

Australian/New Zealand Standard™

Information and documentation— Vocabulary



AS/NZS ISO 5127:2004

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-019, Computer Applications—Information and Documentation. It was approved on behalf of the Council of Standards Australia on 14 May 2004 and on behalf of the Council of Standards New Zealand on 21 May 2004. It was published on 8 July 2004.

The following are represented on Committee IT-019:

Australian Council of Libraries and Information Services
Australian Library and Information Association
Australian Publishers Association
Committee of New Zealand University Librarians
Council of Australian State Libraries
Council of Australian University Librarians
CSIRO Information Technology Services
Library and Information Association of NZ Aotearoa/Te Rau Herenga o Aotearoa
National Archives New Zealand
National Gallery of Australia
National Library of Australia
National Library of New Zealand
Tertiary Library Networks
Victoria University of Wellington NZ
Victorian Association for Library Automation

Keeping Standards up-to-date

Standards are living documents which reflect progress in science, technology and systems. To maintain their currency, all Standards are periodically reviewed, and new editions are published. Between editions, amendments may be issued. Standards may also be withdrawn. It is important that readers assure themselves they are using a current Standard, which should include any amendments which may have been published since the Standard was purchased.

Detailed information about joint Australian/New Zealand Standards can be found by visiting the Standards Web Shop at www.standards.com.au or Standards New Zealand web site at www.standards.co.nz and looking up the relevant Standard in the on-line catalogue.

Alternatively, both organizations publish an annual printed Catalogue with full details of all current Standards. For more frequent listings or notification of revisions, amendments and withdrawals, Standards Australia and Standards New Zealand offer a number of update options. For information about these services, users should contact their respective national Standards organization.

We also welcome suggestions for improvement in our Standards, and especially encourage readers to notify us immediately of any apparent inaccuracies or ambiguities. Please address your comments to the Chief Executive of either Standards Australia International or Standards New Zealand at the address shown on the back cover.

This Standard was issued in draft form for comment as DR 04217.

Australian/New Zealand Standard™

Information and documentation— Vocabulary

First published as AS/NZS ISO 5127:2004.

COPYRIGHT

© Standards Australia/Standards New Zealand

All rights are reserved. No part of this work may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying, without the written permission of the publisher.

Jointly published by Standards Australia International Ltd, GPO Box 5420, Sydney, NSW 2001, and Standards New Zealand, Private Bag 2439, Wellington 6020

ISBN 0 7337 6137 2

PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-019, Computer Applications—Information and Documentation.

This Standard is identical with, and has been reproduced from ISO 5127:2001, *Information and documentation—Vocabulary*.

The objective of this Standard is to define 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.

As this Standard is reproduced from an international standard, the following applies:

- (a) Its number appears on the cover and title page while the international standard number appears only on the cover.
- (b) In the source text ‘this International Standard’ should read ‘this Australian/New Zealand Standard’.
- (c) A full point substitutes for a comma when referring to a decimal marker.
- (d) None of the normative references in the source document have been adopted as Australian or Australian/New Zealand Standards.
- (e) Any French text should be ignored.

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.

NOTES

AUSTRALIAN/NEW ZEALAND STANDARD

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.

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

1.1.2.12**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.

1.1.2.13**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.

1.1.2.14**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]

1.1.2.08

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

fr **terme**, m

1.1.2.13

fr **nom**, m

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)

1.1.3 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)

1.1.2.22

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

1.1.3.01

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

1.1.4.09**format (1)**

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

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)

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)

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

1.1.4.13**host**

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

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

1.2 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

1.1.4.08

fr **codage**, m

1.1.4.09

fr **format**, m

1.1.4.10

fr **banque de données**, f

1.1.4.11

fr **base de données**, f

1.1.4.12

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

1.1.4.13

fr **serveur**, m

1.1.4.14

fr **internet**, m

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 specimenscf. **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)

2.2.1.04

fr **résumé**, m

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

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

2.2.1.05

fr **recueil**, m

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

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

2.2.1.07

fr **dossier (1)**, m

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

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

2.2.1.08

fr **dossier (2)**, m

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

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

[BSI-DD 247:1998]

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

[BSI-DD 247:1998]

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

[BSI-DD 247:1998]

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

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

[BSI-DD 247:1998]

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)

[BSI-DD 247:1998]

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)

[BSI-DD 247:1998]

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.

2.2.2.13fr **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 hand

cf. **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

[BSI-DD 247:1998]

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

2.3.2.28

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 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

2.3.3.01

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

2.3.3.02

fr **daguerréotype**, 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

2.3.4.02**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

2.3.4.03**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)

2.3.4.04**videotape**

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

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)

2.3.4.06**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

2.3.4.01

fr **disque**, m

2.3.4.02

fr **disque phonographique**, m

2.3.4.03

fr **bande magnétique**, f

2.3.4.04

fr **bande vidéo**, f

2.3.4.05

fr **disque magnétique**, m

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

[BSI-DD 247:1998]

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.

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 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.

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

3.2.18

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 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”.

3.3.01

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