

Glossary of Documentation terms

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	Society of Archivists

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Foreword

This glossary is intended for the librarian, writer, reader and student of documentation. It represents a consensus of the written views of individuals and organizations in the UK, on the Draft for Comment, which was widely circulated. There were more than 3000 suggested terms and definitions, from which the 1300 or so included were selected. Librarianship and documentation cover a number of fields, both practical and theoretical, so inevitably there was considerable diversity in the professional advice offered. The glossary is the product of a synthesis which it is hoped represents current practice in the UK.

No attempt is made to include terms comprehensively. While the choice may sometimes seem a little arbitrary, the guiding principle is to avoid excessive specialization in border areas, and to concentrate on contemporary terminology, though certain terms are excluded because no agreement has been reached on some of the newer and rapidly evolving concepts. Terms which, although commonly used in documentation, have a satisfactory dictionary definition, have mostly been excluded, as have compound terms where the total meaning of the compound does not differ from that of the sum of the constituent terms. Commonly used trade names are included, usually with a reference to the preferred generic term.

Section 1 is an alphabetical list of terms and definitions. This arrangement is considered the most helpful, especially to those unfamiliar with the conventional subject groupings of documentation. References within this section have been kept to a minimum, as the relationships between concepts are listed in section 2, and the reference numbers in the right-hand margin guide the user to the appropriate group(s) in that part.

Section 2 is a grouping of terms, a conventional arrangement governed by most probable use. It is not a classification in the sense of ordering knowledge. For example, *check digit*, which is a general device for verifying the transcription of numbers, appears under *Mechanization*, at 1.5.3, as in documentation it is used mainly in connection with computer input. The grouping enables the user to proceed from a term in section 1 to a cluster of related terms which provide some illustration of the broader context.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 82, an inside back cover and a back cover.

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

Section 1. Alphabetical list of terms and definitions

The alphabetical arrangement is word-by-word. Hyphenated compounds are treated as two (or more) words if the component elements are meaningful words in their own right, but as single words if the first element is meaningful only as a prefix. Thus book-end is filed as book end but co-operative is filed as cooperative.

In those cases where synonymous terms exist for a definition, the preferred term is given in bold type and the non-preferred synonym is either given below it in lighter type or referred to in the definition.

Deprecated synonyms are so marked.

The reference numbers in the right-hand margin refer to section 2 (see foreword)

Term	Definition	
abridgement	a) A shortened or curtailed version of a work, retaining the essential character and theme of the original.	2.0.1.5
	b) In the patents field, a summary of the disclosure of a published patent specification setting out all the essential features of the invention and briefly describing the way in which it may be performed.	2.4
abstract	A summary of the information in a document. When not published in the original document it should be accompanied by an adequate citation to enable the document to be traced.	2.0.1.5, 5.3
acceptance	In the patents field, approval by the Comptroller for publication of a patent specification, given after the examiner reports that the applicant has complied with all requirements imposed on him by or under the Patents Act.	2.4.1
access	See <i>closed access</i> , <i>direct access</i> , <i>open access</i> .	
access date	The date at which archives become available to the general public, usually determined by the lapse of a specified number of years.	10.1
accession (noun)	An addition that has been accessioned.	8.4
accession (verb)	To register the formal acceptance of an addition into a library or record office.	8.4.1
accession number	A unique number that may be given for identification purposes to each addition to a library as it is recorded.	8.4.2
accessions department	See <i>acquisitions department</i> .	
accessions register	A record of the additions to the stock of a library or the holdings of a record office. Normally the items are recorded in the order in which they are received.	8.4.2
acquisitions department	The department of a library responsible for obtaining documents by purchase, gift or exchange.	8.1
accessions department		
order department		
activity	A category of concepts expressing change or lack of change.	7.1.2
adaptation	A work derived from another work and mainly designed for some special purpose or in a form different from that of the original. See also <i>arrangement</i> .	2.2.2
added copy	A further copy of a document already in stock.	8.4
duplicate (noun) c)		
added entry	Any entry representing a particular bibliographic unit in a catalogue, bibliography or index other than the main entry for that unit.	6.3.1
secondary entry		
added title page	A title page additional to that chosen as the basis for the description of the document.	2.0.2.1, 6.3.2.1

Term	Definition	
addition	A document that has been acquired by a library.	8.4
adhesive binding flexible binding perfect binding unsewn binding	A method of binding a book without sewing or stitching, by applying plastics adhesive to the spine and cover.	8.6.3
administrative unit	An independent library or group of libraries under a single director.	8.1
advance copy	A copy of a document circulated before its publication date for comment, review, notice or other purposes.	4.2
agglutinative symbol	In a notation, a symbol of which two or more parts have a constant independent meaning. A non-flexible symbol.	7.1.5
all published	See <i>no more published</i> .	
all-through filing	See <i>letter-by-letter arrangement</i> .	
alpha-numerical data	Data represented by means of characters consisting of both letters and digits.	1.3.2
alphabetical subject catalogue	A catalogue of entries arranged alphabetically by their subject headings.	6.2
alphabetical subject index	An alphabetical list of all subjects named or dealt with in a document, classification schedule or classified catalogue, together with reference to the place(s) where each subject occurs.	2.0.2.4, 6.2, 7.2.3
alphabetico-classed sequence	An arrangement of main terms in alphabetical order with other terms subordinate to the main terms in one or more stages, each stage usually but not necessarily being arranged alphabetically. The stages usually express or imply generic relations, but other relations may also appear.	7.2.3
alphabetico-specific sequence	An arrangement of terms in alphabetical order, usually including subheadings but not those expressing or implying generic relations.	7.2.3
alphabetization	The arrangement of entries in the order of an alphabet.	6.3.0.1
alternative location	In a classification, the provision of two or more places for a given concept to allow for a deliberate choice of emphasis in classifying a document. Found e.g. in Bliss Classification.	7.1.3
alternative title	a) An additional title which may, in certain circumstances, be used as the main title, e.g. multilingual documents with titles in the languages of the text. b) A form of subtitle introduced by “or” or its equivalent.	6.3.2.1 6.3.2.1
ammonia process dry ammonia process	A diazo process in which both the diazo and the coupler are in the base and development is achieved by neutralizing the acidic stabilizers with ammonia fumes.	3.2.2.1.2
analet	An arrangement of isolates connected by operators, used in relational indexing.	7.2.2.2
analytical bibliography	The study of books and other documents as physical objects in order to recover the details of the physical process of their manufacture. Analytical bibliography is the basis of descriptive bibliography.	5.1
analytical entry	An entry in a catalogue, bibliography or index for a part of a document, including a reference to that document.	6.3.1

Term	Definition	
analytical note	That part of a catalogue entry containing the reference to an item in a document for which an analytical entry has been made.	6.3.1
analytico-synthetic classification	A classification which permits a representation of a complex subject by analysing it into its constituent concepts (as represented in the classification) and synthesizing a class mark for the subject out of the symbols for these concepts.	7.1.1
annexe	In the archives field, a document attached to, but not originally a part of, another document.	10.1.1
annotation	See <i>note</i> .	
annual	A type of serial in which the parts, usually in volume form, are intended to be issued at intervals of a year.	2.1
anterior subdivision	In a classified sequence, a subject subdivision which is placed before the subject treated generally.	7.1.2
aperture card	A card usually of a size suitable for use in data processing systems, with a rectangular hole or holes specifically designed to hold a frame or frames of microfilm.	3.2.2.4.1.1
approach term	a) A broad term used as a preliminary to the formulation of a precise search question. b) A term providing entry into a classification or indexing system.	7.3.3 7.0.1
approval plan	A type of blanket order under which the library may return without penalty items sent to it by the supplier.	8.4.1
appurtenance	In relational indexing, a category of relations between concepts expressing the combination of fixed association with non-distinctness as exemplified in the relational situation between a thing, activity or abstraction and its physical or invariant properties, parts or species. The symbol /(is used for this category. Examples: Table /(leg; silver /(melting point.	7.2.2.2
archival quality	The degree to which a physical medium such as processed film, paper or magnetic recording is estimated to retain its characteristics without deterioration during an indefinite period of storage under controlled conditions.	3.2.2.2
archive	a) May be used for the archives of a single institution. b) A document forming part of archives a) or b).	10 10
archive administration	The collection, construction and organization for use, of archives and the theoretical and practical studies of such procedures.	1.4.10.1
archive group	The documents resulting from the work of an administrative unit or agency which is or was an organic whole, complete in itself, capable of dealing independently, without any added or external authority, with every side of any business which could normally be presented to it.	10.1.3.1
archives	a) Records that have been preserved by the persons responsible for the transactions to which they relate, or by their successors, in their own custody, and normally in the arrangement in which they were created or received during the business in question. b) Archives a) which have been deliberately selected for permanent preservation. c) A building or part of a building in which archives a) or b) are preserved and made available for use.	10 10 10

Term	Definition	
	d) See <i>record office</i> .	
archivist	a) One who is occupied in the preservation and organization of archives, or other primary records.	1.4, 10
	b) One occupied in the conservation and organization for use, of primary records (manuscripts and other documents) in the context of their original use or provenance.	1.4, 10
arrangement	a) In archives, the restoration of pre-existing order among records, document by document, so as to reflect their original and significant relationships.	10.1.2
	b) In archive administration, the creation of an order that makes possible or facilitates the use of records while adhering as closely as possible to their supposed original order as derived from consideration of the functions and structure of the organization that produced them.	10.1.2
	c) An adaptation of a musical work for performance by voices or instruments other than those for which it was originally composed.	2.2.2
	d) A modification of a musical work for performance by singers or instrumentalists of a different level of technical ability from that originally intended.	2.2.2
array	In classification, a series of mutually exclusive terms, subclauses or foci derived from a parent class by application of a single characteristic of division.	7.1.2
art print	An etching, engraving, lithograph, etc. produced as an original work of art.	2.3.2.1
art reproduction	A mechanically reproduced copy of a work of art, generally as one of a large commercial edition.	2.3.2.1
art work	That part of printer's copy which consists of material prepared for block or plate making.	3.1.1
articulated index	a) A subject index in which the syntactic relations between two or more terms are expressed either implicitly by their order, or explicitly by notation.	7.2.3
	b) An alphabetical subject index in which pre-coded terms in a title-like phrase constructed by the indexer, are mechanically selected and printed as approach terms, the rest of the phrase being indented and printed in an order which is determined either by the prepositions in the phrase or by the relations between the concepts.	7.2.3
artificial digit	In Dewey Decimal Classification, a letter or other symbol used in certain cases as a substitute for digits 0–9 to provide a more prominent location or shorter notation for various languages, literatures, religions, cultures, ethnic groups.	7.1.6.1
aspect card	See <i>feature card</i> .	
assistant librarian	A trained librarian who is not in charge of an administrative unit. See also <i>library assistant</i> .	8.2

Term	Definition	
association	In relational indexing, a category of relations between concepts expressing the combination of fixed association with concurrence (recognition) as exemplified in the relational situation between a process and the associated agent; between a thing, activity or abstraction and its abstract property, or other associated concept. The symbol /; is used for this category. Example: Prison /; disgrace.	7.2.2.2
associative indexing	Indexing by means of a computer, which records association between terms without there necessarily being a specified functional relationship between them.	7.3.3
associative memory	A methodology of information retrieval whereby an association of sought terms together with closely related terms is used as a means of widening the search, and identifying further possibly relevant documents within the file.	7.3.3
asyndetic	Of an index, catalogue etc., not indicating relationships between headings.	6.3.0.2
atlas	Strictly, a collection of maps made with a unity of design and purpose, and produced as a bound volume or for inclusion with a portfolio.	2.5.1
attraction	Classification of a specific aspect of a subject in a discipline not devoted to that aspect, usually because the correct discipline contains no specific provision for the subject in question.	7.1.3
audio charging	The recording of loans by sound recording.	9.1.2
audio-visual material	See <i>non-book material</i> .	
audiodisc	See <i>sound disc</i> .	
audiotape	See <i>sound tape</i> .	
author	A person or corporate body primarily responsible for the content of a document.	6.3.1.2
author abstract auto abstract	An abstract written by the author of the work abstracted.	5.3
author catalogue	A catalogue of author entries.	6.2
author entry	An entry in a catalogue, bibliography or index under the heading chosen for the name of an author.	6.3.1
authority list	A list of headings or terms, including references, to be used as a standard in cataloguing or indexing.	7.2.1.2
auto abstract	See <i>author abstract and automatic abstract</i> .	
auto-encoding	The process of producing either automatic abstracts or automatically generated index entries on the basis of word frequency.	5.3, 7.2.4, 7.3.1
auto extract	A form of automatic abstract compiled by the extraction of sentences from a document by mechanical selection. Selection may be on the basis of word frequency or by the position of sentences in the context of the document.	5.3
automatic (automated) abstract auto abstract	An abstract compiled from the text of a document by means of a machine.	5.3

Term	Definition	
automatic format recognition	The automatic recognition by a computer of the structure of a record in terms of fields, elements etc., without the need for tagging.	1.5.3
automatic translation	See <i>machine translation</i> .	
Autopositive	A trade mark of Kodak Limited, for certain types of photographic paper and film used in the direct positive process.	3.2.2.1.1
auxiliary publication supplementary publication	Additional material (such as tables, graphs, illustrations, text in microform or in hardcopy), which supplements the work published in a periodical or other publication. A note of the existence of the additional material is included in the work and it can thus be obtained from the author or from the documentation centre in which it has been deposited. Sometimes (e.g. in the British Library Lending Division) called <i>supplementary publication</i> .	2.0.1.4
auxiliary schedule	In classification, a table containing widely applicable terms, the symbols for which can be used only in combination with notation from the main table. See also <i>common subdivisions</i> .	7.1.6
back	The part of the book formed by the folds of the sections sewn, glued, stapled or otherwise held together.	8.6.2
back issue	Any part of a serial other than the latest.	2.1.1
back margin	See <i>inner margin</i> .	
back projection	A method by which an enlarged image is projected on to the back of a translucent screen for reading from the front by transmitted light.	2.3.2
back-up services	Services designed to provide documents or document surrogates in support of a literature bulletin or similar dissemination service.	5.2.2
base	The range of characters used in a notation.	7.1.5
base map	A map used as a primary source of compilation or as a framework on which new detail is printed.	2.5.1
bastard title	See <i>half-title</i> .	
batch processing	A method of processing data in which records to be generated are collected and prepared for input to the computer for processing as a simple unit.	1.5.1
Batten card system	See <i>optical coincidence</i> .	
bay	a) A space in a library, usually between two facing tiers of shelving, and closed at one end, wide enough to take readers' tables or other furniture.	8.5.2
	b) Sometimes used as a synonym for <i>tier</i> .	8.5.2
bias	A phase relation between two terms indicating that a subject has been treated for users who are specialists in another field, e.g. mathematics for engineers.	7.1.6.2
bibliographer	a) One engaged in analytical bibliography, descriptive bibliography or systematic bibliography. See also <i>descriptive bibliography</i> and <i>systematic bibliography</i> .	5
	b) One engaged in the systematic description and listing of documents for particular purposes.	5

Term	Definition	
bibliographic coupling	A method of indexing or classification based on the link formed between two documents by their common citation of one or more documents. Thus when “n” citations are common to both, there is said to be a coupling of strength “n” between the documents.	7.2.2.5
bibliographic note	See <i>note</i> .	
bibliographic record	a) In a broad sense, the totality of systematic bibliography. b) Within a bibliographic system, the complete set of data relating to any one bibliographic unit.	5 5.2.1
bibliographic unit	Any document, several documents or part of a document treated as a single entity in a bibliographic system, e.g. book, periodical, article, table.	5.2.1
bibliographical reference	A set of data describing a document or part of a document, and sufficiently precise and detailed to identify and locate it.	5.2.1
bibliography	a) The systematic study of the physical and/or textual characteristics and the properties of books or other documents in relation to the transmission of texts or to the techniques of printing and book production. b) The systematic description and listing of documents for particular purposes. c) The resulting document of bibliography b).	5 5 5
bibliometrics statistical bibliography	The application of mathematics and statistical methods to the study of the use of documents and the patterns of publication.	9.2.1
bind	To fasten together printed or manuscript sheets and to attach to them covers which may be made of a variety of materials, e.g. cloth, leather, wood, for protection.	8.6.1
binder's title	The title used on the spine of the volume after binding.	6.3.2.1
binding record	A card or other document recording details about the binding of any item.	8.6.1
binding register	A collection of binding records in whatever form, retained permanently or for a time, for record purposes.	8.6.1
biobibliography	A bibliography of works by and about a particular person.	5.1
blanket order	A method of ordering books for a library under which the library agrees to accept all items selected by the supplier within defined categories of interest.	8.4.1
bleed off	In printing, the intentional cutting of the illustration or background tints by the final trim.	3.1.5
blind	In binding, without the use of gilt or colour and visible only in relief. Applied to blocking, tooling, etc.	8.6.4
block	a) A group of contiguous characters recorded on, and read as a unit from, a magnetic record, e.g. magnetic tape, magnetic disc. A block may contain one or more complete records. b) An etched or grouted metal or plastics plate mounted to the same height as the type in letterpress printing. Blocks representing tonal values are called half-tone block; those representing line drawings are called line block. c) A piece of wood engraved or cut by hand for printing.	7.3.1.1 3.1.4.3 3.1.4.3
block pull	A trial print from a block or litho plate.	3.1.5.1

Term	Definition	
blocking	The production of an indented design or lettering on the cover of a book by the use of a block used in a press. It may be blind, gilt or coloured.	8.6.4
blurb	A publisher's description of a book appearing in the book or, more usually, on the book jacket.	2.0.2.5
boards	Pieces of material, usually millboard or strawboard, used to lend rigidity to the covers of books.	8.6.2.1
body of the entry	That part of the entry in a catalogue, bibliography or index that formally describes a document. It usually follows a heading, and in British practice includes the collation and normally excludes any annotation.	6.3.1
body type text type	Type of a size used for printing text material.	3.1.4.2
bold face	A heavier or stronger version of a particular design of type, frequently used in contrast to types of ordinary weight.	3.1.4.1
bolts	The unslit folds of a section of a book. They are usually trimmed off in the finishing process.	8.6.2.1
book	a) A number of sheets or leaves fastened together at one edge so as to be opened at any particular place, the whole being protected by binding or covers of some kind. b) A written work long enough to occupy a book a).	2.0.1.1 2.0.1.1
book card	An identifying card normally kept with the document and used for recording loan transactions.	8.4.2
book cloth	A woven fabric, usually treated, used for the outer cover of the binding.	8.6.2.1
book club edition	An edition sold at a special price to members of a book club, who agree to purchase a certain minimum number of volumes from a series of books issued by the club for its members. Copies of this edition may or may not be the same as those editions produced for sale to the public. See also <i>edition</i> .	4.3.2
book-end book support	A piece of rigid material placed at the end of a row of books to keep them upright.	8.5.2
book-holder	In reprography, a device used to hold the pages of a bound volume open, for reproduction in a level or near-level plane, so that all parts of the image are in focus.	3.2.2.3
book jacket dust cover wrapper	A loose cover in which a publication is originally issued.	2.0.2.5
book number	Any number used to identify a document in a documentation system.	6.3.2.3
book plate	A printed or engraved label with a name, device or other symbol or illustration denoting the ownership of a volume, in which it is fixed.	8.4.2
book pocket pocket b)	A holder attached to a loanable book to hold the book card.	8.4.2
book proof	A proof of a book in its final form though without covers. The sections are printed, folded and trimmed exactly as they will be in the book. Usually requested for high quality books.	4.2

Term	Definition	
book rest	An adjustable frame or support placed on a desk or table to hold a book at an angle convenient for reading.	8.5.3
book stack	See <i>stack</i> .	
book support	See <i>book-end</i> .	
book trade	The sum of publishing, bookselling and other organizations engaged in the commercial distribution of books and other publications.	4.2.2
book trough	A free-standing tilted shelf with a back at right angles to it, used for displaying a limited number of books so that the spines are clearly visible.	8.5.3
bookseller's report	A statement from a bookseller regarding the availability of an ordered work.	4.2.2
border	The area of a map or chart lying between the neat line and the surrounding framework.	2.5.3
Bradford's law	A law, first formulated by S C Bradford in his study of bibliographies, which expresses the scatter of papers relevant to a given subject among their sources. Later workers have shown this law to be a special case of the Zipf distribution, sometimes known as the Bradford-Zipf distribution.	9.2.1
Bradford-Zipf distribution	See <i>Bradford's law</i> .	
broad classification	The use of only the more inclusive levels of a classification scheme, omitting detailed subdivisions.	7.1.4
brochure	Historically a booklet, usually stitched or sewn. Nowadays often a presentation of promotional literature in any form.	2.0.1.2
broken order	The arrangement of books in a library where all the documents on some subjects are shelved out of the main sequence of a single classification.	8.5.1
browsing	a) The use of libraries or literature to acquire information of general or specific interest, either by a random search or, more usually, by search among material which is only broadly related to the object of the search.	9.3
	b) Use of a classification or information retrieval system where examination of items proceeds by association of ideas.	7.3.3
bulletin	A publication, usually serial, containing official or authoritative topical information.	2.1
bundle	In the archives field, a number of individual documents tied together by string, tape or the like, for convenience. A bundle may be "original" i.e. in that form when received in a repository, or may be so formed at a later date for convenience of storage and preservation; usually the fact that a bundle is "original" is stated in any list or inventory since the juxtaposition of the documents within it may be of some significance.	10.1.3.1

Term	Definition	
©	The prescribed symbol under the Universal Copyright Convention by which copyright protection is afforded in contracting states to nationals of other contracting states provided that all copies of the work published bear the symbol accompanied by the name of the copyright proprietor, and the year of first publication, placed in such a manner and location as to give reasonable notice of claim of copyright. This location is usually on the verso of the title page, in the form “© John Smith 1970”. The symbol is not required to establish copyright of documents published in the United Kingdom, but the United Kingdom has ratified the Universal Copyright Convention. See also <i>copyright</i> and <i>copyright statement</i> .	4.1
calendar	a) In archives, a precis, normally but not necessarily in English, of the contents of a single document, sufficient in many cases to absolve the student from consulting the original. b) In archives, a list, usually chronological, of calendars a).	10.1.1 10.1.1
call number	A form of book number used to identify a document and to facilitate its location in the library stock.	8.4.2
camera copy	Printer's copy suitable for reprographic reproduction without any further preparation.	3.2.0.1
camera-processor	A device having the dual function of creating a photographic image on film and of processing the exposed film.	3.2.2.3.1
camera-recorder	a) A device used for the production of Photochromic Micro Images in which high-reduction microcopies are produced from a microfilm intermediate instead of an original document. b) Sometimes applied to a device for recording images of large drawing, etc. on 70 mm or ½ plate film and additionally having the facility for projecting the filmed image on to sensitized material for the purpose of making an enlarged print.	3.2.2.3.1 3.2.2.3.1
canonical class	A traditional subgrouping within a main class for the order of which no underlying principle has yet been discovered.	7.1.2
caps	See <i>upper case</i> , see also <i>small caps</i> .	
caption	a) A heading of a chapter, section, page or column. b) Descriptive text printed adjacent to an illustration (also called <i>legend</i>).	2.0.2.2 2.0.2.3
carbon ribbon	A grade of paper ribbon used on a typewriter or other printing out device to give a fine, sharp impression.	3.2.1
card	A stiff piece of paper or thin paperboard suitable for writing or printing and carrying a record (as a unit in a system of filing or sorting).	6.4
card catalogue	A catalogue recorded on cards of uniform size.	6.4
card number	A symbol consisting of numbers or a combination of letters and numbers, and possibly with the date, used to identify particular entries on centrally produced printed catalogue cards, such as those issued by the publishers of national bibliographies, mainly to facilitate ordering.	6
card-to-card printer	Equipment which produces copy cards by contact printing from other aperture cards.	3.2.2.4
carrel	A small enclosed space in a library for individual private study.	8.5.2

Term	Definition	
cartogram	A small diagram on the face of a map displaying quantitative data. It has also been used to describe an abstracted and simplified map for which the base is not true to scale.	2.5.3
cartographic symbol	A letter, character or other graphic device representing some feature, quality or characteristic on a map or chart.	2.5.3
cartography	The art, science and technology of making maps, together with their study as scientific documents and works of art.	2.5
cartouche	An embellishment of a map or chart, often in the form of a scroll, usually enclosing a title, legend or name.	2.5.3
cartridge	a) A closed container of magnetic tape, especially in continuous loop form, or of film, designed for loading and unloading a suitable recorder, reader or projector without prior threading or rewinding. b) A spool of unprocessed film in a light-proof container designed for daylight loading, especially one that requires mere insertion into a suitable camera. c) Part of the pick-up arm of a record player.	2.3.4.2 2.3.4.2, 3.2.2.3 2.3.3
case	The cover of a book when it has been made as a separate unit.	8.6.2.1
case papers	See <i>particular instance papers</i> .	
casing	The addition of the case to the body of the book.	8.6.4
cassette	a) A closed container of film or magnetic tape with both supply and take-up spools, designed for loading and unloading a suitable projector, reader or recorder without prior threading or rewinding. b) A light-proof container for a spool of unprocessed film.	2.3.4.2 2.3.4.2
casting off	In printing, the estimation of the area into which a given number of characters will fit.	3.1.2
catalogue	A list of documents, arranged according to some definite plan, which records and describes the resources of a collection.	6.2
catalogue code	A set of rules for use in preparing entries for catalogues in order to ensure uniformity of practice.	6
cataloguing	The process of making entries for catalogues.	6
cataloguing in publication	The provision of cataloguing information in a document at the time of its publication.	
cataloguing in source		6.1
cataloguing in source	See <i>cataloguing in publication</i> .	
catchword	a) A word at the foot of a page anticipating the first word of the next page. b) In cataloguing, a significant or easily remembered word, other than the first, selected from the title as an entry word. c) An approach term for a patent classification system.	2.0.2.2, 3.1.2.2 6.3.1 2.4.2
catchword entry	An entry under a catchword.	6.3.1
catchword index	An index in which significant words found in titles of documents are used as approach terms.	7.2.3
category	a) A concept of a high degree of generality with a wide area of application, elaborated in referring directly or indirectly to knowledge.	7.0.2

Term	Definition	
	b) In the Colon Classification, one of five basic types into which terms can be grouped. The five categories are Personality, Matter, Energy, Space and Time.	7.1.6.2
causation	See <i>functional dependence</i> .	
centralized cataloguing	a) The cataloguing of documents by some central agency, and the distribution of the resulting data to libraries and other services.	6.1
	b) The cataloguing at one point within a library system of all documents for that library system.	6.1
chain	A hierarchy of modulated subclasses of decreasing extension and increasing intension derived by successive division.	7.1.2
chain indexing	A method of producing an alphabetical index of the terms corresponding to the parts of a compound classified entry (e.g. a faceted representation) of a document, whereby the terms are set out in the reverse of citation order and the index entries are made by successively deleting the initial terms. For example, if the reverse order of the terms is EDCBA, the further entries will be DCBA, CBA, BA and A. The entries in the index may be referred to the corresponding notation in the citation order, e.g. ABCDE, ABCD, ABC, AB and A. The method may also be applied to a hierarchical system; in this, unnecessary terms may be omitted if so desired.	7.1.3
chain procedure	A method of deriving from a hierarchy of terms, the entry suitable for a subject index, e.g. for deriving subject headings in an alphabetical subject catalogue or for deriving a system of “see also” references.	7.2.1
chained list	A list in which the items of data may be dispersed but in which each item contains an identifier for locating the next item.	1.5.1
character	A member of a set of elements upon which agreement has been reached and which is used in a system for the organization, control or representation of data.	1.3.2, 3.1.4
	NOTE Characters may be letters, digits, punctuation marks or other symbols, often represented in the form of a spatial arrangement of adjacent or connected strokes, or in the form of other physical conditions in data media.	
character recognition	An identification of graphic, phonic or other characters by automatic means, for example, optical character recognition (OCR) and magnetic ink character recognition (MICR).	1.3.2
character set data base, <i>deprecated</i>	An agreed finite set of different characters considered complete for some purpose.	1.3.2, 3.1.4
characteristic	A quality by which concepts are assembled, divided, or arranged in sequence, in a classification scheme.	7.1.2
charge	a) The complete record of the loan of an item to a borrower. b) See <i>issue (verb)</i> .	9.1.2
chart	In cartography, a map designed primarily for navigation, particularly nautical and aeronautical.	2.5.1
chartered librarian	A professional librarian who is elected to the register of the Library Association.	8.2
check digit	A digit, usually the last, by which the accuracy of transcription of a number may be verified.	1.5.3
checklist	See <i>list</i> .	

Term	Definition	
chemical transfer process	See <i>diffusion transfer process</i> .	
chorus part	See <i>part</i> .	
chorus score	A score of a musical work, usually showing on separate staves the chorus parts only and with the accompaniment, if any, arranged for the keyboard. See also <i>Score</i> .	2.2.1
cinefilm	In cataloguing, the designation for a motion picture on cinematograph film.	2.3.2.2
circulation record	a) See <i>issue (noun)</i> . b) In computerized issue systems, synonymous with <i>charge</i> .	9.1.2
citation	A bibliographical reference, especially one that is linked systematically (e.g. as a numbered note) to a text which quotes or refers to the work it identifies.	5.2.1
citation index	A bibliography of documents, usually arranged alphabetically by author, in which each entry is followed by a list of other documents which have cited the entry document in their references.	7.2.2.5
citation order	In classification, the order in which constituent elements are cited for the designation of a complex subject.	7.1.2
citation study	A statistical analysis of the citations given by authors in the published literature.	9.2.1
claim	a) The communication sent to a supplier requesting a publication on standing or regular order which has not been received. b) In a patent specification, a statement of the monopoly rights to which the applicant claims to be entitled.	8.4.1 2.4.1
class (noun)	a) A group in which the members have one or more characteristics in common. b) In archive administration, a number of pieces with one or more common characteristics (also called <i>series</i>).	7.0.2 10.1.2
class (verb)	See <i>classify</i> .	
class heading	In classification, a word or group of words chosen to express the concepts to be classified in the class concerned.	7.1.3
class library	See <i>seminar library</i> .	
class list list b)	In archive administration, a list of the pieces in a class, in numerical order and enough detail to distinguish one piece from another.	10.1.2
class mark	The set of symbols assigned within a notation to a specific subject.	7.1.5
class number	See <i>class mark</i> .	
classification	a) An ordering of concepts in subject groups designed, both in detail and as a whole, to express selected relations between them. b) A pattern of arrangement of archives in classes or the preparation of such a pattern. c) In the patents field, a “useful” grouping of subject matter.	7, 7.1 10.1.2 2.4.2

Term	Definition	
classification by attraction	See <i>attraction</i> .	
classificationist	One who constructs a classification or who otherwise studies the theory and practice of classification.	7.1
classified catalogue systematic catalogue	A catalogue of subject entries arranged in the order of a classification, and supplemented by an index or indexes containing entries for subjects, authors, titles, etc.	6.2
classified collection	a) A collection of documents arranged in the order of a classification.	8.3.2
	b) A collection of classified literature.	8.3.2
classified literature	Literature whose circulation is limited according to the confidentiality of its contents.	4.2.1
classifier	One who determines the subject content of a document and assigns class marks to the document accordingly.	7.1
classify	a) To determine the subject content of a document and to assign class marks to the document accordingly. A synonym is <i>class</i> (<i>verb</i>).	7.1
	b) In the patents field, to allot a document to a particular class or to assign non-co-ordinate indexing notation to a document.	2.4.2
	c) To determine the confidentiality rating for a document.	4.2.1
clearing house	An organization that collects and maintains records of research and development being planned, currently in progress, or completed. It may provide documents or lists of documents derived from these activities and provide referral service to other sources for information relating to these activities. Also loosely applied in various other ways.	8.3.3
close classification	Classification providing for minute subdivisions of topics.	7.1.4
closed	Of archives whose access date has not been reached.	10.1
closed access	A practice whereby readers are not normally admitted to the library stock, or to parts of the library stock.	8.5.1
closed entry	An entry in a catalogue, bibliography or index for a multivolume document or serial publication, whether complete or discontinued, recording all parts published, or held by a library. See also <i>open entry</i> .	6.3.1
clump	A type of cluster in which the cohesion between a set of terms and the remainder of the universe of terms is minimized.	7.0.2
cluster	A group of terms found by statistical linguistic analysis (normally with the aid of a computer) to occur in close and frequent association within a given text or set of texts.	7.0.2
code	a) An agreed set of unambiguous rules used to specify the way in which data may be represented by characters of a character set. b) See <i>catalogue code</i> .	1.3
CODEN	A particular five-letter notation prepared and updated by the American Society for Testing and Materials, intended to represent in a unique manner titles of periodicals of the world.	6.3.2.3

Term	Definition	
collate	a) To examine a document, either when bound or in the process of being bound, to check that all the sections, maps, illustrations etc., are complete and in their correct sequence.	8.6.2.1
	b) To compare a text of a document with that of another copy.	8.6.2.1
collating	The gathering together of various sections or leaves of a document in their correct sequence.	8.6.2.1
collation	a) That part of the catalogue entry which describes the physical constitution of the document catalogued.	6.3.2.4
	b) A critical comparison of variant manuscripts or editions during the preparation of a new edition, for which the best manuscript or edition is normally used as the text and is collated with the others, all variations being given in footnotes.	2.0.1.3, 2.0.2.2, 4.3.1
collected works	An edition of the writings of an author, including those which have not been previously printed, in one volume, or in a number of volumes in a uniform style of binding, usually with an inclusive title.	2.0.1.1
collection	a) A publication, or series of publications, containing a number of separate works or parts of works, combined and issued as a whole.	2.0.1.1
	b) In archive administration, an artificial assemblage of documents, which may or may not be archival in character, not necessarily having any essential unity; loosely used for a group of documents, especially private archives, which have not been artificially assembled.	10.1.3.1
	c) A part of a library stock which is kept separately because of its form, subject, date or some other characteristic. Also called <i>special collection</i> .	8.3.2
collections	The total accumulation of all library materials provided by a library for its clientele.	8.3.2
collective title	An inclusive title for a document containing several works.	6.3.2.1
collocation	The state of being placed together or in proximity in a sequence of records; the act of so placing together.	7.1.2
collotype	A planographic printing process which uses a bichromated gelatine surface as the printing surface. When exposed to a reversed negative, the gelatine hardens in proportion to the amount of light each part receives. Ink is accepted by the gelatine in proportion to its degree of hardness, so giving infinite gradation of continuous tone. No screen is used.	3.1.3
colophon	Details of printer, date, author and title, given in a statement at the end of the document.	6.3.2.2
colour separation	The production of a set of photographic images, each of which records a separate section of the visible spectrum as transmitted by a coloured original, and all of which are used in the process of making a colour reproduction of the original.	3.1.3
COM	See <i>computer output on microfilm</i> .	
combed binding	See <i>mechanical binding</i> .	
combined negative	Negative film carrying both sound and picture.	2.3.4.1
combined positive	Positive film carrying both sound and picture.	2.3.4.1

Term	Definition	
commentary	a) A text which comments, or provides systematic notes, on another text.	2.0.2.2
	b) Spoken accompaniment to a film.	2.3.4
commercial library	a) A special library, frequently organized as part of the public library service, designed for the use of the business community.	8.3.1
	b) See <i>subscription library</i> .	
common subdivisions	Auxiliary notation applicable to all the main tables of a classification.	7.1.6
communications format	A logical structure to facilitate the exchange of data in machine-readable form.	7.3.1
compact shelving	Various arrangements of shelving, e.g. rolling or hinged bays or tiers that reduce the space needed to house a given amount of library material while allowing reasonable access.	8.5.2
comparison	In classification, a phase relation indicating that two terms are being compared.	7.1.6.2
compiler	One who produces a single document by collecting and arranging written or printed material from various sources.	6.3.1.2
complete specification	A patent specification which describes at least one preferred way in which the invention may be performed, and sets out a claim or claims for the protection sought.	2.4
composite heading	A single heading representing one concept by more than one word.	7.2.1.1
compressed full score	See <i>short score</i> .	
computer output on microfilm (COM)	Microfilm produced as direct computer output, without print-out as an intermediary.	3.2.2.4.1.1
concept	The idea of a thing or of a class of things.	1.1, 7.0.1
concept analysis	The analysis of a complete subject into its separate components.	7.0.1
concordance	a) An index of words and phrases in a work, in terms of their context.	7.2.3
	b) An index to an indexing language in terms of an arrangement of another language. See also <i>index</i> .	7.2.3
concurrence	In relational indexing, a category of relations between concepts expressing the combination of awareness (cognition) with concurrence (recognition) as exemplified in the relational situation between a thing, activity or abstraction and any bibliographic form of its description. The symbol /θ is used for this category. Example: Chemistry /θ text book. See also <i>relational indexing</i> .	7.2.2.2
conductor	A part in music sufficiently cued for leading an ensemble. The nature of the part is usually defined, e.g. violin conductor, cornet conductor.	2.2.1
confounding	In an indexing system based on keyboards, the grouping together as one term of two or more terms of the same root meaning, i.e. having the same stem but different endings, e.g. heat, heated, heating.	7.2.1
contact copy direct copy reflex copy	A copy produced by holding a sheet of sensitized material in firm and even contact with the original document or photographic negative during exposure.	

Term	Definition	
	Contact copying may be by:	
	a) The direct method (transmission printing) in which the light or heat passes through the original directly on to the surface of the sensitized material, or	
	b) The reflex method, in which the light or heat passes through the reverse of the sensitized material and is then reflected from the surface of the original back to the surface of the sensitized material.	
	The direct method may also be used for printing from a photographic negative during exposure.	3.2.2.1.1, 3.2.2.4
contents list	A list of distinguishable headings in a document, given in the order in which they occur, with their locations.	2.0.2.1
contents note	See <i>note</i> .	
contents page	The page, usually in the preliminaries, on which the contents list is found.	2.0.2.1
continuation	a) A work designed to update or supplement another and having a formal relationship with the original, e.g. common authorship, common title or subtitle, or expressed intention to continue or supplement it.	2.0.1.4
	b) An as-yet-unpublished part or fascicule of a monograph. The terms <i>unfinished work</i> and <i>work in progress</i> are also used.	2.0.1.4
continuation card/slip extension card	A catalogue card/slip that continues an entry from the previous card/slip.	6.4
continuous pagination	The use of one sequence of page numbering throughout a multivolume work or volume of a serial.	3.1.2.2, 6.3.2.4
continuous revision	A method of revision of e.g. an encyclopaedia in which some parts of the work are revised for each printing, the whole work being revised over a period of years.	4.3.1
continuous tone full tone	The shading of tones on an original or copy, gradually and continuously from white to black or between any two shades of grey or other colour(s). See also <i>half-tone</i> .	3.2.0.1
contrast	The difference in brightness between the light and the dark tones of an original or copy; the greater the difference the higher the contrast.	3.2.2.2
control field	A field, in a machine-readable record, which identifies a particular part of the data within that record. It may contain a tag.	7.3.1.2
controlled circulation	a) The routing of current periodicals to readers so that each recipient returns each issue to the library after use for transmission to the next recipient. In an uncontrolled circulation each recipient passes issues straight on to the next recipient.	9.1
	b) The restriction of distribution of a publication by its publisher or sponsor to a readership specified or selected by him with the object of ensuring effective communication of the contents to those categories of individuals or officials to whom the text or advertising matter is regarded as being essentially addressed.	4.2.1
controlled term list	A type of authority list mainly used in subject indexing.	7.2.1.2

Term	Definition	
convenience copy	A copy made quickly and economically, which is not necessarily of the highest standard of quality or permanence.	3.2.0.1
convention application	A patent application filed within twelve months of the first application made for protection of the invention in any one of the convention countries, and claiming priority accordingly.	2.4.1
convention country	In the patents field, a country signatory to the Paris Convention of 1883.	2.4.1
convention date	In the patents field, the date on which disclosure is made in an application filed in any of the convention countries and therefore the date for which priority is subsequently claimable when application is made in any other of the countries.	2.4.1
conventional name	A name (other than the real or official name) by which a person, corporate body, place or thing has come to be generally known.	6.3.1.2
conventional sign	A symbol commonly used to represent information on the face of a map or chart.	2.5.3
conventional title	A uniform title, which is constructed in a prescribed sequence, from terms describing the form or subject of a work,. It is used particularly in cataloguing music.	6.3.2.1
co-operative acquisition	The planned co-ordination between two or more libraries or information services of acquisition policies for documents.	8.4
co-operative cataloguing shared cataloguing	The sharing of common cataloguing operations by a number of libraries or agencies to avoid duplication of effort.	6.1
co-operative storage	A system by which a number of libraries share a common repository to store less frequently used material.	8.5
co-ordinate classes	Classes belonging to the same array.	7.1.2
co-ordinate concept	In PRECIS, any of two or more concepts which are mutually related to some other component of a compound subject. For example, in the subject "gas-fired and oil-fired equipment used in heating schools" the co-ordinate concepts GFE and OFE are mutually related (as agents) to the action: heating.	7.2.2.3
co-ordinate indexing	A system of information storage and retrieval by which subject matter of an item (document) is represented by one or more selected terms (keywords, descriptors etc.) to which is linked the item identification code. Items are usually retrieved by identification of item codes which are common to each of selected search terms representing an enquiry.	
	Retrieval may also be performed by using a single term.	7.2.2.1
co-ordinate theme	In PRECIS, each of two or more themes which are dealt with in a single document.	7.2.2.3
copier-duplicator	A device for making single or multiple copies of an original by photocopying methods without the need for a special master.	3.2.2.4
copy	a) The original matter from which a reproduction is eventually made.	3
	b) The facsimile reproduction of a document.	1.2, 3, 3.2.0.1
	NOTE Duplicate is the deprecated term.	
	c) A single specimen of a document.	1.2

Term	Definition	
	d) See <i>printer's copy</i> .	
copy card	In microcopying, a duplicate aperture card.	3.2.2.4.1.1
copyright	The exclusive right to reproduce or to authorize reproduction of a literary, dramatic, musical or artistic work in public. Translation, dramatization, broadcasting and other rights are included in this definition. "Copyright" is not infringed unless any of the foregoing acts is performed in respect of a "substantial" part of the work.	4.1
copyright library	A library designated under the provisions of legal deposit to receive or apply for free copies of each printed work published in the country. Under United Kingdom law the designated libraries are the British Library, Bodleian Library (Oxford), University Library (Cambridge), National Library of Scotland, Library of Trinity College Dublin and, subject to certain restrictions, the National Library of Wales.	4.1
copyright notice	See <i>copyright statement</i> .	
copyright statement copyright notice	A notice in a publication claiming copyright for the publication. Under the Universal Copyright Convention the copyright statement is introduced by the symbol ©. In the UK Copyright Act the term <i>copyright notice</i> is used.	4.1
corner	a) The outer junction of two edges of a book cover. b) A triangular piece of leather or cloth covering the corner a) of a half-bound or three-quarters bound book.	8.6.2.1 8.6.2.1
corporate author	The corporate body primarily responsible for the content of the work.	6.3.1.2
corporate body	An organization or group of persons that is identified by a name and that acts, or may act, as an entity.	6.3.1.2
corporate entry	A record in a catalogue, bibliography or index under a heading chosen to represent a corporate body.	6.3.1
corrigenda	A list of corrections to be made in a text, generally accompanying a text either as an integral part or as a separate sheet.	2.0.2.4
cover title	A title printed on the original covers of a document.	6.3.2.1
cover-to-cover translation	A type of serial publication, containing in each issue a translation of the whole content, or the major content, of an issue of another serial publication in a different language.	1.3.1
credits	a) A statement of the persons associated with the production and performance of a motion picture, sound recording, radio or television programme, etc. b) In cataloguing, that part of the entry in which a) is recorded.	2.3.4 6.3.1.2, 6.3.2.3
cropping	a) The deliberate trimming or masking of unwanted portions of an illustration before reproduction. b) In binding, the excessive trimming of the margins of a book so that the type area is sometimes mutilated.	3.2.0.1 8.6.4
cross-classification	The undesired possibility of allocating one term to two or more places in the classification, arising from ambiguity inherent in the scheme.	7.1.3
cross-reference	See " <i>see also</i> " reference, " <i>see</i> " reference.	

Term	Definition	
Crown copyright	Copyright that is vested in the Crown in respect of a work that is, or has been, prepared by or under the direction or control of the Sovereign or any Government department, whether published or unpublished.	4.1
cumulation	a) The progressive addition of new material to previously arranged material, maintaining the same order of arrangement. b) A publication containing such cumulated material, e.g. index, current bibliography.	8.4 2.0.1.3, 4.3.1
current awareness service	A service designed to keep the clientele of a library or information service regularly provided with information relating to their current interests.	9.3.1
current bibliography	A bibliography in serial form, each part listing documents published or coming under the compiler's surveillance since the issue or compilation of the preceding part.	5.1
current contents journal	A list produced by an organization such as a library, setting out the contents of recently received documents, especially periodicals.	5.2.2
current information selection	See <i>selective dissemination of information</i> .	
current issue	That part of a serial bearing the latest issue number or date.	2.1.1
cut flush	See <i>flush binding</i> .	
Cutter number	A type of call number.	8.4.2
data	a) Information in quantitative form. b) A representation of facts or instructions in a formalized manner, suitable for communication, interpretation or processing by persons or by automatic means. c) Loosely used to mean information in general.	1.1 1.1, 1.5.1 1.1
data bank	A file of externally generated data, the storing and retrieval of which is an end in itself.	7.3.2
data base	a) In computing, an integrated master file, generated internally in an organization, of data used in operating the systems and procedures of that organization. b) In documentation, a collection of data selected for extraction or retrieval of information. c) See <i>character set</i> .	1.1, 1.5 1.1
data processing	The execution of a systematic sequence of operations performed upon data as e.g. handling, merging, sorting, computing.	1.5.1
data retrieval	Recovery of data from a stored collection.	7.3.4
data sheet	A document bringing together for convenience information on a specific topic often summarized in graphical or tabular format.	2.0.1.2
information sheet		
date	See <i>publication date, issue date</i> .	
date label	A label affixed to a loanable item on which the date of issue or the date due back is recorded.	9.1.1
decimal notation	Notation which is based on numbers, and which indicates the division of classes or subclasses by fractions figured as decimals to as many places as may be necessary.	7.1.5

Term	Definition	
deck	Each individual level in a stack of shelving high enough to require access at several levels where the floors are integral with the stack.	8.5.2
defaulter	A borrower who offends against borrowing regulations and against whom some action is usually taken.	9.1.1
definition	See <i>resolution</i> .	
definitive edition	An edition of a work, or works, of which the text is authoritatively claimed to represent the final intention of the author.	4.3.1
delimiter	A symbol separating data elements within a field, or one field from another.	7.3.1.2
density	The light-absorbing qualities of a photographic image i.e. the degree of opacity in films and blackness in prints.	3.2.2.2
denudation	The formation of a subclass by adding a differential symbol to the parent class mark.	7.1.3
dependent document	A document, such as an index, commentary or supplement, which augments or modifies the contents of an earlier document.	2.0.1.4
dependent facet	A facet that cannot manifest itself unless the focus in the preceding facet also manifests itself.	7.1.2
deposit	To place documents in a record office while retaining ownership.	10.1.3.1
deposit collection	A collection of materials, from a single publisher or owner, placed in a library for public access and preservation. The depositor may prescribe regulations for access.	8.3.2
depository	A building used by several libraries to store library materials not in frequent use, the ownership of which passes in whole or in part to the owner of the depository. See also <i>repository</i> .	8.5
depth of indexing specificity	In an indexing system, the degree to which a subject is represented in detail.	7.2.1
descriptive abstract	See <i>indicative abstract</i> .	
descriptive bibliography	a) The systematic description of books and other documents as physical objects with reference to their characteristics determined by the process of manufacture, and to variations in copies, issues and editions arising from these. b) A product of descriptive bibliography a).	5.1 5.1
descriptive cataloguing	That part of the cataloguing process concerned with the identification and description of a document, as distinct from subject cataloguing.	6.1
descriptive list	In the archives field, a list of documents, with a brief description of each one, sufficient to enable the student, as a rule, to decide whether it would be worth his while to search it for his own purpose.	10.1
descriptor	a) A broad subject heading that stands for an idea or concept and is chosen to facilitate retrieval for a particular group of users. b) Used loosely for <i>keyword</i> .	7.2.1.1
descriptor card	See <i>feature card</i> .	

 **Documents**
Document Sharing Hub
BSI 05-2000

Term	Definition	
direct code	A code which uses a single mark on a storage medium, e.g. a single hole in a punched card, to represent a single piece of information, e.g. one term or one document.	7.3.2
direct copy	See <i>contact copy</i> .	
direct file	See <i>normal file</i> .	
direct positive process	A copying process which produces a positive image from a positive original without the intermediate use of a negative.	3.2.2.1.1
directory	a) A compilation of systematically organized information, primarily for the identification or location of persons, places, institutions, etc. b) In data processing, that part of a machine-readable record which identifies and locates one or more data fields.	1.5.3 2.0.1.3, 7.3.1.2
discharge	To cancel a record of a loan on return of the document.	9.1.2
disclaimer	A clause excluding subject matter from the ambit of a patent claim which would otherwise include it.	2.4.1
disclosure	Any matter claimed or disclosed in a patent specification, otherwise than by way of disclaimer or acknowledgement of prior act.	2.4.1
dissertation	See <i>thesis</i> .	
distinctness	In relational indexing, a category of relations between concepts expressing the combination of awareness with distinct (separate) perception of concepts as exemplified in the relational situation between a thing, activity or abstraction and a substitute, imitation or otherwise distinct concept. The symbol / is used for this category. Example: Pearl / imitation pearl.	7.2.2.2
distributed facet	A facet which manifests itself in several places in a sequence of classified entries.	7.1.2
distributed relative	A term which manifests itself in several places in different classified entries of complex subjects. For example the term "light" is the distributed relative in "mines-lighting-regulations"; "street-lighting-lamps".	7.1.2
divided catalogue	A catalogue in more than one sequence, for example a split dictionary catalogue.	6.2
document	A combination of a medium and the information recorded on or in it, which can be used for consultation, study or evidence.	1.2
document card	A discrete record bearing all indexed information relating to a single document or item in a file.	7.2.1.1
document retrieval	Recovery of a document or a copy of a document as distinct from the recovery of a reference to the document.	7.3.4
documentalist	One who carries out the work of documentation as exemplified in the work of an archivist, bibliographer, librarian or information scientist.	1.4
documentation	a) A concept which includes the collection, organization, recording and generation of documents for the purposes of the storage, retrieval, utilization or transmission of information contained in them. b) In a narrower sense, a list or a collection of documents (or the information) on a given subject.	1.4 5.1