, f

**6.6.12**

fr **respiration**, f

**6.6.13**

fr **couleurs fugitives**, f, pl

**6.6.14**

fr **déformation**

**dimensionnelle**, f

**6.6.15**

fr **écoulement de la colle**, m

**6.6.16**

fr **allongement**, m

**6.6.17**

fr **rétraction**, f

**6.6.18**

fr **rognage à l'excès**, m

**6.6.19**  
**dog-eared**

having the corner of a **leaf** (2.4.21) turned down as a result of a manufacturing **fault** (6.1.16), deliberate action, or **wear and tear** (6.6.01)

**6.6.20**  
**bleeding**

washing out or migration of a **pigment** (6.5.21) or **dye** (6.5.23) into a neighbouring area through contact with a liquid

**6.6.21**  
**off-setting**

transfer to adjacent **leaves** (2.4.21) of **ink** (6.5.22) or another **carrier (1)** (6.1.06) either during the **printing** (1.2.17) process, before it has dried or by subsequent migration

**6.6.22**  
**loss**

absence of all or any part of a **document** (1.2.02)

**6.6.23**  
**lacuna**

**loss** (6.6.22) of **recorded information** (1.1.3.10) from a graphic **document** (1.2.02)

**6.6.24**  
**holiday**

area of an **adhesive** (6.5.27) covered surface which does not adhere properly to another surface

**6.6.25**  
**discolouration**

change in the tint or **quality** (1.3.02) of a **colour** (6.2.30)

**6.6.26**  
**stain**

area of **discolouration** (6.6.25) caused by contact with foreign matter

**6.6.27**  
**damp stain**

tide mark

**stain** (6.6.26) caused by contact with water

**6.6.28**  
**foxing**

**discolouration** (6.6.25) of **paper** (6.5.01) in the form of small brown spots

NOTE Foxing is caused by the activities of fungi.

**6.6.29**  
**yellowing**

**discolouration** (6.6.25) through **aging** (6.1.22) in the form of gradual darkening, leading eventually to browning

**6.6.19**  
fr **écorné**, m

**6.6.20**  
fr **déteintage**, m

**6.6.21**  
fr **hors montage**, m

**6.6.22**  
fr **perte**, f

**6.6.23**  
fr **lacune**, f

**6.6.24**  
fr **congé**, m

**6.6.25**  
fr **décoloration (1)**, f

**6.6.26**  
fr **tache**, f

**6.6.27**  
fr **tache d'humidité**, f

**6.6.28**  
fr **piqûre**, f

**6.6.29**  
fr **jaunissement**, m

**6.6.30****bleaching (2)**

**discolouration** (6.6.25) in the form of **loss** (6.6.22) of **colour** (6.2.30) intensity

cf. **bleaching (1)** (6.3.06), **bleaching (3)** (6.7.08)

**6.6.31****fading**

gradual **bleaching (2)** (6.6.30)

**6.6.32****photodegradation**

**deterioration** (6.1.13) caused by the action of light

**6.6.33****acid deterioration**

**deterioration** (6.1.13) generated by the reaction of internal or external chemical agents

**6.6.34****acid migration**

transfer of an acid from an acidic material to one of less acidity with which it is in contact

**6.6.35****oxidation**

effect of chemical reactions which change the properties of a compound through an exchange of electrons

NOTE This effect was originally thought to result from the taking up of oxygen.

**6.6.36****delamination (1)**

splitting apart of a layer of a laminate due to failure of the **adhesive** (6.5.27) or cohesive failure of the laminate

cf. **delamination (2)** (6.7.30)

NOTE This may include the inadvertent delamination of a document which has been subject to conservation treatment by lamination.

**6.7 Conservation measures****6.7.01****cleaning**

removal of foreign matter from a **document** (1.2.02)

**6.7.02****mechanical cleaning**

**cleaning** (6.7.01) dust and dirt from the surface of a **document** (1.2.02) by mechanical means

EXAMPLE By brushing, blowing, vacuum cleaning.

**6.6.30**

fr **blanchiment (2)**, m

**6.6.31**

fr **décoloration (2)**, f

**6.6.32**

fr **photodégradation**, f

**6.6.33**

fr **détérioration par acides**, f

**6.6.34**

fr **migration d'acide**, f;  
acidification par contact, f

**6.6.35**

fr **oxydation**, f

**6.6.36**

fr **délamination (1)**, f

**6.7.01**

fr **nettoyage (1)**, m

**6.7.02**

fr **nettoyage mécanique**, m

**6.7.03**

**dry cleaning**

cleaning (6.7.01) using an erasing substance

**6.7.04**

**washing**

cleaning (6.7.01) by immersion in or by the surface application of water

**6.7.05**

**enzyme**

naturally occurring organic substance capable of acting outside living organisms and able to catalyse or accelerate specific biochemical reactions

NOTE Enzymes may be used to dissolve organic deposits, e.g. proteins or fats.

**6.7.06**

**biological cleaning**

cleaning (6.7.01) by the application of **enzymes** (6.7.05)

**6.7.07**

**chemical cleaning**

cleaning (6.7.01) by immersion in or by the surface application of a chemical substance

**6.7.08**

**bleaching (3)**

**chemical cleaning** (6.7.07) by means of an oxidizing or reducing agent

cf. **bleaching (1)** (6.3.06), **bleaching (2)** (6.6.30)

**6.7.09**

**deacidification**

raising the **pH value** (6.2.29) of a material **object** (1.1.1.02) by means of substances of an alkaline nature to assist with the object's **preservation** (6.1.01)

**6.7.10**

**aqueous deacidification**

deacidification (6.7.09) using water-based **solutions** (6.5.26)

**6.7.11**

**non-aqueous deacidification**

deacidification (6.7.09) using **solutions** (6.5.26) which are not water based

NOTE This is necessary when dealing with objects to which damage can be caused by water.

**6.7.12**

**resizing**

**restoration** (6.1.04) technique for increasing the mechanical strength of an **object** (1.1.1.02) by applying **size** (6.5.30)

**6.7.03**

fr **nettoyage à sec**, m

**6.7.04**

fr **nettoyage (2)**, m

**6.7.05**

fr **enzyme**, m

**6.7.06**

fr **nettoyage biologique**, m

**6.7.07**

fr **nettoyage chimique**, m

**6.7.08**

fr **blanchiment (3)**, m

**6.7.09**

fr **désacidification**, f

**6.7.10**

fr **désacidification aqueuse**, f

**6.7.11**

fr **désacidification non aqueuse**, f

**6.7.12**

fr **réencollage**, m

**6.7.13****impregnation**

injection or absorption of a fluid into a material **object** (1.1.1.02)

**6.7.14****disinfestation**

elimination of insects, small rodents and other pests

**6.7.15****disinfection**

destruction of harmful **microorganisms** (6.4.01)

**6.7.16****fumigation**

process of exposing **documents** (1.2.02), usually in a vacuum or other airtight chamber, to gas or vapour in order to effect **disinfestation** (6.7.14) or **disinfection** (6.7.15)

**6.7.17****humidification (1)**

increasing **relative humidity** (6.1.27) while maintaining a stable temperature

cf. **humidification (2)** (6.7.18)

**6.7.18****humidification (2)**

**conservation** (6.1.03) treatment to increase the **absolute humidity** (6.1.26) of a material **object** (1.1.1.02) by **humidification (1)** (6.7.17)

cf. **humidification (1)** (6.7.17)

**6.7.19****dehumidification**

reduction of **relative humidity** (6.1.27)

**6.7.20****pulling**

disassembling of a bound **volume** (2.4.01) into its component parts

**6.7.21****relaxation**

**conservation** (6.1.03) treatment to make a **document** (1.2.02) more flexible in order to restore it to its original state or to facilitate further conservation treatment

**6.7.22****flattening**

removing planar distortions from a **document** (1.2.02)

**6.7.13**

fr **imprégnation**, f

**6.7.14**

fr **désinsectisation**, f;  
désinfestation, f

**6.7.15**

fr **désinfection**, f

**6.7.16**

fr **fumigation**, f

**6.7.17**

fr **humidification (1)**, f

**6.7.18**

fr **humidification (2)**, f

**6.7.19**

fr **déshumidification**, f

**6.7.20**

fr **démontage**, m

**6.7.21**

fr **assouplissement**, m

**6.7.22**

fr **remise à plat**, f

**6.7.23**

**mounting**

**conservation** (6.1.03) treatment in which a separate **data medium** (1.1.4.02) is attached to a **document** (1.2.02)

NOTE Mounting is often a protective measure for the purpose of handling or display.

**6.7.24**

**backing**

adding a strengthening layer of material behind a **document** (1.2.02) while keeping the document as close as possible to its original state

**6.7.25**

**encapsulation**

sealing a material **object** (1.1.1.02) between layers of inert transparent material

**6.7.26**

**lamination**

fastening a transparent material to one or both sides of a sheet of **paper** (6.5.01) by adhesion, to strengthen and protect it

**6.7.27**

**silking**

**lamination** (6.7.26) using silk gauze

**6.7.28**

**heat-sealing**

**lamination** (6.7.26) in which adhesion is achieved by heat and pressure

**6.7.29**

**solvent lamination**

**lamination** (6.7.26) in which adhesion is achieved by chemical action

NOTE Normally, solvent lamination is done by the application of acetone to cellulose acetate.

**6.7.30**

**delamination (2)**

removal of laminating material by physical or chemical means

cf. **delamination (1)** (6.6.36)

**6.7.31**

**dry mounting**

**mounting** (6.7.23) in which attachment is effected by a non-liquid **adhesive** (6.5.27) activated by heat and pressure

**6.7.23**

fr **montage**, m

**6.7.24**

fr **endossure**, f

**6.7.25**

fr **encapsulation**, f

**6.7.26**

fr **lamination**, f

**6.7.27**

fr **doublage avec mousseline de soie**, m

**6.7.28**

fr **lamination à chaud**, f

**6.7.29**

fr **lamination par solvant**, f

**6.7.30**

fr **délamination (2)**, f

**6.7.31**

fr **montage à sec**, m

**6.7.32****encapsulation mounting**

**mounting** (6.7.23) in two parts, a **data medium** (1.1.4.02) and a second, upper layer of material with an opening through which the **document** (1.2.02) or part of it may be seen

**6.7.33****infilling**

physical replacement of missing portions of a material **object** (1.1.1.02) with appropriate materials

**6.7.34****paper splitting**

separation of the two surfaces of a sheet of **paper** (6.5.01)

NOTE Paper splitting is preparatory to the insertion of a strengthening layer.

**6.7.35****leafcasting**

**infilling** (6.7.33) of **paper** (6.5.01) **documents** (1.2.02) with pulp by vacuum suction

**6.7.36****mass conservation**

simultaneous treatment of a large number of **documents** (1.2.02) by automated **conservation** (6.1.03) techniques

**6.7.37****image enhancement**

recreation of the faded or incomplete **information (1)** (1.1.3.08) content of a **document** (1.2.02) by optical or electronic techniques

**6.7.32**

fr **ensachage**, m

**6.7.33**

fr **remplissage**, m

**6.7.34**

fr **dédoublage**, m

**6.7.35**

fr **comblage par repulpage**, m

**6.7.36**

fr **conservation de masse**, f

**6.7.37**

fr **amélioration de l'image**, f

**6.8 Parts of bound books****6.8.01****binding (2)**

process or techniques of fastening **leaves** (2.4.21) together and attaching them to **covers** (6.8.13)

cf. **binding (1)** (2.4.25)

**6.8.02****book block**

**leaves** (2.4.21) of a **volume** (2.4.01) which have been securely attached together preparatory to **binding (2)** (6.8.01)

**6.8.03****section**

gathering

number of folded **leaves** (2.4.21) gathered together and treated as a unit for **binding (2)** (6.8.01) purposes

**6.8.01**

fr **reliure (2)**, f

**6.8.02**

fr **corps d'ouvrage**, m

**6.8.03**

fr **cahier (1)**, m

**6.8.04**

**signature**

printed sheet folded to form a **section** (6.8.03) of a **volume** (2.4.01)

**6.8.05**

**insert**

sheet or **signature** (6.8.04) printed separately from the **text** (1.1.2.04) and sewn or tipped into the **book block** (6.8.02) during **binding (2)** (6.8.01)

**6.8.06**

**guard**

hinge (2)

strip of cloth or **paper** (6.5.01) sewn into the **book block** (6.8.02) to allow the insertion of additional material without distorting the **binding (2)** (6.8.01)

cf. **hinge (1)** (6.8.21)

**6.8.07**

**back**

combined **binding edges** (6.8.19) of a **book block** (6.8.02)

**6.8.08**

**lining**

material affixed by **adhesive** (6.5.27) to the **back** (6.8.07) of the **book block** (6.8.02) or the **spine** (6.8.17) of the **case** (6.8.14)

**6.8.09**

**super**

coarse cloth glued to the **back** (6.8.07) or the **book block** (6.8.02), forming the first **lining** (6.8.08) of a case-bound **volume** (2.4.01)

**6.8.10**

**endpaper**

folded sheet of **paper** (6.5.01) attached to the **book block** (6.8.02), the outer **page** (2.4.22) of which is affixed by **adhesive** (6.5.27) to the inner side of the **board (2)** (6.8.15) when the **volume** (2.4.01) is cased-in

**6.8.11**

**paste-down**

the half of the **endpaper** (6.8.10) which is pasted to the inner side of the **board (2)** (6.8.15)

**6.8.12**

**fly-leaf**

blank **leaf** (2.4.21) at the beginning or end of a **volume** (2.4.01) between the **endpaper** (6.8.10) and the first or last **section** (6.8.03)

**6.8.13**

**cover**

materials affixed to the **back** (6.8.07) and sides of the **book block** (6.8.02) to protect it in **use** (6.1.25)

**6.8.04**

fr **cahier (2)**, m

**6.8.05**

fr **encart**, m

**6.8.06**

fr **onglet**, m

**6.8.07**

fr **dos**, m

**6.8.08**

fr **doublure**, f

**6.8.09**

fr **gaze**, f

**6.8.10**

fr **page de garde**, f

**6.8.11**

fr **garde**, f

**6.8.12**

fr **garde volante**, f

**6.8.13**

fr **couverture (2)**, f



**6.8.14****case**

**cover** (6.8.13) that is made complete before being affixed to the **book block** (6.8.02)

**6.8.15****board (2)**

**board (1)** (6.5.02) affixed to either side of the **book block** (6.8.02) as part of the **cover** (6.8.13)

cf. **board (1)** (6.5.02)

**6.8.16****binder's board**

rigid solid **board (1)** (6.5.02) for use as **board (2)** (6.8.15)

**6.8.17****spine**

**back** (6.8.07) of a **volume** (2.4.01) and that part of the **cover** (6.8.13) which goes over it

**6.8.18****fore edge**

front edge of the **leaves** (2.4.21) of a **volume** (2.4.01)

**6.8.19****binding edge**

rear edge of the **leaves** (2.4.21) or **sections** (6.8.03) of a **volume** (2.4.01)

**6.8.20****joint**

exterior juncture of the **spine** (6.8.17) and **covers** (6.8.13) which bends when the covers are opened and closed

**6.8.21****hinge (1)**

inner joint

interior juncture of the **spine** (6.8.17) and **covers** (6.8.13)

cf. **hinge** (6.8.06)

**6.8.22****gutter**

space formed by the two inner margins of facing **pages** (2.4.22) of a **volume** (2.4.01)

**6.8.14**

fr **emboitage (1)**, m

**6.8.15**

fr **plat**, m

**6.8.16**

fr **carton de relieur**, m

**6.8.17**

fr **dos**, m

**6.8.18**

fr **gouttière**, f

**6.8.19**

fr **tranche de reliure**, f

**6.8.20**

fr **mors**, m

**6.8.21**

fr **charnière**, f

**6.8.22**

fr **marge intérieure**, f

**6.9 Types of binding****6.9.01****full binding**

complete **binding (2)** (6.8.01) of a **volume** (2.4.01) **spine** (6.8.17) and sides, with the same material

NOTE This material is traditionally leather.

**6.9.01**

fr **pleine reliure**, f

**6.9.02**

**cloth binding**

full binding (6.9.01) in cloth with stiff **boards (2)** (6.8.15)

**6.9.03**

**half binding**

**binding (2)** (6.8.01) in which the **spine** (6.8.17), extending to one-quarter of the width of the **boards (1)** (6.8.15), and either the corners or **fore edges** (6.8.18) of the boards (6.8.15) are covered in one material and the rest of the sides in another

NOTE Traditionally leather is used for the spine, etc.

**6.9.04**

**three-quarter binding**

**binding (2)** (6.8.01) similar to a **half binding** (6.9.03) but with the first material extending to three-quarters of half of the width of the **boards (2)** (6.8.15)

**6.9.05**

**quarter binding**

**binding (2)** (6.8.01) in which the **spine** (6.8.17) is covered in one material and the sides in another

**6.9.06**

**library binding**

**binding (2)** (6.8.01) intended for heavy use (6.1.25)

**6.9.07**

**flexible binding**

leaf attachment method

**binding (2)** (6.8.01) in which the sewing and covering materials allow the **volume** (2.4.01) to open quite flat

**6.9.08**

**adhesive binding**

perfect binding

**binding (2)** (6.8.01) in which separate **leaves** (2.4.21) are stuck together by means of an **adhesive** (6.5.27)

**6.9.09**

**mechanical binding**

method of **binding (2)** (6.8.01) which uses mechanical devices instead of thread or **adhesive** (6.5.27) to hold the **leaves** (2.4.21) together

**6.9.10**

**spiral binding**

**mechanical binding** (6.9.09) in which a row of holes is drilled through the **leaves** (2.4.21) and side **covers** (6.8.13) and a continuous spiral-twisted wire is drawn through the holes

**6.9.02**

fr **reliure pleine toile**, f

**6.9.03**

fr **demi-reliure à coins**, f

**6.9.04**

fr **demi-reliure (1)**, f

**6.9.05**

fr **demi-reliure (2)**, f

**6.9.06**

fr **reliure de bibliothèque**, f

**6.9.07**

fr **reliure souple**, f

**6.9.08**

fr **reliure sans couture**, f;  
assemblage du dos par  
encollage, m

**6.9.09**

fr **reliure mécanique**, f

**6.9.10**

fr **reliure spirale**, f

**6.9.11****comb binding**

**mechanical binding** (6.9.09) in which curved prongs extending from a plastic **spine** (6.8.17) are inserted into slits in the **leaves** (2.4.21) and side **covers** (6.8.13)

**6.9.11**

fr **reliure en peigne**, f

**6.10 Binding process****6.10.01****collation**

assembly of the **leaves** (2.4.21) or **sections** (6.8.03) in their correct **order** (1.1.1.08)

**6.10.01**

fr **collation**, f

**6.10.02****sewing**

fastening **sections** (6.8.03) together by means of needle and thread

**6.10.02**

fr **brochage (1)**, m

**6.10.03****oversewing**

**sewing** (6.10.02) technique for attaching **leaves** (2.4.21) or **sections** (6.8.03) to cords or tapes to form a **book block** (6.8.02) in which the thread circles the back of each section and pierces the leaves

**6.10.03**

fr **surjet**, m

**6.10.04****kettle stitch**

knotted thread used to join **sections** (6.8.03) together with thread or wire

**6.10.04**

fr **point de chaînette**, m

**6.10.05****stitching**

fastening **leaves** (6.4.21) or **sections** (6.8.03) together with thread or wire

**6.10.05**

fr **brochage (2)**, m

**6.10.06****side stitching**

side sewing

**stitching** (6.10.05) in which the thread or wire passes through the entire thickness of the **volume** (2.4.01)

**6.10.06**

fr **agrafage (1)**, m

**6.10.07****saddle stitching**

**stitching** (6.10.05) in which wire staples pass through the centrefold of a **volume** (2.4.01) made up of a single **section** (6.8.03)

**6.10.07**

fr **agrafage (2)**, m

**6.10.08****tipping-in**

attachment of one **leaf** (2.4.21) to another by means of a narrow strip of **adhesive** (6.5.27) along one edge of the leaf being inserted

**6.10.08**

fr **fonds (3)**, m

**6.10.09****casing-in**

process of applying **adhesive** (6.5.27) to the outermost **endpapers** (6.8.10) of a **book block** (6.8.02) and fitting the book block into its **case** (6.8.14)

**6.10.09**

fr **emboîtage (2)**, m

**6.10.10  
forwarding**

**rounding and backing** (6.10.14) and **lining** (6.8.08) the **spine** (6.8.17) which may include **tipping-in** (6.10.08) the **endpapers** (6.8.10)

NOTE These are steps taken in binding after sewing and prior to a book being cased-in or covered.

**6.10.11  
gluing-off**

process of applying **adhesive** (6.5.27) to the **back** (6.8.07) of a **book block** (6.8.02) after **sewing** (6.10.02)

**6.10.12  
nipping**

applying pressure to the **book block** (6.8.02) after **sewing** (6.10.02) and **gluing-off** (6.10.11) the **back** (6.8.07) to reduce swelling caused by the thread

**6.10.13  
notching**

cutting grooves across the **back** (6.8.07) of the **book block** (6.8.02) prior to the application of **adhesive** (6.5.27) to produce an **adhesive binding** (6.9.08)

**6.10.14  
rounding and backing**

shaping the **book block** (6.8.02) after trimming and before **lining** (6.8.08)

NOTE Rounding results in a convex spine and concave fore-edge and backing causes the sewn edges of the signatures to fan out, producing a hinge (6.8.21) for the cover boards to turn against after the volume is bound.

## 7 Legal aspects of information and documentation

### 7.1 General terms

**7.1.01  
public records (2)**

**records (1)** (1.1.3.11) and **archives (1)** (3.1.01) which are so designated in national legislation

cf. **public records (1)** (3.3.08)

**7.1.02  
inalienability**

inviolability

principle that **public records (2)** (7.1.01) may not be transferred to anyone not entitled by law to their ownership

**7.1.03  
imprescriptibility**

principle that **public records (2)** (7.1.01) remain permanently subject to **replevin** (4.1.2.34) because they are inalienable public property

**6.10.10**

fr **préparation du corps du livre**, f

**6.10.11**

fr **coller**, verbe;  
encoller, verbe

**6.10.12**

fr **mise en presse**, f

**6.10.13**

fr **encochage**, m

**6.10.14**

fr **arrondir**, verbe

**7.1.01**

fr **archives publiques (2)**, f, pl

**7.1.02**

fr **inaliénabilité**, f

**7.1.03**

fr **imprescriptibilité**, f

**7.1.04****certification (1)**

act of attesting the official character of a **document** (1.2.02) or of a **copy (1)** (2.1.05) or **copy (2)** (2.1.06) thereof

cf. **certification (2)** (7.1.05)

**7.1.05****certification (2)**

statement within a control process establishing the extent to which products and services meet prescribed requirements

cf. **certification (1)** (7.1.04)

**7.1.06****certified copy**

**copy (2)** (2.1.06) attested by a competent authority

**7.1.07****register**

**document** (1.2.02), usually a **volume** (2.4.01), in which **data** (1.1.4.01) are entered in a formal manner by a statutory authority

**7.1.08****act**

**document** (1.2.02) formally embodying a decision of a legislative body or other public authority

**7.1.09****cultural property law**

**act** (7.1.08) regulating the sale and export of privately owned **documents** (1.2.02) and other materials forming part of the national cultural heritage

**7.1.10****official bulletin**

**document** (1.2.02) serving as the authoritative source for **information (2)** (1.1.3.09) of a legal nature

**7.1.11****seal (1)**

piece of initially soft material impressed with a device and attached in some way to a **document** (1.2.02) to establish its authority

cf. **seal (2)** (7.1.12)

**7.1.12****seal (2)**

device used to make a **seal (1)** (7.1.11)

cf. **seal (1)** (7.1.11)

**7.1.04**

fr **certification conforme**, f

**7.1.05**

fr **certification**, f

**7.1.06**

fr **copie officielle**, f

**7.1.07**

fr **registre**, m

**7.1.08**

fr **acte**, m

**7.1.09**

fr **loi de propriété culturelle**, f

**7.1.10**

fr **bulletin officiel**, m

**7.1.11**

fr **sceau**, m

**7.1.12**

fr **matrice de sceau**, f

**7.1.13**

**bull (2)**

round metal **seal (1)** (7.1.11) attached to a **document** (1.2.02) of great formality

cf. **bull (1)** (2.2.1.35)

**7.1.14**

**stamp (2)**

impressed mark or print indicating that an exact fee has been legitimately paid to an authority

cf. **stamp (1)** (2.2.1.36)

**7.1.13**

fr **bulle (2)**, f

**7.1.14**

fr **timbre taxe**, f

**7.2 Literary, artistic and industrial property**

**7.2.1 General terms**

**7.2.1.01**

**intellectual work**

content of a **document** (1.2.02) resulting from intellectual activity which makes it eligible for **copyright** (7.2.2.02) or for an **industrial property title** (7.2.3.1.02) because of its **originality** (7.2.1.05) or **novelty** (7.2.1.06)

**7.2.1.01**

fr **œuvre de l'esprit**, f

**7.2.1.02**

**protection**

legal guarantee of **author's rights** (7.2.2.01) or an **industrial property title** (7.2.3.1.02) given to an **intellectual work** (7.2.1.01)

**7.2.1.02**

fr **protection**, f

**7.2.1.03**

**public domain**

totality of **intellectual works** (7.2.1.01) which may be freely utilized as long as there is no infringement of **moral rights** (7.2.2.1.01)

**7.2.1.03**

fr **domaine public**, m

**7.2.1.04**

**prior art**

everything made available to the public by means of a written or oral **description (2)** (7.2.3.4.02), by use or in any other way before the **priority date** (7.2.3.3.09) of the **patent application** (7.2.3.3.02)

**7.2.1.04**

fr **priorité technique**, f

**7.2.1.05**

**originality**

inventive height

quality of an **intellectual work** (7.2.1.01) which is not immediately derivable from any other existing intellectual work or combination of other existing intellectual works

**7.2.1.05**

fr **originalité**, f

NOTE All original works are novel.

**7.2.1.06**

**novelty**

quality of an **intellectual work** (7.2.1.01) which distinguishes it from other existing intellectual works

**7.2.1.06**

fr **nouveauté**, f

NOTE Not all novel works are original.

**7.2.1.07****novelty search**

search for **elements** (1.1.1.04) liable to affect the **novelty** (7.2.1.06) or **originality** (7.2.1.05) of an **invention** (7.2.1.08)

**7.2.1.08****invention**

**intellectual work** (7.2.1.01) referring to an **object** (1.1.1.02), a device, a composition of matter or a process for the production thereof, having **patentability** (7.2.1.09) characteristics

**7.2.1.09****patentability**

ability of an **intellectual work** (7.2.1.01) in the field of **industrial property** (7.2.3.1.01) to satisfy the legal requirements for obtaining a **patent** (7.2.3.1.10)

**7.2.1.10****licence**

authorization granting the right to exploit, under specified conditions, an **intellectual work** (7.2.1.01)

**7.2.1.11****assignment**

transfer of an **author's right** (7.2.2.01), an inventor's right or an **industrial property title** (7.2.3.1.02) to another person or organization

**7.2.1.12****pirated work**

piracy

reproduction, public performance or distant **communication** (1.1.3.01) of an **intellectual work** (7.2.1.01) or creation of a **secondary document** (1.2.03), in whole or in part by any means, in deliberate violation of the rights attaching to that intellectual work

**7.2.1.13****plagiarist**

presentation of an **intellectual work** (7.2.1.01) of another **author** (4.2.1.5.03), in whole or in part, as one's own either by borrowing or by imitation

**7.2.1.14****fair dealing**

fair use, US

free use of an **intellectual work** (7.2.1.01) in accordance with limits prescribed by legislation or permitted by convention

**7.2.2 Author's rights****7.2.2.01****author's rights**, pl

all the rights conferred on the **author** (4.2.1.5.03) of an **intellectual work** (7.2.1.01)

**7.2.1.07**

fr **recherche de nouveauté**, f

**7.2.1.08**

fr **invention**, f

**7.2.1.09**

fr **brevetabilité**, f

**7.2.1.10**

fr **licence**, f

**7.2.1.11**

fr **cession (1)**, f

**7.2.1.12**

fr **contrefaçon**, f

**7.2.1.13**

fr **plagiat**, m

**7.2.1.14**

fr **usage loyal**, m

**7.2.2.01**

fr **droits d'auteur**, m

**7.2.2.02**

**copyright**

exclusive right to exploit an **intellectual work** (7.2.1.01)

**7.2.2.03**

**copyright notice**

**imprint** (4.2.1.5.10) notice on an item indicating year and owner of **copyright** (7.2.2.02) in that item

EXAMPLE The sign ©.

**7.2.2.04**

**neighbouring rights**, pl

**author's rights** (7.2.2.01) conferred on contributors to a literary or artistic production

**7.2.2.05**

**right of posthumous publication**

**author's right** (7.2.2.01) of the owner of an **intellectual work** (7.2.1.01) which has remained unpublished on the death of the **author** (4.2.1.5.03)

**7.2.2.06**

**right of translation**

**author's right** (7.2.2.01) of the owner of an **intellectual work** (7.2.1.01) to permit its **translation** (1.1.2.25)

**7.2.2.07**

**translation licence**

non-exclusive right granted by the state to carry out a **translation** (1.1.2.25) into its national **language** (1.1.2.01) where, in the absence of such a translation after seven years from the date of original **publication** (2.1.11) of a written **intellectual work** (7.2.1.01), it has proved impossible to obtain permission of the owner of the **right of translation** (7.2.2.06)

**7.2.2.08**

**exclusive rights**, pl

**author's right** (7.2.2.01) to exclude others from the benefits stemming from an **intellectual work** (7.2.1.01)

**7.2.2.1 Moral rights of authors**

**7.2.2.1.01**

**moral right**

perpetual, inalienable and imprescriptible part of the **author's right** (7.2.2.01)

**7.2.2.1.02**

**right to be identified**

right of respect for the name  
right of appellation

**moral right** (7.2.2.1.01) of an **author** (4.2.1.5.03) to sign his or her **intellectual work** (7.2.1.01) as he or she wishes and to be identified as the author whenever his or her work is quoted or performed

**7.2.2.02**

fr **copyright**, m

**7.2.2.03**

fr **notice de copyright**, f

**7.2.2.04**

fr **droits voisins**, m, pl

**7.2.2.05**

fr **droit de publication posthume**, m

**7.2.2.06**

fr **droit de traduction**, m

**7.2.2.07**

fr **licence de traduction**, f

**7.2.2.08**

fr **droit exclusif**, m

**7.2.2.1.01**

fr **droit moral**, m

**7.2.2.1.02**

fr **droit de respect du nom**, m



**7.2.2.1.03****right to object to derogatory treatment**

right of respect for the work

**moral right** (7.2.2.1.01) protecting an **intellectual work** (7.2.1.01) against distortion or any other derogatory action

**7.2.2.1.03**

fr **droit au respect de l'œuvre**, m

**7.2.2.1.04****right of disclosure**

**moral right** (7.2.2.1.01) of an **author** (4.2.1.5.03) to publish an **intellectual work** (7.2.1.01) or not

**7.2.2.1.04**

fr **droit de divulgation**, m

**7.2.2.1.05****right of correction or withdrawal**

**moral right** (7.2.2.1.01) of the **author** (4.2.1.5.03) of an **intellectual work** (7.2.1.01) to destroy, to amend or to withdraw it from circulation at any time subject to payment of compensation to the **publisher** (1.3.14) where warranted

**7.2.2.1.05**

fr **droit de repentir ou de retrait**, m

**7.2.2.2 Economic rights of authors****7.2.2.2.01****economic rights**, pl

**author's rights** (7.2.2.01) which confer a monopoly of the exploitation of an **intellectual work** (7.2.1.01) for monetary profit

**7.2.2.2.01**

fr **droits patrimoniaux**, m, pl

**7.2.2.2.02****right of public performance**

**economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to decide on public performance or distant **communication** (1.1.3.01) of an **intellectual work** (7.2.1.01)

**7.2.2.2.02**

fr **droit de représentation publique**, m

**7.2.2.2.03****right of reproduction**

**economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to decide whether, and in which form, his **intellectual work** (7.2.1.01) may be reproduced

**7.2.2.2.03**

fr **droit de reproduction**, m

**7.2.2.2.04****right of adaptation**

**economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to permit creation of a **secondary document** (1.2.03) of an **intellectual work** (7.2.1.01)

**7.2.2.2.04**

fr **droit d'adaptation**, m

**7.2.2.2.05****right to royalties**

**economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to a share of the returns from the exploitation of his **intellectual work** (7.2.1.01), paid periodically

**7.2.2.2.05**

fr **droit aux redevances**, m

## 7.2.3 Industrial property rights

### 7.2.3.1 General terms

#### 7.2.3.1.01

##### **industrial property**

ownership of an **invention** (7.2.1.08), **design** (7.2.3.1.08), **trade mark** (7.2.3.1.05), **service mark** (7.2.3.1.07) or trade **name** (1.1.2.13)

#### 7.2.3.1.01

fr **propriété industrielle**, f

#### 7.2.3.1.02

##### **industrial property title**

exclusive right to **industrial property** (7.2.3.1.01) applied for to, or granted or registered by, the competent **patent office** (7.2.3.1.11)

#### 7.2.3.1.02

fr **titre de propriété industrielle**, m

#### 7.2.3.1.03

##### **utility model patent**

limited **industrial property title** (7.2.3.1.02), usually granted for a fairly short period of time and under less stringent conditions of **protection** (7.2.1.02) than those for **patentability** (7.2.1.09)

#### 7.2.3.1.03

fr **modèle d'utilité**, m

#### 7.2.3.1.04

##### **inventor's certificate**

**industrial property title** (7.2.3.1.02) to an **invention** (7.2.1.08) granting **moral rights** (7.2.2.1.01) and a fair remuneration to its inventor but reserving the full **economic rights** (7.2.2.2.01)

#### 7.2.3.1.04

fr **certificat d'inventeur**, m

#### 7.2.3.1.05

##### **trade mark**

**sign** (1.1.3.02) or **symbol** (1.1.2.11) used to distinguish the products of an enterprise

#### 7.2.3.1.05

fr **marque de fabrication ou de commerce**, f

#### 7.2.3.1.06

##### **registered trade mark notice**

imprint notice on an item indicating ownership of a registered **trade mark** (7.2.3.1.05)

#### 7.2.3.1.06

fr **notice d'enregistrement de marque de fabrique ou de commerce**, f

EXAMPLE The sign ® or ™, possibly followed by the year of registration.

#### 7.2.3.1.07

##### **service mark**

**sign** (1.1.3.02) or **symbol** (1.1.2.11) used to distinguish the services of an enterprise

#### 7.2.3.1.07

fr **marque de service**, f

NOTE A service mark is usually included in the concept of a trade mark.

#### 7.2.3.1.08

##### **design**

aspects or **elements** (1.1.1.04) of the shape and configuration (internal or external) of the whole or part of an **object** (1.1.1.02)

#### 7.2.3.1.08

fr **dessin**, m

**7.2.3.1.09****design document**

**record (2)** (2.2.1.08) of a **design** (7.2.3.1.08)

NOTE It may be a drawing, a written document, a photograph, data stored in a computer or any other record.

**7.2.3.1.10****patent**

patent of invention

exclusion patent

**industrial property title** (7.2.3.1.02) assigning **protection** (7.2.1.02) to an **invention** (7.2.1.08), **utility model patent** (7.2.3.1.03) or **design** (7.2.3.1.08) for a specified period of time

**7.2.3.1.11****patent office**

governmental or inter-governmental authority charged with administering the **industrial property** (7.2.3.1.01) law of one or more countries, especially with registering, examining, granting and publishing **industrial property titles** (7.2.3.1.02)

**7.2.3.1.09**

fr **document**

**d'esquisse**, m

**7.2.3.1.10**

fr **brevet d'invention**, m

**7.2.3.1.11**

fr **office de brevets**, m

**7.2.3.2 Types of patents****7.2.3.2.01****main patent**

**patent** (7.2.3.1.10) on which one or more **patents of addition** (7.2.3.2.02) are dependent

**7.2.3.2.01**

fr **brevet principal**, m

**7.2.3.2.02****patent of addition**

**patent** (7.2.3.1.10) which represents minor improvement or modification of an **invention** (7.2.1.08) which is the subject of another patent, generally on behalf of the same owner

**7.2.3.2.02**

fr **brevet d'addition**, m

**7.2.3.2.03****improvement patent**

**patent** (7.2.3.1.10) which represents an improvement of an **invention** (7.2.1.08) and which requires the permission of the owner of the previous patent before it may be implemented

**7.2.3.2.03**

fr **brevet**

**d'amélioration**, m

**7.2.3.2.04****national patent**

**patent** (7.2.3.1.10) effective in one country only

**7.2.3.2.04**

fr **brevet national**, m

**7.2.3.2.05****regional patent**

**patent** (7.2.3.1.10) effective in countries which have agreed to a common **patent system** (1.1.1.06)

**7.2.3.2.05**

fr **brevet régional**, m

**7.2.3.2.06**

**petty patent**

**patent** (7.2.3.1.10) accepted after a simplified **patent application** (7.2.3.3.02) procedure and with a shorter period of validity

**7.2.3.3 Acquisition of industrial property titles**

**7.2.3.3.01**

**prior disclosure**

**publication** (2.1.11) by the same **author** (4.2.1.5.03) and on the same subject which preceded the **priority date** (7.2.3.3.09) of a **patent application** (7.2.3.3.02)

**7.2.3.3.02**

**patent application**

**patent specification** (7.2.3.4.04) and completed **form** (2.1.08) for obtaining a **patent** (7.2.3.1.10) submitted for **filing** (4.3.1.2.01) to the competent **patent office** (7.2.3.1.11)

NOTE The term also covers the act of a patent application in a legal procedure.

**7.2.3.3.03**

**divisional application**

**patent application** (7.2.3.4.02) resulting from dividing an application into several parts because it covers more than one **invention** (7.2.1.08)

**7.2.3.3.04**

**union priority right**

right assigning the same priority to a second application for **protection** (7.2.1.02) of **industrial property** (7.2.3.1.01) filed in one country, which is a part of the Paris Convention, as to the first application filed in another country

NOTE The Paris Convention (1883) and subsequent revisions warrant to all subjects of each Convention country, in all other Convention countries, the same protection and advantages as those granted to the nationals of those countries.

**7.2.3.3.05**

**letters patent**

patent abridgement (1)

**document** (1.2.02) issued by a **patent office** (7.2.3.1.11) as evidence of an **industrial property title** (7.2.3.1.02)

NOTE In other contexts, letters patent is a wider term signifying a formal document under seal in favour of a specific grantee but addressed generally, so as to make known its contents.

cf. patent abridgement (2) (7.2.3.4.03)

**7.2.3.3.06**

**patent register**

**register** (7.1.07) of **data** (1.1.4.01) on **patent applications** (7.2.3.3.02) and **patents** (7.2.3.1.10), their validity and proprietorship

**7.2.3.2.06**

fr **brevet provisoire**, m

**7.2.3.3.01**

fr **antériorité**, m

**7.2.3.3.02**

fr **demande de brevet**, f

**7.2.3.3.03**

fr **demande divisionnaire**, f

**7.2.3.3.04**

fr **priorité unioniste**, f

**7.2.3.3.05**

fr **titre officiel**, m

**7.2.3.3.06**

fr **registre des brevets**, m

**7.2.3.3.07****reissue of a patent**

procedure for publishing a **patent** (7.2.3.1.10) for a second time, following a new examination on **request (2)** (5.1.11), to amend errors made with no deceptive intent which wholly or partly invalidate or render inoperative the **invention** (7.2.1.08)

**7.2.3.3.08****re-examination of a patent**

procedure for reconsidering a granted **patent** (7.2.3.1.10) on the basis of pertinent **documents** (1.2.02) not considered during a previous examination

**7.2.3.3.09****priority date**

date of first filing of a **patent application** (7.2.3.3.02), defining the starting date of the right of the **patent** (7.2.3.1.10)

**7.2.3.3.07**

fr **réédition d'un brevet**, f

**7.2.3.3.08**

fr **réexamen d'un brevet**, m

**7.2.3.3.09**

fr **date de priorité**, f

**7.2.3.4 Parts of industrial property titles****7.2.3.4.01****claim**

statement of the technical characteristics of an **invention** (7.2.1.08) defining the extent of **protection** (7.2.1.02) demanded or obtained

**7.2.3.4.02****description (2)**

full and clear account of an **invention** (7.2.1.08) indicating for **documentation** (1.2.01) purposes the object of the invention and the content of the **patent specification** (7.2.3.4.04)

cf. **description (1)** (4.2.1.1.01)

**7.2.3.4.03****patent abstract**

patent abridgement (2)

brief **description (2)** (7.2.3.4.02) of an **invention** (7.2.1.08) indicating the object of the invention for **documentation** (1.2.01)

cf. patent abridgement (1) (7.2.3.3.05)

**7.2.3.4.04****patent specification**

**description (2)** (7.2.3.4.02) and **claim** (7.2.3.4.01) relating to a **patent** (7.2.3.1.10)

NOTE A patent specification generally also contains figures and an abstract.

**7.2.3.4.05****preamble**

first part of a **claim** (7.2.3.4.01), stating the field of the **invention** (7.2.1.08)

**7.2.3.4.01**

fr **revendication**, f

**7.2.3.4.02**

fr **description (2)**, f

**7.2.3.4.03**

fr **abrégé de brevet**, m

**7.2.3.4.04**

fr **spécification de brevet**, f

**7.2.3.4.05**

fr **préambule**, m

**7.2.3.4.06**

**characterizing portion**

second part of a **claim** (7.2.3.4.01) stating the scope of **protection** (7.2.1.02) demanded or obtained and specifically describing the parts of the **invention** (7.2.1.08) which possess the necessary **novelty** (7.2.1.06) or **originality** (7.2.1.05)

**7.2.3.4.07**

**main claim**

first **claim** (7.2.3.4.01) containing the broadest possible definition of the extent of **protection** (7.2.1.02)

**7.2.3.4.08**

**independent claim**

**claim** (7.2.3.4.01) different from the **main claim** (7.2.3.4.07) and referring to technical matters not contained in that claim

**7.2.3.4.09**

**dependent claim**

**claim** (7.2.3.4.01) relating to a previous claim and restricting and clarifying the scope of that previous claim

**7.2.3.4.06**

fr **partie**  
**caractérisante**, f

**7.2.3.4.07**

fr **revendication**  
**principale**, f

**7.2.3.4.08**

fr **revendication**  
**indépendante**, f

**7.2.3.4.09**

fr **revendication**  
**dépendante**, f

**7.3 Privacy and access to information**

**7.3.1 General terms**

**7.3.1.01**

**data subject**

individual about whom **personal data** (7.3.2.01) are recorded

**7.3.1.01**

fr **personne fichée**, f

**7.3.1.02**

**data holder**

person or organization authorized to record and use **data** (1.1.4.01)

**7.3.1.02**

fr **titulaire de données**, m

**7.3.1.03**

**data handler**

person authorized to operate on **data** (1.1.4.01)

**7.3.1.03**

fr **manipulateur des**  
**données**, m

**7.3.1.04**

**third party**

any person or organization other than the **data subject** (7.3.1.01) or the **data user** (7.3.1.05)

**7.3.1.04**

fr **tiers**, m

**7.3.1.05**

**data user**

person or organization authorized to exploit **data** (1.1.4.01)

**7.3.1.05**

fr **utilisateur des**  
**données**, m

**7.3.1.06**

**register of data files**

directory of data files

listing of **data** (1.1.4.01) **collections (1)** (2.2.1.05), their contents and purposes

**7.3.1.06**

fr **registre des fichiers**  
**de données**, m

**7.3.1.07****obligation of notification**

duty of **data users** (7.3.1.05) to notify the **storage (1)** (4.3.1.1.01) of **personal data** (7.3.2.01)

**7.3.1.08****modification of data**

alteration of **data** (1.1.4.01) so as to change the **information (2)** (1.1.3.09) which they represent

**7.3.1.09****data linkage**

aggregation of **data** (1.1.4.01) from several sources on one **data subject** (7.3.1.01)

**7.3.1.10****data integrity**

**quality** (1.3.02) of **data** (1.1.4.01) lawfully acquired, validated, stored and kept up to date

**7.3.1.07**

fr **obligation de déclaration**, f

**7.3.1.08**

fr **modification des données**, f

**7.3.1.09**

fr **interconnexion des données**, f;  
rapprochement des données, m

**7.3.1.10**

fr **intégrité des données**, f

**7.3.2 Types of data****7.3.2.01****personal data**

**data** (1.1.4.01) relating to an identified or identifiable individual

NOTE In some countries, "personal" includes a certain period of protection before birth and after death (post-mortem regulation). It may apply to both individuals and organizations.

**7.3.2.01**

fr **données nominatives**, f, pl

**7.3.2.02****unrestricted data**

**data** (1.1.4.01) obtained from publicly accessible sources

**7.3.2.02**

fr **données libres**, f, pl

**7.3.2.03****anonymized data**

**personal data** (7.3.2.01) modified in such a way that direct reference to **data subjects** (7.3.1.01) is eliminated

**7.3.2.03**

fr **données anonymisées**, f, pl

**7.3.2.04****sensitive data**

**data** (1.1.4.01) with potentially harmful effects in the event of **disclosure** (7.3.3.1.03) or misuse

**7.3.2.04**

fr **données sensibles**, f, pl

**7.3.2.05****classified data**

**data** (1.1.4.01) to which **access** (1.1.3.13) is restricted by administrative means varying according to the degree of **data protection** (7.3.3.1.01) sought

**7.3.2.05**

fr **données classifiées**, f, pl

**7.3.2.06**

**confidential data**

**data** (1.1.4.01) to which only a limited number of persons have **access** (1.1.3.13) and which are meant for restricted use

**7.3.2.06**

fr **données**

**confidentielles**, f, pl

**7.3.3 Data protection and security**

**7.3.3.1 General terms**

**7.3.3.1.01**

**data protection**

legal, administrative, technical or physical measures taken to avoid unauthorized **access** (1.1.3.13) to and use of **data** (1.1.4.01)

**7.3.3.1.01**

fr **protection des**

**données**, f

**7.3.3.1.02**

**data security**

result of the **data protection** (7.3.3.1.01) measures taken to guarantee **data integrity** (7.3.1.10)

**7.3.3.1.02**

fr **sécurité des**

**données**, f

**7.3.3.1.03**

**disclosure**

providing **access** (1.1.3.13) to **data** (1.1.4.01) to a **third party** (7.3.1.04)

**7.3.3.1.03**

fr **cession (2)**, f

**7.3.3.1.04**

**processing permit**

authorization given to a **data handler** (7.3.1.03) or a **data user** (7.3.1.05) to carry out specified operations on recorded **data** (1.1.4.01)

**7.3.3.1.04**

fr **permis de**

**traitement**, m

NOTE The operations may include erasure of data, modification of data, copying of data or disclosure of data.

**7.3.3.1.05**

**clearance**

authorization of **access** (1.1.3.13) to specific **classified data** (7.3.2.05)

**7.3.3.1.05**

fr **approbation**, f

**7.3.3.1.06**

**regarding**

change in the level of **protection** (7.2.1.02) of **classified data** (7.3.2.05)

**7.3.3.1.06**

fr **reclassification**, f

**7.3.3.1.07**

**downgrading**

**regarding** (7.3.3.1.06) by reducing the level of **protection** (7.2.1.02) of **classified data** (7.3.2.05)

**7.3.3.1.07**

fr **déclassification (1)**, f

**7.3.3.1.08**

**declassification**

removal of restriction on **access** (1.1.3.13) to **classified data** (7.3.2.05)

**7.3.3.1.08**

fr **déclassification (2)**, f

**7.3.3.1.09**

**data protection supervisory authority**

official body or person responsible for the enforcement of **data protection** (7.3.3.1.01) legislation or regulations

**7.3.3.1.09**

fr **autorité surveillante**

**de tutelle**, f



### 7.3.3.2 Data security measures

#### 7.3.3.2.01

##### **accreditation**

authorization to process **sensitive data** (7.3.2.04) granted by the **data protection supervisory authority** (7.3.3.1.09)

#### 7.3.3.2.01

fr **accréditation**, f

#### 7.3.3.2.02

##### **access control**

measure taken to limit **access** (1.1.3.13) to **data users** (7.3.1.05) possessing the appropriate **clearance** (7.3.3.1.05)

#### 7.3.3.2.02

fr **contrôle d'accès**, m

#### 7.3.3.2.03

##### **blocking of data**

locking of data

measure taken to prevent input, processing or transmission of **data** (1.1.4.01) while retaining them

#### 7.3.3.2.03

fr **blocage des données**, m

### 7.3.4 Data protection rights

#### 7.3.4.01

##### **consent**

approval of the **data subject** (7.3.1.01) required, except where provided by law, for the recording of **personal data** (7.3.2.01) by a **data holder** (7.3.1.02)

#### 7.3.4.01

fr **consentement**, m

#### 7.3.4.02

##### **right to know**

public **right to be informed** (7.3.4.03) of the existence of legally defined types of recorded **data** (1.1.4.01), of the operations carried out on them and of **third parties** (7.3.1.04) to whom **access** (1.1.3.13) is given

#### 7.3.4.02

fr **droit d'accès (1)**, m

#### 7.3.4.03

##### **right to be informed**

right of **data subjects** (7.3.1.01) to be informed of the existence, contents, purpose and use made of **personal data** (7.3.2.01) recorded on them

#### 7.3.4.03

fr **droit à l'information**, m

#### 7.3.4.04

##### **right to inspect**

right of **data subjects** (7.3.1.01) to inspect **personal data** (7.3.2.01) recorded on them

#### 7.3.4.04

fr **droit d'inspecter**, m

#### 7.3.4.05

##### **right of inspection**

right of a **data protection supervisory authority** (7.3.3.1.09) to consult and control **data** (1.1.4.01)

#### 7.3.4.05

fr **droit d'inspection**, m

#### 7.3.4.06

##### **right of complaint**

right of **data subjects** (7.3.1.01) or of a **data protection supervisory authority** (7.3.3.1.09) to take legal action when **data protection** (7.3.3.1.01) regulations have been infringed in respect of **personal data** (7.3.2.01)

#### 7.3.4.06

fr **droit de contestation**, m

**7.3.4.07**

**right to correction**

right of **data subjects** (7.3.1.01) to rectify any inaccurate recorded **personal data** (7.3.2.01) concerning them

**7.3.4.08**

**right to deletion of data**

right of **data subjects** (7.3.1.01) or of a **data protection supervisory authority** (7.3.3.1.09) to the erasure of **data** (1.1.4.01) on proof of infringement of **data protection** (7.3.3.1.01) legislation or regulations

**7.3.4.09**

**right to data blocking**

right to data locking  
right of **data subjects** (7.3.1.01) and **data protection supervisory authorities** (7.3.3.1.09) to the **blocking of data** (7.3.3.2.03) when they are believed to be irregular

**7.3.4.10**

**right of parallel recording**

right of **data subjects** (7.3.1.01) to have their own version of **personal data** (7.3.2.01) recorded together with those stored by the **data holder** (7.3.1.02)

**7.3.5 Access to information**

**7.3.5.01**

**access to information**

freedom of information  
right to obtain **information (1)** (1.1.3.08) contained in **records (2)** (2.2.1.08) of government institutions, subject to certain conditions

**7.3.5.02**

**access date**

date at which **records (2)** (2.2.1.08) or **archives (1)** (3.1.01) become available for public inspection

NOTE The date is usually determined by the lapse of a specific number of years from the creation of the records or archives. Generally, it applies only to countries where there is no access to information legislation.

**7.3.5.03**

**open access records**

**records (2)** (2.2.1.08) to which there is no restriction on public **access** (1.1.3.13)

**7.3.5.04**

**restricted access records**

**records (2)** (2.2.1.08) to which there are limitations on public **access** (1.1.3.13)

**7.3.5.05**

**closed access records**

**records (2)** (2.2.1.08) to which there is no public **access** (1.1.3.13)

**7.3.4.07**

fr **droit de rectification**, m

**7.3.4.08**

fr **droit de détraction des données**, m

**7.3.4.09**

fr **droit de blocage de données**, m

**7.3.4.10**

fr **droit d'enregistrement parallèle**, m

**7.3.5.01**

fr **droit d'accès (2)**, m

**7.3.5.02**

fr **date d'accès**, f

**7.3.5.03**

fr **enregistrement d'accès libre**, m

**7.3.5.04**

fr **enregistrement d'accès restreint**, m

**7.3.5.05**

fr **enregistrement d'accès fermé**, m

**7.3.5.06  
screening**

examination of **holdings** (3.1.13) to determine the presence of **restricted access records** (7.3.5.04) or **closed access records** (7.3.5.05)

**7.3.5.06  
fr examen, m**

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