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BSI Standards Publication

Information and documentation — Foundation and vocabulary

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National foreword

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Information et documentation — Fondations et vocabulaire

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Foreword

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

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html

The committee responsible for this document is ISO/TC 46, *Information and documentation*.

This second edition cancels and replaces the first edition (ISO 5127:2001), which has been technically revised.

ISO 5127 was previously published as a series of parts (from 1981).

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0 Introduction

0.1 General

This document presents terms and definitions for selected concepts relevant to the field of information and documentation. It includes a good deal of foundational terms and definitions, also from international guidelines and reference works by organizations in liaison with ISO/TC 46. Thus, it serves as a sound basis in the understanding of existing as well as possibly projected information and documentation systems by systematically presenting well-established terminology. It is, thus, also intended as a tool to help in new developments to come, by underpinning scientific research projects and helping to organize them, through mutual understanding of some of the foundations. And this document is likewise intended as a handy, quick and comprehensive reference tool also for the newly inaugurated to the field. Proper attention has therefore been paid to a clear, easy to follow structure of the document. In its function as a handbook, this document may also be regarded as a legitimate and improved successor of well-known reference works like, e.g. the widely disseminated UNESCO "Terminology of documentation" of 1976 and others (see Bibliography).

This document has 13 main classes. It aims to provide a logical structure in the field of information and documentation.

The closer coalescence of the diverse professions Archives, Libraries, Museums, Printing and IT, within documentation, in some parts rests on digitization as the basis of this process. This has also led, to some degree, to the reformulation of documentation and its processes in terms of IT-driven concepts and models. Working with digital objects and systems has by no means diminished the importance of terminology and terminological precision for and in the subject field. On the contrary, this importance is underlined even more since the concepts and terms representing the objects need to be even more precise when, possibly, far-reaching automatic processing of data takes place. In any case, it is vital to keep conceptual conformance between the documentation terminology and the IT terminology in this subject field and to strive for the matching of terms and concepts so that an integrated, overall system of documentation and its applications remains visible.

0.2 Main contents of this document

This document provides a well-balanced selection of both abstract and concrete concepts (and their terms). Documentation and work in the documentation field today are increasingly characterized by the standard use of abstract models of the information field and of the communication flows in it, also for the design and optimization of information systems. This type of work requires, substantially refers to, and rests upon the structuring and exploration of the field by abstract reasoning and models, incorporated in the respective abstract concepts. This document satisfies the need for such abstract concepts, but also the equally required provision of a large number of concrete concepts (and terms) for concrete objects, documents and processes. ISO 5127, in its balanced approach, thus covers main components that constitute the information field:

— abstract general concepts for the nature of information, of systems building, of identifying concept systems, and of the basic communication features of language (thus also keeping the bridge to information science, and to other sciences relevant for documentation);

— a basic stock of vocabulary required and demanded to understand, analyse, and apply main documentation *operations* (to represent concept systems, for indexing, cataloguing, classifying);

— the required consideration of the storage and *preservation* of documents and of documentation results, and some *legal aspects* of documentation;

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— a basic stock of vocabulary required and demanded to understand, analyse, and work with the *institutions* in the field;

— and, in particular, a basic stock of vocabulary required and demanded to understand, analyse, and work with the main "raw material" basis of documentation, the large variety of *documents* and components of documents. Vocabulary is provided for the general types of documents and their main subdivisions, and a number of concepts and their terms for particular special kinds of documents which are highly relevant but not always encountered in daily mass practice. Notably, some needs of special collections are addressed here, too. Both documents that are the result of, or considerably assist in, documentation are in focus, and a number of documents and their parts whose terminology is needed because these documents constitute important main objects for making societal documentation and information processes work.

This particular attention to "documents" and their parts concerns old and new ones: both those that are, and need to be, subject to documentation processes as well as those which are the result of such processes or serve as guidance in this work.

0.3 Functions of this document

The present-day situation of documentation and its field is also largely characterized by closer cooperation and sometimes merging of its individual professional areas and professions like librarianship, archivistics, text documentation, editing, media documentation, printing, publishing, sound and visual documents, broadcasting, museology, document conservation and more. ISO 5127 is intended to serve as a tool for the representation, and mutual understanding, of the specific terminology in the documentation field and at the same time for the closer cooperation of its different professional branches, while at the same time respecting the organizational autonomy, traditions and specific work procedures and related terminology of and between them.

As a terminology standard, among the main functions it serves are the following:

— to be a quick one-stop shop, a reference pool showing a comprehensive overview of the entirety of the terminology (terms) and its individual pieces in the field, also for ISO/TC 46 and its field of work;

— to provide an interrelated conceptual overview, based on the underlying elaborate concept system, of the field of information and documentation as a whole, thus creating a summary of main terminology of the field, for the use of ISO/TC 46, related Committees and the entire information community;

— to facilitate international communication both between countries and within international organizations, on all matters within the scope of this document; and so, at the same time (both national and international) between the individual professions and disciplines involved in the documentation field;

— to be at hand as a reference tool for questions as to individual items in the field and for ensuring the correct understanding of individual terms as they may be used in different places;

— to act, as a nucleus of validated terminology, as a reference point and for the establishing of national language versions (translations) of this terminology; so it would assist both in the exact understanding/interpretation of certain technical terms and in their translation and exchange between different languages;

— to provide, as much as is in its scope, solid foundational assistance in the *teaching* of "documentation";

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— to serve as a stock of precisely defined items (concepts) that are at hand when *data elements* for all sorts of information and documentation data exchange systems and networks are to be defined, agreed and machine-implemented;

— to serve as a vocabulary pool for *indexing, abstracting and cataloguing* services covering, and active in, the field of documentation;

— to serve as the source and starting point for creating *metadata,* also keeping in mind the developments of linked data;

— to provide a pool, as a starting and reference point, for further and proper *formalization* of concepts into directly applicable IT-conforming entities;

— to as well provide necessary material for future establishing of *ontologies* of parts of the documentation field or of the whole field, for more elaborate operation of automated IT processes;

— to maintain the connection to all *classification* systems that undertake, for any purpose, to classify and to order the field of documentation; through its own richly cross-referenced structure, to serve as a first collection for the possible building of one or more *thesauri* of the field;

— to assist further study and *scientific exploration* of the field, and the sciences, of information and documentation.

In its approach to related concepts and their definitions through generic relations, and to, in a number of instances, connect entries through "See references" in the "Notes to entry", ISO 5127 presents a slight look and feel in the direction of paving the way for a thesaurus application.

0.4 A coherent terminology

In view of the now widespread formation and application of terminology of and for documentation, the coherent terminology offered in ISO 5127 also provides, to the degree required, information on the relation of some terms and concepts from this document to those in other ISO standards to maintain this information and the relation mentioned, for the benefit of the users of ISO 5127. In partially fulfilling the function of a general overview, net and vocabulary on which the individual standards in ISO/TC 46 are built, this document may also serve as far as possible, when drafting ISO/TC 46 or other standards, as a source of good and workable definitions. When such ISO 5127 definitions need to be tailored to specific further-reaching applications in individual Committees' definitions, this can be done using "Notes to entry", adaptations and similar means.

As the terminology standard of ISO/TC 46, in addition to providing the basic concept system, ISO 5127 offers a collection of terminology as laid down in various ISO/TC 46 and other ISO standards. Notwithstanding that, ISO 5127 is, and persists as, a solid corpus of terminology in its own right, being not just a mere compilation but a proper, interrelated system. As a proper terminology standard (following the rules from ISO/TC 37), it is built on an underlying concept system, aims at well-balanced coverage of the whole field, is arranged in all its Clauses from the general to the specific and in keeping adjacent, neighbouring, or antonymic terms always close to each other. ISO 5127 also respects the rule of definitions as short, generic expressions of a concept, the rule to avoid circular definitions, and of defining concepts whenever possible by referring to their broader concept. Finally, a terminology standard is more than a dictionary, not least because it does not show the sometimes several meanings of a term under just one entry word but separates different meanings (concepts) of a word into different (separate) entries. In real-life practice, terms representing the concepts of a subject field like "documentation" are, of course, often also used metaphorically; while this is, of course, possible any such use lies outside the scope of this document.

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0.5 Organization of entries

The entries in this document are organized according to ISO 10241-2. They are comprised of the entry number and preferred term, identified synonyms, the definition and the source of the definition. In some cases the definition is complemented by examples and "Notes to entry" for better explanation of the term and its relationship with correlative terms in other domains. The selection of terms and the wording of definitions follow the rules established in ISO 704.Terms, definitions, examples and notes are provided using British spelling. The terms may, of course, occasionally be used with other spellings, obtained e.g. from an authoritative dictionary, in accordance with ISO Directives Part 2, 6.6.2. EXAMPLE: "information center" instead of "information centre".

As a convention, "or" in this document is generally to be understood as "and/or". If a definition in ISO 5127 is taken from other standards, the priority of selection generally is: ISO/TC 46 technical standards, then technical standards in other relevant fields within ISO, and then other terminology-related standards.

The source citations in this document are provided for traceability and to support interoperability with other International Standards. Variations of definitions from the sources have "modified" written in the "SOURCE" indication below the definition. Individual terms and their definitions from all ISO standards can at any time be searched and verified as to their current use with the help of the ISO Online Browsing Platform (https://www.iso.org/obp/). Users of ISO 5127 are also encouraged to consult, whenever appropriate, the terminology standards from ISO/TC 46 neighbouring TCs, such as ISO/IEC 2382, which is now mainly accessible only online.

A further revised and augmented edition of ISO 5127 is planned for the near future.

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Information and documentation — Foundation and vocabulary

1 Scope

This document provides a concept system and general vocabulary for the field of documentation within the whole information field. It has been created with a balanced representation of major work areas in mind: documentation, libraries, archives, media, museums, records management, conservation as well as legal aspects of documentation. The scope of the vocabulary provided in this document corresponds to that of ISO/TC 46: standardization of practices relating to libraries, documentation and information centres, publishing, archives, records management, museum documentation, indexing and abstracting services, and information science.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at http://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org/

3.1 Basic and framework concepts

3.1.1 Basic concepts

3.1.1.01
object
anything perceivable or conceivable

Note 1 to entry: *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).

[SOURCE: ISO 1087-1:2000, definition 3.1.1]

Note 2 to entry: See also "*entity*" *(3.1.13.27*); and ISO/IEC 27000:2016, definition 2.55.

3.1.1.02
concept
unit of *knowledge (3.1.1.17)* created by a unique combination of *characteristics (3.1.1.04)*

Note 1 to entry: *Concepts* are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background, which often leads to different categorizations.

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[SOURCE: ISO 1087-1:2000, definition 3.2.10]

Note 2 to entry: *Concepts* represent *objects (3.1.1.01)*.

Note 3 to entry: See also ISO 25964–1:2011, definition 2.11.

Note 4 to entry: See also "*class" (3.8.5.03), "conceptual object" (3.1.1.61), "mentefact" (3.2.1.03).*

3.1.1.03
property
distinguishing feature of a *material object (3.1.1.60)*

[SOURCE: http://iso.i-term.dk/login.php, modified]

Note 1 to entry: See also ISO 21127:2014, definition 3.14.

3.1.1.04
characteristic
abstraction of a *property (3.1.1.03)* of an *object (3.1.1.01)* or of a *set (3.1.1.09)* of objects

Note 1 to entry: Characteristics are used for describing *concepts (3.1.1.02)*.

[SOURCE: ISO 1087-1:2000, definition 3.2.4]

3.1.1.05
essential characteristic
characteristic (3.1.1.04) which is indispensable to understanding and forming a *concept (3.1.1.02)*

3.1.1.06
media format
way an *information (3.1.1.16) object (3.1.1.01)* is presented

EXAMPLE Length and differing conceptions of a TV show; printed document or an e-book; presentation of news by a single speaker or in a discussion panel; feature film; computer game.

Note 1 to entry: See also *data format (3.1.13.12)*, *bibliographic format (3.7.2.30)*.

3.1.1.07
in situ
of an *object (3.1.1.01)* being in its original *context (3.1.2.05)*

3.1.1.08
ex situ
of an *object (3.1.1.01)* taken away from its original *context (3.1.2.05)*

3.1.1.09
set
assembly of *objects (3.1.1.01)* or *concepts (3.1.1.02)* considered as a whole

Note 1 to entry: See also "*collection (2)" < gathering > (3.6.1.05)* and ISO 18461:2016, definition 2.5.34.

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3.1.1.10
element
object (3.1.1.01) constituting part of a *set (3.1.1.09)*

Note 1 to entry: *elements* may be *concepts (3.1.1.02).*

3.1.1.11
string
sequence of *elements (3.1.1.10)* of the same nature, such as *characters (3.1.4.02)*, considered as a whole

[SOURCE: ISO/IEC TR 9789:1994, definition 3.20]

3.1.1.12
relationship
relation
intellectual connection between two or more *elements (3.1.1.10)*

Note 1 to entry: Kinds of *relationships* include association, *generalization*, metarelationship, flow and several kinds grouped under '*dependency*'.

Note 2 to entry: See also ISO 19103:2015, definition 4.30, and for relationships in general ISO 25964–1:2011 and ISO 704:2009.

3.1.1.13
system
combination of interacting *elements (3.1.1.10)* organized to achieve one or more stated purposes

[SOURCE: ISO/IEC/IEEE 15288:2015, definition 4.1.46]

Note 1 to entry: See also IEC 81346–1:2009, definition 3.2; ISO 10209:2012, definition 2.82; ISO/TS 27790:2009, definition 3.72.

3.1.1.14
order
mathematical *relationship (3.1.1.12)* among values

[SOURCE: ISO/IEC 11404:2007, definition 3.38]

3.1.1.15
data, pl
reinterpretable representation of *information (3.1.1.16)* in a formalized manner suitable for *communication (3.1.8.04)*, interpretation, or processing

[SOURCE: ISO/IEC 2382:2015(en), 2121272]

Note 1 to entry: *Data* are often understood as taking the form of a *set (3.1.1.09)* of values of qualitative or quantitative variables.

3.1.1.16
information
data (3.1.1.15) that are processed, organized and correlated to produce *meaning (3.1.8.03)*

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[SOURCE: ISO 22320:2011, definition 3.9]

Note 1 to entry: *Information* concerns facts, *concepts*, *objects*, events, ideas, processes, etc. See also ISO 2382-16:1993, definition 16.01.03.

3.1.1.17
knowledge
maintained, processed, and interpreted *information (3.1.1.16)*

3.1.1.18
itemized knowledge
single item of *knowledge (3.1.1.17)*

3.1.1.19
knowledge entirety
universe of knowledge
entirety of all *knowledge (3.1.1.17)* which is known at a given time, or that which is pertaining to a given subject or *domain (3.1.2.09)* as a whole

3.1.1.20
collective knowledge
knowledge (3.1.1.17) which is shared by a larger group or by a society as a whole

3.1.1.21
individual knowledge
knowledge (3.1.1.17) present in, and disposable to, a given human individual

3.1.1.22
subjective knowledge
individual knowledge (3.1.1.21) held true by, and in some cases having *meaning (3.1.8.03)* only for, one or a few given human individuals and which may result exclusively from a subjective individual experience

3.1.1.23
objective knowledge (1)
<independent knowledge> *knowledge (3.1.1.17)* which can be traced also outside of, and, in cases of doubt, independent from, any single one specified individual human mind(s)

Note 1 to entry: See also *objective knowledge (2) (3.1.1.24).*

3.1.1.24
objective knowledge (2)
<verified knowledge> *knowledge (3.1.1.17)* which is based on empirical, methodologically assured experience or rational *reasoning (3.1.1.35)* and has passed, or passes, verification

Note 1 to entry: See also *objective knowledge (1) (3.1.1.23).*

3.1.1.25
technical/scientific knowledge
knowledge (3.1.1.17) which has emerged from, and is usually based upon, the application of particular defined methods which in a given social *context (3.1.2.05)* are considered as science or as leading to scientific results

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3.1.1.26
world knowledge
commonsense knowledge
very basic items of *knowledge (3.1.1.17)*, not necessarily always witting, from early on deeply inherent in living organisms as they act, learn about themselves and their surrounding and the resulting reactions

3.1.1.27
empirical knowledge
knowledge (3.1.1.17) gained through observation, including experiments and test series, of material phenomena, their interrelations, and their behaviour

3.1.1.28
theoretical knowledge
knowledge (3.1.1.17) gained through *reasoning (3.1.1.35)*

3.1.1.29
traditional knowledge
knowledge (3.1.1.17) traded by an enculturation process without necessarily being proven or justified with reasons

3.1.1.30
explicit knowledge
knowledge (3.1.1.17) laid down, and accessible, in *recorded (3.1.8.26)* form

Note 1 to entry: See also "*document" (3.1.1.38)*.

3.1.1.31
implicit knowledge
knowledge (3.1.1.17) that is implied rather than expressly stated

3.1.1.32
tacit knowledge
knowledge (3.1.1.17) that is not codified and thus can only be transferred by personal contact between humans

3.1.1.33
perception
intake of sensory stimuli into a living organism which at the same time is often the starting point of a *mental representation (2) <process> (3.1.1.42)*

3.1.1.34
imagination
mental representation (1) <unit> (3.1.1.41) of an *object (3.1.1.01)* or of notions connected with a *word (1) <orthographic word> (3.1.5.18)*

3.1.1.35
reasoning
activity in the human mind, without the presence of *material objects (3.1.1.60)* always required, of analyzing, connecting, assessing, and possibly bringing into question of *mental representations (1) <unit> (3.1.1.36)*

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3.1.1.36
mental representation (1)
<unit> presence of *conceptual objects (3.1.1.61)* in the mind of a living being

Note 1 to entry: See also *mental representation (2) <process> (3.1.1.37).*

3.1.1.37
mental representation (2)
<process> process in which is formed a *mental representation (1) <unit> (3.1.1.41)*

Note 1 to entry: See also *mental representation (1) <unit> (3.1.1.36).*

3.1.1.38
document
recorded information (3.1.8.26) or *material object (3.1.1.60)* which can be treated as a unit in a *documentation (3.2.1.22)* process

Note 1 to entry: See also ISO 25964–1:2011, definition 2.15; ISO 11005:2010, definition 3.1; ISO 15489–1:2016, definition 3.10; IEC 82045–1:2001, definition 3.2.3; ISO 9000:2015, definition 3.7.2.

Note 2 to entry: This definition refers not only to written and printed materials in paper or microform versions (for example, conventional books, journals, diagrams, maps), but also to non-printed media such as machine-readable and digitized records, Internet and intranet resources, films, sound recordings, people and organizations as knowledge resources, buildings, sites, monuments, three-dimensional objects or realia; and to collections of such items or parts of such items. (Note taken from ISO 25964–1:2011, definition 2.15.) Also, *software (3.1.12.14)*, since *recorded (3.1.8.26),* can be considered a *document*.

Note 3 to entry: Documents often are the manifestations (3.2.1.09) of works (3.2.1.07).They can differ extensively in form and characteristics.

Note 4 to entry: In some professional usage, *documents* are sometimes referred to as “medium”, “title” (3.7.4.01, Note 1 to entry) or “item”.

3.1.1.39
data medium
medium (3.2.1.25) in or on which *data (3.1.1.15)* can be recorded and from which *data* can be retrieved

Note 1 to entry: Sometimes referred to as “substrate”.

3.1.1.40
carrier
mechanism by which *information (3.1.1.16)* is transported over distance or time

Note 1 to entry: For manuscripts or printed documents, the *carrier* consists of a base and the medium, typically paper and ink. For photographs, the carrier includes the base, commonly paper, film, glass, or metal; the substance that forms the image, such as silver or dye; and any binder, such as gelatine or albumen. For digital information the carrier may be physical, such as a disk or a tape with a magnetic or optical layer, or a signal convened by radio frequency or electrical current.

[SOURCE: http://www2.archivists.org/glossary/terms/c/carrier]

Note 2 to entry: See also ISO 18913:2012, definition 3.25.

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3.1.1.41
information need
objective information need
need for that *information (3.1.1.16)* without which a given task or function could not be accomplished

Note 1 to entry: See also ISO/IEC 27000:2016, definition 2.31.

3.1.1.42
information demand
subjective information need
desire for *information (3.1.1.16)* as is subjectively felt by those having to fulfill a given task or function

3.1.1.43
asset
anything that has value to the *organization (3.1.1.55)*

Note 1 to entry: There are many types of *assets,* including: a) *information (3.1.1.21)*; b) *software (3.1.12.14)*, such as a computer program; c) physical, such as computer; d) services; e) people, and their qualifications, skills, and experience; and f) intangibles, such as reputation and image.

Note 2 to entry: See also ISO 10668:2010, definition 2.1; ISO/IEC TR 21000–1:2004, definition 2.2.

3.1.1.44
information resource
asset (3.1.1.43), *record (2) <set of data> (3.1.13.22)*, *document (3.1.1.38)*, or item in physical or digital form that contributes to human *knowledge (3.1.1.22)*

Note 1 to entry: An *abstracting (3.5.4.01)* and *indexing (3.8.2.01) database (3.1.13.03)* is an example of an *information resource*.

3.1.1.45
intellectual work
content of a *document (3.1.1.38)* resulting from intellectual activity which makes it eligible for *copyright (3.13.3.1.02)* or for an *industrial property title (3.13.2.01)* because of its *originality (3.13.2.05)* or *novelty (3.13.2.06)*

3.1.1.46
invention
intellectual work (3.1.1.45) referring to an *object (3.1.1.01)*, a device, a composition of matter or a process for the production thereof, having patentability *characteristics (3.1.1.04)*

3.1.1.47
digitization (1)
<conversion process> process of converting analogue materials into digital form

[SOURCE: ISO 2789:2013, definition 2.3.15]

Note 1 to entry: See also *digitization (2) (3.1.1.48).*

3.1.1.48
digitization (2)
<generating process> act of generating a digital representation of a continuous *signal (3.1.8.01)*

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[SOURCE: ISO 20998-1:2006, definition 2.7]

Note 1 to entry: See also *digitization (1) (3.1.1.47).*

3.1.1.49
information overflow
information overload
excess of *information (3.1.1.16)* present at a given time in relation to the processing capacity of the human brain and also usually exceeding the actual *information need (3.1.1.41)*

3.1.1.50
evidence
documentation (2) <collection> (3.6.1.05) of a transaction, such as a proof of a transaction that is part of the normal course of business, and which is inviolate and complete

Note 1 to entry: Not limited to the legal sense of the term.

3.1.1.51
authentication
act of verifying that a *document (3.1.1.38)* is what it purports to be

[SOURCE: International Council on Archives, "Dictionary of Archival Terminology" (Draft Third Edition/DAT III, 1999), modified]

Note 1 to entry: See also ISO/TS 16791:2014, definition 3.1.3.

3.1.1.52
certification (1)
<activity> act of attesting the official character of an *original document (3.4.7.11)* or of a *copy (1) <copy original> (3.4.7.12)* or *copy (2) <reproduction> (3.4.7.14)* thereof

Note 1 to entry: See also *certification (2) (3.1.1.53).*

3.1.1.53
certification (2)
<statement> statement within a control process establishing the extent to which products and *services (3.1.1.59)* meet prescribed requirements

Note 1 to entry: See also *certification (1) (3.1.1.52).*

3.1.1.54
pitch
degree of highness or lowness of a musical sound, depending of the rapidity of vibrations

3.1.1.55
organization
unique framework of authority within which a person or persons act, or are designated to act, towards some purpose

[SOURCE: ISO/IEC 6523-1:1998, definition 3.1]

Note 1 to entry: See also ISO/IEC 27000:2016, definition 2.57.

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3.1.1.56
memory organization
cultural heritage institution
organization (3.1.1.55) involved in the *collecting (2) <gathering> (3.6.1.05)* and *preservation (3.2.1.39)* of cultural *information (3.1.1.16)*, such as a *library (3.2.3.02)*, *archives (3.2.3.01)* or *museum (3.2.3.06)* that is itself, together with its collections, established as a permanent *entity (3.1.13.27)*

[SOURCE: ISO 27730: 2012, definition 3.6, modified]

3.1.1.57
corporate body
organization (3.1.1.55) or group of persons that is identified by a particular *name (3.1.5.28*) and that acts, or may act, as an *entity (3.1.13.27)*

Note 1 to entry: "*Corporate body"* also includes an individual acting in a corporate capacity.

[SOURCE: ISAAR (CPF):2003, 3 Glossary of terms and definitions]

3.1.1.58
custody
responsibility for the legal and physical *preservation (3.2.1.39)* of *documents (3.1.1.38)*

Note 1 to entry: See also *"provenance" (3.6.2.1.09).*

3.1.1.59
service
means of delivering value for the customer by facilitating results the customer wants to achieve

[SOURCE: ISO/IEC 20000-1:2011, definition 3.26]

Note 1 to entry: See also ISO/TS 27790:2009, definition 3.68.

3.1.1.60
material object
physical object
object (3.1.1.01) which has physical extension in space and time

Note 1 to entry: See also "*naturafact" (3.2.1.01), "artefact (1) <man-made object> (3.2.1.02)*; ISO 21127:2014, classes "*E 18*" and "*E 19".*

3.1.1.61
conceptual object
object (3.1.1.01) which is the product of the mental activity of applying abstraction in human mind activities

Note 1 to entry: See also ISO 21127:2014, classes "*E 28*" and "*E 65".*

3.1.1.62
formal order
order (3.1.1.14) following a formal criterion of *order*

Note 1 to entry: 'Formal criterion' may mean alphabetic order, numeric order, etc.

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3.1.1.63
canonical order
order (3.1.1.14) expressing a historically emerged convention originating from the material and its history and not following any (other) stated formal criterion

Note 1 to entry: 'Stated formal criterion' may mean *formal order*, *classified* order, hierarchical order etc.

[SOURCE: ISO 7154:1983, definition 3.4, modified]

3.1.1.64
chronological order
order (3.1.1.14) along the sequence of dates in time

3.1.1.65
classified order
order (3.1.1.14) following the divisions established by a classification *system (3.1.1.13)*

3.1.1.66
nothing-before-something alphabetization
word-by-word arrangement
character (3.1.4.02) filing (2) <sorting of characters> (3.9.2.02) in which the space character has a filing value, too, so that in the alphabetic sequence each *word (1) <orthographic word> (3.1.5.18)* for filing (2) <sorting of characters> is considered as a separate *entity (3.1.13.27)*

3.1.1.67
all-through alphabetization
letter-by-letter arrangement
something-before-nothing order
character (3.1.4.02) filing (2) <sorting of characters> (3.9.2.02) in which the space character is ignored so that all *text (3.2.1.05)* characters in the entity to be filed are filed consecutively as one text string, as if they were one *word (1) <orthographic word>*

3.1.1.68
lexicographic order
order (3.1.1.14) in which distinct *strings (3.1.1.11)* are arranged by comparing successive *letters (3.1.4.07)*

[SOURCE: ISO/IEC 13673:2000, definition 4.8]

Note 1 to entry: In ISO/IEC 13673:2000, this definition contains an elaborate description of the relevant process.

3.1.1.69
archival jurisdiction
organizational (3.1.1.55) or geographical area legally determined as an *archives' (1) <organization> (3.2.3.01)* area of competence and responsibility for the *transfer (3.6.2.2.06)* of *documents (3.1.1.38)* from the relevant *corporate bodies (3.1.1.57)* in the area legally required to transfer documents into an archives (1) *<organization>*

Note 1 to entry: See also "*service area" (3.11.3.14)*.

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3.1.2 Framework concepts

3.1.2.01
hybrid system
system (3.1.1.13) which achieves a desired output result by providing, or combining, two different ways of producing the result or by offering the requested result in different formats

EXAMPLE A library offering a *text (3.2.1.05)* both as a *printed document (3.4.7.06)* and as a digital one; a same motor vehicle powered simultaneously by different energy supplies.

3.1.2.02
interoperability
ability of two or more *systems (3.1.1.13)* to exchange *information (3.1.1.16)* and to make mutual use of the information that has been exchanged

[SOURCE: ISO 26683-2:2013, definition 3.20]

Note 1 to entry: See also ISO 25964–1:2011, definition 2.29.

3.1.2.03
ontology
formal, explicit specification of a shared conceptualization

Note 1 to entry: An *ontology* typically includes definitions of concepts and specified relationships between them, set out in a formal way so that a machine can use them for reasoning.

[SOURCE: ISO 25964-2:2013, definition 3.57]

Note 2 to entry: See also ISO/TR 13054:2012, definition 2.6; ISO/TS 13399–4:2014, definition 3.20; ISO 19101:1–2014, definition 4.1.26; ISO 18435–3:2015, definition 3.1; ISO/IEC 19763–3:2010, definition 3.1.1.1.

3.1.2.04
concept system
system of concepts
set (3.1.1.09) of *concepts (3.1.1.02)* structured according to the *relations (3.1.1.12)* among them

[SOURCE: ISO 1087-1:2000, definition 3.2.11]

Note 1 to entry: See also "*thesaurus" (3.8.3.01*) and *"classification" (3.8.5.01)*; ISO 19104:2016, definition 4.6; ISO 17115:2007, definition A 3.2.11.

3.1.2.05
context
all components of a situation, including *material objects (3.1.1.60)*, surrounding an *object (3.1.1.01)* in present and past

Note 1 to entry: See also ISO/TR 17119:2005, definition 2.4; EN 15898:2011, definition 3.1.8

3.1.2.06
media disruption
within one continuous *information (3.1.1.16)* process or *information processing (3.1.12.03)* operation the change in the *data medium (3.1.1.39)* used for *reading (3.1.11.02)* or recording, or of the processing

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techniques, and a possible consequential change required from users for carrying out their operations, possibly resulting in information loss or in delay

EXAMPLE It is the interruption of the continuous use of only one medium for the carrying out of a given information operation, like subsequent data input of a handwritten order into a computer file; printing out of a manuscript or an email; a handwritten signature required under a digitally supplied document; of the continuous use of only one medium for the carrying out of a given information operation.

3.1.2.07
subject field
field of special *knowledge (3.1.1.17)*

Note 1 to entry: The borderlines of a *subject field* are defined from a purpose-related point of view.

[SOURCE: ISO 1087-1:2000, definition 3.1.2]

3.1.2.08
domain
distinct area of human *knowledge (3.1.1.17)*

3.1.2.09
knowledge network
system (3.1.1.13) for professional communities to collect and share *knowledge (3.1.1.17)*

3.1.2.10
mapping a knowledge domain
knowledge mapping
charting, mining, analyzing, *sorting (3.10.3.04),* enabling navigation of, and displaying *knowledge (3.1.1.17)*

Note 1 to entry: It aims at easing information access, making evident the structure of knowledge, and allowing seekers of knowledge to succeed in their endeavours.

3.1.2.11
information architecture
art and science of organizing and labeling *information (3.1.1.16)* content and *documents (3.1.1.38)* stored in *data (3.1.1.15)* management *systems (3.1.1.13)* and *repositories (3.2.3.10)* to support *retrieval (3.10.1.01)*, information security, and usability

Note 1 to entry: See also ISO 14813-5:2010, definition B.1.62.

3.1.2.12
information visualization
visual representation of the *relationships (3.1.1.12)* between *data stores (3.1.11.16)* [e.g. full text *data (3.1.1.15)*], *metadata (3.1.10.26.01)* describing *information (3.1.1.16)* in those *data stores* (e.g. bibliographic and citation *databases* (3.1.12.03), indexes) and *systems (3.1.1.13)* or *internet (3.1.9.01)* nodes exploiting that *metadata*

3.1.2.13
information ecology
study of exchange, *storage (1) <placement> (3.9.1.01)*, use and enhancement of *information (3.1.1.16)* as a commodity within a community of living organisms

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Note 1 to entry: *Information ecology* explores ways to connect our physical environments with information resources.

3.1.2.14
information commons
information system (3.1.8.25), such as a physical *library (3.2.3.02)* or an online community that exists to produce, conserve, and preserve *information (3.1.1.16)* for current and future generations

3.1.2.15
general concept
concept (3.1.1.02) which corresponds to two or more *objects (3.1.1.01)* which form a group by reason of common *characteristics (3.1.1.04)*

EXAMPLES "planet"; "tower".

[SOURCE: ISO 1087-1:2000, definition 3.2.3]

3.1.2.16
individual concept
concept (3.1.1.02) which corresponds to only one *object (3.1.1.01)*

EXAMPLE Eiffel tower.

[SOURCE: ISO 1087-1:2000, definition 3.2.2]

3.1.2.17
number
concept (3.1.1.02) of a single quantity

Note 1 to entry: A "number" can be used to carry out operations of addition, subtraction, or counting.

Note 2 to entry: "numbers" are graphically represented through "*numerals" (3.1.4.05)*. See also "*digit" (3.1.4.06)*

3.1.2.18
superordinate concept
broader concept
concept (3.1.1.02) which is either a *generic concept (3.1.2.20)* or a comprehensive *concept*

[SOURCE: ISO 1087-1:2000, definition 3.2.13]

Note 1 to entry: See also "hypernym" (term) in ISO/IEC TR 29127:2011, definition 2.3.

3.1.2.19
subordinate concept
narrower concept
concept (3.1.1.02) which is either a *specific concept* (3.1.2.21) or a *partitive concept (3.1.2.22)*

[SOURCE: ISO 1087-1:2000, definition 3.2.14, modified]

Note 1 to entry: See also "hyponym" (term) in ISO/IEC TR 29127:2011, definition 2.4.

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3.1.2.20
generic concept
concept (3.1.1.02) in a *generic relation (3.1.7.05)* having the narrower *intension (3.1.2.24)*

[SOURCE: http://iso.i-term.dk/frames.php]

Note 1 to entry: See also *inheritance (3.1.13.29)*

3.1.2.21
specific concept
concept (3.1.1.02) in a *generic relation (3.1.7.05)* having the broader *intension (3.1.2.24)*

[SOURCE: http://iso.i-term.dk/frames.php]

3.1.2.22
partitive concept
concept (3.1.1.02) in a *partitive relation (3.1.7.06)* viewed as one of the parts making up the whole

[SOURCE: http://iso.i-term.dk/frames.php]

Note1 to entry: See also "comprehensive concept" in ISO 1087–1:2000, definition 3.2.17, and "meronym" (term) in ISO/IEC TR 29127:2011, definition 2.6.

3.1.2.23
coordinate concept
related concept
subordinate concept (3.1.2.19) having the same nearest *superordinate concept (3.1.2.18)* and the same criterion of subdivision as some other *concept (3.1.1.02)* in a given *concept system (3.1.2.04)*

3.1.2.24
intension
set (3.1.1.09) of *characteristics (3.1.1.04)* which makes up the *concept (3.1.1.02)*

3.1.2.25
extension
totality of *objects (3.1.1.01)* to which a *concept (3.1.1.02)* corresponds

3.1.2.26
logistics
science and practice of interconnecting, and finding the best way of goal attainment, for bringing *material objects (3.1.1.60)* or living beings in sufficient quantity to the right place in the right time

3.1.2.27
lifecycle of a resource
sequence of events that mark the development and use of a resource

EXAMPLE Conception of an *invention (3.1.1.46)*, creation of a *draft (3.4.7.01)*, revision of an *article (3.5.8.06)*, *publication* of a *book (1) (3.4.1.27.04)*, *acquisition* by a *library (3.2.3.02)*, transcription to *magnetic disc (3.4.5.5.10)*, *migration* to optical storage, *translation (1) (3.1.6.15)* into English, and *derivation* of a new *work* [e.g. a *cinematographic film (3.4.5.1.09)*].

[SOURCE: ISO 15836:2009, definition 3.1.2]

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3.1.2.28
destruction
process of eliminating or deleting *documents (3.1.1.38)* or other *material objects (3.1.1.60)*, beyond any possible *reconstruction (3.3.2.26)*

[SOURCE: ISO 15489-1:2016, definition 3.7, modified]

Note 1 to entry : See also ISO 21127:2014, class «*E 6*».

3.1.2.29
non-destructive investigation
application of a *set (3.1.1.09)* of procedures or techniques to obtain observations on a material without lastingly changing its physical structure and chemical *characteristics (3.1.1.04)*

[SOURCE: ISO 28258:2013, definition 3.18]

3.1.3 Evaluation and statistics

3.1.3.01
quality
entirety of features and *characteristics (3.1.1.04)* of a product or *service (3.1.1.59)* that bear on its ability to satisfy stated or implied needs

[SOURCE: ISO 10845-4:2011, definition 2.7]

3.1.3.02
evaluation
process of estimating the *effectiveness (3.1.3.03)*, *efficiency (3.1.3.04)*, utility and relevance of a *service (3.1.1.59)* or facility

[SOURCE: ISO 11620:2014, definition 3.19]

3.1.3.03
effectiveness
measure of the degree to which given objectives are achieved

Note 1 to entry: An activity is effective if it maximizes the results it was established to produce.

[SOURCE: ISO 11620:2014, definition 3.15]

Note 2 to entry: See also ISO/IEC 27000:2016, definition 2.24.

3.1.3.04
efficiency
measure of the utilization of resources to realize a given objective

Note 1 to entry: An activity is efficient if it minimizes the use of resources, or produces better performance with the same resources.

[SOURCE: ISO 11620:2014, definition 3.16]

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3.1.3.05
social impact
influence of an *information (3.1.1.23)* and *documentation (3.2.1.22) organization's (3.1.1.55)* actions on the population in the surrounding community or on society in general

[SOURCE: ISO 16439:2014, definition 3.63, modified]

3.1.3.06
library impact
difference or change in an individual or group resulting from the contact with *library (3.2.3.02) services (3.1.1.59)*

[SOURCE: ISO 16439:2014, definition 3.25]

3.1.3.07
bibliometrics
mathematical and statistical methods applied to the use of *documents (3.1.1.38)* and the patterns of *publication (3.1.8.27)*

3.1.3.08
infometrics
mathematical and statistical methods applied to *communication (3.1.8.04)* of the *use of information (3.11.2.01)*

3.1.3.09
webmetrics
cybermetrics
mathematical and statistical methods applied to the use and *citation (3.5.8.16)* of resources found on the *World Wide Web (3.1.9.01)*

3.1.4 Signs, characters and symbols

3.1.4.01
sign
any perceivable phenomenon interpreted to convey a *meaning (3.1.8.03)*

3.1.4.02
character
member of a *set (3.1.1.09)* of *elements (3.1.1.10)* that is used for the representation, organization, or control of *data (3.1.1.15)*

[SOURCE: ISO/IEC 2382:2015(en), 2121335]

Note 1 to entry: See also ISO 7098:2015, definition 2.1.

3.1.4.03
grapheme
atomic unit in a *written language (3.1.5.04)* including *letters (1) <character> (3.1.4.07)*, pictograms, ideograms, *numerals (3.1.4.05)*, punctuation and other *glyphs (3.1.6.04)*

[SOURCE:http://iso.i-term.dk/frames.php]

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Note 1 to entry: See also "*graphic character*" *(3.1.4.04).*

3.1.4.04
graphic character
character (3.1.4.02) used for the visual representation of *data (3.1.1.15)*

Note 1 to entry: See also *grapheme (3.1.4.03).*

3.1.4.05
numeral
graphic character (3.1.4.04) used singly, or in combination with other *characters (3.1.4.02)* of the same kind, to represent a numerical value

Note 1 to entry: See also number (3.1.2.17).

[SOURCE: ISO/TR 9544:1988, definition 3.290]

3.1.4.06
digit
numeral (3.1.4.05) that can alone or combined with others be used to write *numbers (3.1.2.17)*, and that cannot itself be split into other numerals

Note 1 to entry: The *digits* of the decimal number *system* are 0, 1, 2, 3, 4, 5, 6, 7, 8 and 9, and those in the hexadecimal number system are those in the decimal system along with A, B, C, D, E and F.

3.1.4.07
letter (1)
<character> *graphic character (3.1.4.04)* that, when appearing alone or combined with others, is primarily used to represent a sound *element (3.1.1.10)* of a *spoken language (3.1.5.03)*

[SOURCE: ISO 7372:2005, definition 1.3.13]

Note 1 to entry: See also *letter (2) (3.4.7.42)*.

3.1.4.08
diacritic
modifying mark near or through a *character (3.1.4.02)* indicating a phonetic value different from that given the unmarked *character*

[SOURCE: ISO 9241-302:2008, definition 3.4.5]

3.1.4.09
digraph
compound *character (3.1.4.02)* that is represented graphically by a single character or ligature formed from the component single characters

EXAMPLE A *digraph* may be used to obtain the special characters necessary to show digraphs for ae and oe.

[SOURCE: ISO/TR 9544:1988, definition 3.109, modified]

3.1.4.10
tetragraph

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four *letters (1) <character> (3.1.4.07)* employed together in a particular *order (3.1.1.14)* to represent a single phonological or graphical *element (3.1.1.10)* in a specific *language (3.1.5.01)*

3.1.4.11
note (2)
<music character> *character (3.1.4.02)* representing the *pitch (3.1.1.54)* and duration of a musical sound

Note 1 to entry: See also *note (1) (3.5.8.33)* and *notated music (3.1.6.16).*

3.1.4.12
blank character
space character
character (3.1.4.02) defining a void space within a sequence of characters

3.1.4.13
filing character
unit at the lowest, indivisible *filing level (3.9.2.04)*

[SOURCE: ISO 7154:1983, definition 3.8]

3.1.4.14
control character
character (3.1.4.02) used for the organization of *data (3.1.1.15)*

Note 1 to entry: A *graphic character (3.1.4.04)* may be used as a *control character*.

3.1.4.15
check character
character (3.1.4.02) used to verify the accuracy of the *string (3.1.1.11)* through a mathematical *relationship (3.1.1.12)* to a *string*

[SOURCE: ISO 15706-1:2002, definition 3.2, modified]

3.1.4.16
notation (1)
<symbols> *set (3.1.1.09)* of *symbols (3.1.4.17)* and the rules for their use for the representation of *data (3.1.1.15)*

Note 1 to entry: See also *notation (2) (3.8.5.19); notation (3) (3.8.3.24).*

3.1.4.17
symbol
designation (3.1.5.24) by means of *letters (1) <character> (3.1.4.07)*, *numerals (3.1.4.05)*, pictograms or any combination thereof

Note 1 to entry: See also ISO/IEC 2382-1:1993, definition 01.02.07.

3.1.4.18
nomenclature (1)
<names> *set (3.1.1.09)* of *names* (3.1.5.28) that belong to a specific *domain (3.1.2.09)*

Note 1 to entry: See also *nomenclature (2) (3.1.5.54); taxonomy (3.8.6.07).*

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3.1.4.19
logogram
grapheme (3.1.4.03) or combination of *symbols (3.1.4.17)* that represents an entire free *morpheme (3.1.5.10)*, such as a *word (1) <orthographic word> (3.1.5.18)*, without separately representing its constituent *phonemes (3.1.5.11)* or syllables

3.1.4.20
trademark
trade mark
sign (3.1.4.01), *symbol (3.1.4.17)*, *word (1) <orthographic word> (3.1.5.18)* or phrase used to denote the products of an enterprise

Note 1 to entry: See also ISO 10668:2010, definition 2.8.

3.1.4.21
service mark
sign (3.1.4.01), symbol (3.1.4.17), word (1) <orthographic word> 3.1.5.18) or phrase used to distinguish the *services (3.1.1.59)* of an enterprise

Note 1 to entry: A *service mark* is usually included in the concept of a *trade mark*.

3.1.5 Language and terminology

3.1.5.01
language
systematic use of sounds, *characters (3.1.4.02)*, *symbols (3.1.4.17)* or *signs (3.1.4.01)* to express *meaning (3.1.8.03)* or communicate meaning or a *message (3.1.8.02)*

[SOURCE: http://iso.i-term.dk/login.php]

3.1.5.02
natural language
language (3.1.5.01) which is or was in active use in a community of people, and the rules of which are mainly deduced from usage

Note 1 to entry: See also *special language (3.1.5.05)*.

3.1.5.03
spoken language
natural language (3.1.5.02) realized through the uttering of *phonemes (3.1.5.11)*

3.1.5.04
written language
natural language (3.1.5.02) realized through the writing of *characters (3.1.4.02)*

3.1.5.05
special language
language for special purposes
LSP
language (3.1.5.01) used in a *subject field (3.1.2.07)* and characterized by the use of specific linguistic means of expression

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Note 1 to entry: The specific linguistic means of expression always include subject-specific terminology and phraseology and also may cover stylistic or syntactic features.

[SOURCE: ISO 1087-1:2000, definition 3.1.3]

3.1.5.06
lexical language
language (3.1.5.01) whose syntax is expressed in terms of *symbols (3.1.4.17)* defined as *character strings (3.1.12.18)*

[SOURCE: ISO 19101-1:2014, definition 4.1.24]

3.1.5.07
graphical language
language (3.1.5.01) whose syntax is expressed in terms of graphical *symbols (3.1.4.17)*

[SOURCE: ISO 19101-1:2014, definition 4.1.21]

3.1.5.08
artificial language
language (3.1.5.01) whose rules are explicitly established prior to its use

[SOURCE: ISO/IEC 2382:2015, definition 2121380]

3.1.5.09
metalanguage
language (3.1.5.01) used to specify some or all aspects of another language and possibly itself

[SOURCE: ISO/IEC 2382:2015, definition 2121753]

3.1.5.10
morpheme
smallest unit of *meaning (3.1.8.03)* expressed by a sequence of *phonemes (3.1.5.11)* or a sequence of *graphemes (3.1.4.03)*

[SOURCE: ISO 24614-1:2010, definition 2.18]

3.1.5.11
phoneme
smallest phonetic unit in a *language (3.1.5.01)*

[SOURCE: http://iso.i-term.dk/frames.php]

3.1.5.12
morphology
study of the structure and formation of *word (1) <orthographic word> (3.1.5.18)* forms

[SOURCE: http://iso.i-term.dk/frames.php]

3.1.5.13
phonology

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study of speech, sounds and their functions in a specific *language (3.1.5.01)* or in two or more languages considered together for comparative purposes

3.1.5.14
syllabary
ordered *set (3.1.1.09)* of *syllabograms (3.1.5.15)* representing all syllables of a particular *language (3.1.5.01)* that uses syllabic *scripts* (3.1.5.04) employed in writing that particular language, differing from another *set* only by typeface or *font (3.1.6.05)*

3.1.5.15
syllabogram
graphic characters (3.1.4.04) representing a syllable in a syllabic *script (3.1.6.02)*

3.1.5.16
alphabet
ordered *set (3.1.1.09)* of *characters (3.1.4.02)* that are used to record *messages (3.1.8.02)* for a specific *language (3.1.5.01)*

Note 1 to entry: See also ISO/IEC 2382:2015, definition 2121567, and ISO 7098:2015, definition 2.2.

3.1.5.17
hypertext
electronic *text (3.2.1.05) display (3.1.11.14)* representing a *hyperlink (3.1.12.31)*

Note 1 to entry: See also ISO 12651–1:2012, definition 4.66.

3.1.5.18
orthographic word
word (1)
lexeme (3.1.5.22) that has, as a minimal property (3.1.1.03), a part of speech (3.1.5.23)

[SOURCE: http://iso.i-term.dk/login.php]

Note 1 to entry: See also *word (2) (3.1.5.19)*.

3.1.5.19
computer word
machine word
word (2)
character string (3.1.12.18) that is considered as a unit for a given purpose

Note 1 to entry: See also *word (1) (3.1.5.18)* and ISO 8777:1993, definition 3.30.

3.1.5.20
base form
reference form
word (1) <orthographic word> (3.1.5.18) form chosen according to lexicographical conventions representing the forms of a paradigm

EXAMPLE Bind: bind, bound, binds, binding.

Note 1 to entry: The concept *base form* is also applied to multi-word terms.

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3.1.5.21
lemma
lemmatized form
canonical form
conventional form chosen to represent a *lexeme (3.1.5.22)*

EXAMPLE In European languages, the *lemma* is usually the /singular/ if there is a variation in /number/, the /masculine/ form if there is a variation in /gender/ and the /infinitive/ for all verbs. In some languages, certain nouns are defective in the singular form, in which case, the /plural/ is chosen. In Arabic, for a verb, the lemma is usually considered as being the third person singular with the accomplished aspect.

[SOURCE: ISO 24613:2008, definition 3.24]

3.1.5.22
lexeme
abstract unit generally associated with a *set (3.1.1.09)* of forms sharing a common *meaning (3.1.8.03)*

[SOURCE: ISO 24613:2008, definition 3.25]

3.1.5.23
part of speech
lexical category
word class
category (3.8.5.13) assigned to a *lexeme (3.1.5.22)* based on its grammatical properties

[SOURCE: ISO 24613:2008, definition 3.37]

3.1.5.24
designation
representation of a *concept (3.1.1.02)* by a *sign (3.1.4.01)* which denotes it

Note 1 to entry: In terminology work, three types of *designations* are distinguished: *symbols (3.1.4.17)*, *terms (3.1.5.25)* and *names (3.1.5.28)*.

[SOURCE: ISO 1087-1:2000, definition 3.4.1]

Note 2 to entry: See also ISO 21127:2014, class “E 41”.

3.1.5.25
term
written or verbal *designation (3.1.5.24)* of a *general concept (3.1.2.15)* in a specific *domain (3.1.2.09)*

Note 1 to entry: A *term* may contain *symbols (3.1.4.17)* and can have variants, e.g. different forms of spelling.

[SOURCE: ISO 1087-1:2000, definition 3.4.3, modified]

Note 2 to entry: See also ISO/TR 9007:1987 (page 22).

3.1.5.26
neologism
neoterm
new *term (3.1.5.25)* coined

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Note 1 to entry: Although *neoterms* sometimes rename established *concepts (3.1.1.02)*, usually they *name* new concepts. See also "*coined term*" *(3.8.3.08).*

[SOURCE: ISO 1087-1:2000, definition 3.4.7, modified]

3.1.5.27
terminological phrase
word (1) <orthographic word> (3.1.5.18) combination containing at least one *term (3.1.5.25)* and a number of other lexical *items (1) <exemplar> (3.2.1.16)*, the choice of which is restricted by the term in question

EXAMPLE Book a flight; commit an infringement.

3.1.5.28
name
verbal *designation (3.1.5.24)* of an *individual concept (3.1.2.16)*

[SOURCE: http://iso.i-term.dk/frames.php]

3.1.5.29
endonym
toponym (3.1.5.31), *name (3.1.5.28)* of an ethnic group or of a *natural language (3.1.5.02)* as given and used by the ethnic group or by the *natural language* itself to whom it pertains

3.1.5.30
exonym
toponym (3.1.5.31), *name (3.1.5.28)* of an ethnic group or of a *natural language (3.1.5.02)* as given and used by an ethnic group or by a *natural language* other than the one itself to whom it pertains

3.1.5.31
toponym
name (3.1.5.28) of a geographic *entity (3.1.13.27)*

3.1.5.32
choronym
toponym (3.1.5.31) designating a regionally or politically defined spatial area of a country

3.1.5.33
oronym
toponym (3.1.5.31) designating a physical component/feature of a landscape

EXAMPLES Mountains; mountain peaks; valleys.

3.1.5.34
drymonym
toponym (3.1.5.31) designating areas of a landscape which have been shaped by cultivation

EXAMPLES Fields; meadows; parks.

3.1.5.35
oikonym
toponym (3.1.5.31) designating human settlements

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3.1.5.36
oikodonym
name (3.1.5.28) of a structure erected by man

3.1.5.37
dromonym
hodonym
name (3.1.5.28) of a pathway / travelway

3.1.5.38
prodonym
dromonym (3.1.5.37) of a street

3.1.5.39
astrotoponym
toponym (3.1.5.31) of an extraterrestrial topographic *object (3.1.1.01)*

3.1.5.40
demonym
name (3.1.5.28) for the residents of a locality

3.1.5.41
hydronym
name (3.1.5.28) of a body of water

3.1.5.42
glossonym
name (3.1.5.28) of a *natural language (3.1.5.02)*

3.1.5.43
anthroponym
personal name
name (3.1.5.28) of a human being

3.1.5.44
misnomer
term (3.1.5.25) or *name (3.1.5.28)* that suggests a *meaning (3.1.8.03)* not expressed by the *concept (3.1.1.02)* associated with this name or term

3.1.5.45
pseudonym
fictitious *name (3.1.5.28)* or other *word (1) <orthographic word> (3.5.1.18)* under which an *author (3.7.1.01)* publishes a *document (3.1.1.38)*

Note 1 to entry: See also *"right to be identified" (3.13.3.2.02).*

3.1.5.46
domain name
identification (3.2.1.26) string (3.1.1.11) that defines a realm of administrative autonomy, authority, or control on the *internet (3.1.9.01)*, defined by the rules and procedures of the *domain (3.1.2.09) name (3.1.5.28) system (3.1.1.13)* (DNS)

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[SOURCE: ISO/TR 14873:2013, definition 2.18]

Note 1 to entry: See also *"internet domain" (3.1.9.08)*.

3.1.5.47
abbreviation
designation (3.1.5.24) formed by omitting *words (1) <orthographic word> (3.1.5.18)* or *letters (1) <character> (3.1.4.07)* from a longer form and designating the same *concept (3.1.1.02)*

[SOURCE: ISO 1087-1:2000, definition 3.4.9]

3.1.5.48
clipping
abbreviation (3.1.5.47) that retains only the beginning of the *word (1) <orthographic word> (3.1.5.18*) to be abbreviated

3.1.5.49
contraction
word (1) <orthographic word> (3.1.5.18) abbreviation (3.1.5.47) that collocates several words (1) <orthographic word> into one and shortens one or more of them in this operation

EXAMPLE "don't" for "do not".

3.1.5.50
blend
word (1) <orthographic word> (3.1.5.18) formed by *clipping (3.1.5.48)* and combining two separate words (1) <orthographic word>

EXAMPLE "brunch" for "breakfast and lunch".

3.1.5.51
initialism
abbreviation (3.1.5.47) made up of the initial *letters (1) <character> (3.1.4.07)* of the components of the full form of the *designation (3.1.5.24)* or from syllables of the full form and pronounced letter (1) <character> by letter (1) <character>

EXAMPLE "BL" (for "British Library").

3.1.5.52
acronym
abbreviation (3.1.5.47) forming a new, artificial but pronounceable *word (1) <orthographic word> (3.1.5.18)* out of the initial *letters (1) <character> (3.1.4.07)* of a *name (3.1.5.28)* or *designation (3.1.5.24)* consisting of a sequence of several *words (1)*

EXAMPLE UNESCO.

3.1.5.53
terminology (1)
<designations> *set (3.1.1.09)* of *designations (3.1.5.24)* belonging to one specific *language (3.1.5.01)*

[SOURCE:ISO 1087-1:2000, definition 3.5, modified]

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Note 1 to entry: See also *terminology (2) (3.2.2.17); thesaurus (3.8.3.01).*

3.1.5.54
nomenclature (2)
<terminology> *terminology (1) <designations> (3.1.5.53)* structured according to pre-established *naming (3.1.5.28)* rules

Note 1 to entry: *Nomenclatures (2) <terminology>* are established for various fields, such as biology, medicine, physics and chemistry.

[SOURCE: ISO 1087-1:2000, definition 3.5.3]

Note 2 to entry: *Nomenclature (2) < terminology >* relates to a Classification. A nomenclature (2) assigns a consistent and pertinent name to every class of every level identified in a field of study.

Note 3 to entry: See also *nomenclature (1) (3.1.4.18); taxonomy (3.8.6.07);* and ISO/TS 14048:2002, definition 3.6.

3.1.5.55
synonym
one of two or more *terms (3.1.5.25)* denoting the same *concept (3.1.1.02)*

[SOURCE: ISO 25964-1:2011, definition 2.58]

EXAMPLE guarantees, warranties; heart attack, myocardial infarction; HIV, human immunodeficiency virus.

Note 1 to entry: *Abbreviations (3.1.5.47)* of full forms and *acronyms (3.1.5.52)* are synonyms.

Note 2 to entry: See also *"synonymy" (3.1.7.02);* ISO/TR 9007:1987 (page 23).

3.1.5.56
quasi-synonym
near-synonym
one of two or more *terms (3.1.5.25)* whose *meanings (3.1.8.03)* are generally regarded as different in ordinary usage but which may be treated as labels [*identifiers (3.1.12.19)*] for the same *concept (3.1.1.02)*, in a given *controlled vocabulary (3.8.1.05)*

[SOURCE: ISO 25964-1:2011, definition 2.47, modified]

3.1.5.57
homograph
one of two or more *words (1) <orthographic word> (3.1.1.2.13)* that are written in the same way, but have different *meanings (3.1.8.03)*

EXAMPLE

In English: The word "bank" could refer to a financial institution or the side of a river.
In French: The word "avocat" could refer to a lawyer or to a fruit.

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Note 1 to entry: *Homographs* are sometimes referred to as "*homonyms*", although the latter *term* applies more broadly, as it also includes pairs of terms such as "weights" and "waits" in English or "mer" and "mère" in French, which sound the same although they are spelt differently.

[SOURCE: ISO 25964-1:2011, definition 2.24]

3.1.5.58
homophony
quality (3.1.3.01) of two or more *terms (3.1.5.25)* having the same phonic form but unrelated *meanings (3.1.8.03)*

3.1.5.59
definition
representation of a *concept (3.1.1.02)* by a descriptive statement which serves to differentiate it from *related concepts (3.1.2.23)*

[SOURCE: ISO 1087-1:2000, definition 3.3.1]

3.1.5.60
formal definition
definition (3.1.5.59) within a formal *concept (3.1.1.02)* representation *system (3.1.1.13)*

[SOURCE: ISO/TS 22789:2010, definition 2.12]

3.1.5.61
intensional definition
connotative definition
definition (3.1.5.59) which describes the *intension (3.1.2.24)* of a *concept (3.1.1.02)* by stating the *superordinate concept (3.1.2.18)* and the delimiting *characteristics (3.1.1.04)*

EXAMPLE "Incandescent lamp: electric lamp in which a filament is heated by an electric current in such a way that it emits light".

Note 1 to entry: The *intensional definition* is the most accurate definition and the one favoured by terminological teaching / theory as well as by ISO 704.

3.1.5.62
extensional definition
denotative definition
enumerative definition
description of a *concept (3.1.1.02)* by enumerating all of its *subordinate concepts (3.1.2.19)* under one criterion of subdivision

EXAMPLE Noble gas: helium, neon, argon, crypton, xenon, or radon.

Note 1 to entry: The value and the cases of applicability of extensional definitions are limited since a complete enumeration is very often not possible. It is not recommended as a standard definition by ISO 704.

3.1.6 Writing systems and transcription

3.1.6.01
writing system

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system (3.1.1.13) for writing a *language (3.1.5.01)*, including the *script (3.1.6.02)* and *character (3.1.4.02) set (3.1.1.09)* used

[SOURCE: ISO 639-4:2010, definition 3.16]

3.1.6.02
script
particular graphic representation or *class (3.8.5.03)* of representations of a *set (3.1.1.09)* of *characters (3.1.4.02)* used to *write (3.1.11.01)* one or more *languages (3.1.5.01)*

[SOURCE: ISO/TR 9544:1988, definition 3.379]

3.1.6.03
script direction
spatial orientation on the *data medium (3.1.1.39)* of the sequence of *characters (3.1.4.02)* when *writing (3.1.11.01)*

EXAMPLES Left to right; right to left; top to bottom; far right column first when columns are used; etc.

3.1.6.04
glyph
recognizable abstract graphic *symbol (3.1.4.17)* which is independent of any specific design

[SOURCE: ISO 15930-3:2002, definition 3.7]

3.1.6.05
font
collection of *glyph (3.1.6.04) images (3.2.1.04)* having the same basic design

EXAMPLE Courier; Bold; Oblique.

[SOURCE: ISO/IEC 9541-1:2012, definition 3.20]

Note 1 to entry: See also ISO 5776:2016, definition 2.5.

3.1.6.06
tactile alphabet
script (3.1.6.02) embodied in corporal *signs (3.1.4.01)* in the form of elevations on a flat surface so as to be read by visually impaired persons through finger sensations

3.1.6.07
handwriting
cursive writing
long hand
script (3.1.6.02) as executed by a human's hand

Note 1 to entry: See also "*manuscript (1) <non-printed document>" (3.4.7.02).*

3.1.6.08
block letters
printing (2)

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<handwriting> *handwriting (3.1.6.07)* in the form of capital *letters (1) <character> (3.1.4.07)*, executed one by one when *writing (3.1.11.01)* a *word (1) <orthographic word> (3.1.5.18),* instead of a continuous flow of writing

Note 1 to entry: See also *printing (1) (3.3.5.1.01)*.

3.1.6.09
transcription system
transcription (1)
system (3.1.1.13) for representing a *word (1) <orthographic word> (3.1.5.18)* in a different script *system (3.1.1.13)* than the *text (3.2.1.05)* originally was represented in

[SOURCE: http://iso.i-term.dk/frames.php, modified]

Note 1 to entry: See also *transcription (2) < activity > (3.1.6.10).*

3.1.6.10
transcription (2)
<activity> representation of the pronunciation of a given *language (3.1.5.01)* by the *characters (3.1.4.02)* of a *writing system (3.1.6.01)* or by a specially devised *system* of *notations (2) <notation system> (3.8.5.14)*

Note 1 to entry: See also *transcription (1) < system > (3.1.6.09*) and ISO 7098:2015, 3.4.

3.1.6.11
transliteration
operation which consists of representing the *characters (3.1.4.02)* of an entirely *alphabetical (3.1.5.16)* character or alphanumeric character *writing system (3.1.6.01)* by the characters of the conversion alphabet

[SOURCE: ISO 7098:2015, 3.2]

Note 1 to entry: For the form resulting from the conversion of one *writing system (3.1.6.01)* into another, see http://iso.i-term.dk/frames.php.

3.1.6.12
transliteration key
conversion table
table (3.4.7.26) listing (3.4.7.25) the *characters (3.1.4.02)* of a particular source *script (3.1.6.02)* together with the corresponding *characters* of a specific target script

3.1.6.13
script conversion
transcription (2) <activity> (3.1.6.10) and *transliteration (3.1.6.11)*

3.1.6.14
romanization
script conversion (3.1.6.13) from non-Roman to Roman *script (3.1.6.02)* by means of *transliteration (3.1.6.11)*, *transcription (2) <activity> (3.1.6.10)* or both

Note 1 to entry: See also ISO 7098:2015, definition 3.5.

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3.1.6.15
translation (1)
<activity> rendering *source language (3.8.3.35)* content into *target language (3.8.3.36)* content in written form

[SOURCE:http://iso.i-term.dk/login.php]

Note 1 to entry: See also *translation (2) < document > (3.4.2.02)*.

3.1.6.16
notated music
graphical representation of *music (3.2.1.06)* in any format

[SOURCE: ISO 10957:2009, definition 3.5]

Note 1 to entry: See also note (2) <music character> (3.1.4.11)

3.1.6.17
alphabetic language
language (3.1.5.01), the written form of which is based on *letters (1) <character> (3.1.4.07)* or *symbols (3.1.4.17)* used to represent speech sounds

Note 1 to entry: Like most European languages, Arabic, or Hebrew.

[SOURCE: ISO 5776:2016, definition 2.1]

3.1.6.18
logographic language
language (3.1.5.01), the written form of which is based on *signs (3.1.4.01)* or *characters (3.1.4.02)* used to represent speech sounds

EXAMPLE Chinese and Japanese are examples of *logographic languages*.

[SOURCE: ISO 5776:2016, definition 2.9]

3.1.7 Types of relations

3.1.7.01
semantic relation
semantic relationship
relation (3.1.1.12) between *concepts (3.1.1.02)* and between *class (3.8.5.03) symbols (3.1.4.17)* and their *meanings (3.1.8.03)*

3.1.7.02
synonymy
relation (3.1.1.12) between multiple *terms (3.1.5.25)* representing one *concept (3.1.1.02)* with the same or similar *meanings (3.1.8.03)*

[SOURCE: ANSI/NISO Z39.19-2015 (R2010), 5.3.2, modified]

Note 1 to entry : See also *synonym (3.1.5.55)*.

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3.1.7.03
polysemy
relation (3.1.1.12) between *designation (3.1.5.24)* and *concepts (3.1.1.02)* in a given *language (3.1.5.01)* in which one *designation* represents two or more *concepts (3.1.1.02)* sharing certain *characteristics (3.1.1.04)*

[SOURCE: ISO 1087-1:2000, definition 3.4.24]

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

3.1.7.04
homonymy
relation (3.1.1.12) between *designation (3.1.5.24)* and *concept (3.1.1.02)* in a given *language (3.1.5.01)* in which one *designation* represents two or more unrelated *concepts*

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

[SOURCE: http://iso.i-term.dk/login.php]

Note 1 to entry: See also ISO 1087–1:2000, def. 3.4.25.

3.1.7.05
generic relation
relation (3.1.1.12) between two *concepts (3.1.1.02)* where the *intension (3.1.2.24)* of one of the *concepts* includes that of the other concept and at least one additional delimiting *characteristic (3.1.1.04)*

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

[SOURCE: ISO 1087-1:2000, definition 3.2.21]

3.1.7.06
partitive relation
part-whole relation
relation (3.1.1.12) between two *concepts (3.1.1.02)* where one of the *concepts* constitutes the whole and the other *concept* a part of that whole

Note 1 to entry: A *partitive relation* exists between the *concepts* 'week' and 'day', 'molecule' and 'atom'.

[SOURCE: ISO 1087-1:2000, definition 3.2.22]

3.1.7.07
equivalence relationship
relationship (3.1.1.12) between two *terms (3.1.5.25)* in a *thesaurus (3.8.3.01)* that both represent the same *concept (3.1.1.02)*

[SOURCE: ISO 25964-1:2011, definition 2.18]

3.1.7.08
associative relationship
relationship (3.1.1.12) between a pair of *concepts (3.1.1.02)* that are not related hierarchically but share a strong semantic connection

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[SOURCE: ISO 25964-1:2011, definition 2.2]

3.1.7.09
instance relationship
instantive relationship
relationship (3.1.1.12) between a *general concept (3.1.2.15)*, such as a *class (3.8.5.03)* of things or events, and an individual *instance (3.1.13.28)* of that class, which is often represented by a proper *name (3.1.5.28)*

[SOURCE: ISO 25964-1:2011, 10.2.4]

3.1.7.10
formal relation
relation (3.1.1.12) between the *terms (3.1.5.25)* of an *indexing language (3.8.1.06)*

3.1.7.11
analytic relation
formal relation (3.1.7.10) made explicit in *tables (3.4.7.26)* or the *term (3.1.5.25)* list of an *indexing language (3.8.1.06)*

3.1.7.12
hierarchical relation
semantic relation (3.1.7.01) between a pair of *concepts (3.1.1.02)* of which one has a scope falling completely within the scope of the other

[SOURCE: ISO 25964-1:2011, definition 2.23, modified]

3.1.7.13
synthetic relation
formal relation (3.1.7.10) between *concepts (3.1.1.02)* established by the application of rules

3.1.7.14
phase relation
formal relation (3.1.7.10) between two or more *main classes (3.8.5.06)* other than that implied between *categories (3.8.5.08)* and *facets (3.8.5.04)*

3.1.7.15
intrafacet relation
formal relation (3.1.7.10) between *foci (3.8.5.16)* in a *facet (3.8.5.04)*

3.1.7.16
interfacet relation
formal relation (3.1.7.10) between *foci (3.8.5.16)* in different *facets (3.8.5.04)*

3.1.7.17
sequential relation
associative *relationship (3.1.7.08)* based on spatial or temporal proximity

Note 1 to entry: A *sequential relation* exists between the *concepts (3.1.102)* 'production' and 'consumption', etc.

[SOURCE: ISO 1087-1:2000, definition 3.2.24]

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3.1.8 Communication and information

3.1.8.01
signal
variation of a physical quantity used to represent *data (3.1.1.15)*

[SOURCE: ISO/IEC 2382-1:1993, definition 01.02.01]

3.1.8.02
message
information (3.1.1.16) prepared for *communication (3.1.8.04)* purposes

3.1.8.03
meaning
interpretation of a *concept (3.1.1.02)* associated with a *sign (3.1.4.01)*

3.1.8.04
communication
process by which *information (3.1.1.16)* is exchanged between individuals or *systems (3.1.1.13)* using a common system of *symbols (3.1.4.17)*, *signs (3.1.4.01)*, or behaviour

[SOURCE: http://smw-rda.esc.rzg.mpg.de/index.php/communication]

Note 1 to entry: See also *"information dissemination" (3.2.1.34).*

3.1.8.05
communication theory
scientific discipline concerned with the study of *communication (3.1.8.04)* processes and *communication systems (3.1.8.06)*

3.1.8.06
communication system
system (3.1.1.13) of managing *communication (3.1.8.04)* processes

3.1.8.07
human communication
communication (3.1.8.04) between two or more human beings which is created by employing the natural endowment(s) of humans

EXAMPLE "*Human communication"* may be effected through human voice(s); body language; sign language; etc.

3.1.8.08
machine communication
communication (3.1.8.04) between technical devices without human intervention during the transmission of the *message (3.1.8.02)*

EXAMPLES The transfer of messages from one computer system to another; a broadcast emitted from a broadcasting station to TV receiver sets in individual households; etc.

3.1.8.09
indirect communication

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communication (3.1.8.04) using intermediary human or equipment agents, and possibly carried out involving switching or shifting processes of the technical format of the *message (3.1.8.02)*

EXAMPLE Handing the message over to a human messenger, either orally or as a written text; instructing a human being to orally inform another human; sending a telegramme via one transmitter pole to a next one; etc.

3.1.8.10
point-to-point communication
technology-assisted *communication (3.1.8.04)* between exactly two endpoints where no legal regular (active or receptive) participation by a *third party (3.13.4.05)* should be possible

3.1.8.11
point-to-multipoint communication
technology-assisted *communication (3.1.8.04)* between more than two endpoints

3.1.8.12
auditive communication
communication (3.1.8.04) executed through the auditive *perception (3.1.1.33)* of a hearing organ

Note 1 to entry: *Auditive communication* takes place, i.a., in the reception of *music (3.2.1.06)* and in *oral communication (3.1.8.13)*.

3.1.8.13
oral communication
verbal communication
talking and listening *human communication (3.1.8.07)* executed through the exchange of sounds of human *language (3.1.5.01)*

3.1.8.14
written communication
human communication (3.1.8.07) executed through the recording of *characters (3.1.4.02)* and the exchange of *messages (3.1.8.02)* so created

Note 1 to entry: At instances, there may be a long delay between recording and reception of a character-based message (like with a re-discovered inscription).

3.1.8.15
pictorial communication
human communication (3.1.8.07) using pictorial representations such as *images (3.2.1.04)* or graphic *elements (3.1.1.10)*

3.1.8.16
mass communication
point-to-multipoint communication (3.1.8.11) intended for an in principle unlimited audience

Note 1 to entry: See also *"publication" (3.1.8.27).*

3.1.8.17
face-to-face communication
human communication (3.1.8.07) where sender and recipient are both within the range of direct *perception (3.1.1.33)* through their senses

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3.1.8.18
personal communication
human communication (3.1.8.07) between a number of personally known humans to which the *messages (3.1.8.02)* are personally and directly addressed

3.1.8.19
private communication
human communication (3.1.8.07) in which the participants act in a private capacity and under the assumption/condition that *messages (3.1.8.02)* which may be considered of sensitive or intimate nature are not disclosed beyond the participants

3.1.8.20
everyday communication
human communication (3.1.8.07) that covers matters of daily general interest, requirements of physical needs and of everyday life of humans, personal life planning in the nearer distance, as well as orientation in each's respective everyday life, and the contact with friends and relatives or chance encounters with other people in everyday social situations

3.1.8.21
specialized communication
professional communication
technical communication
expert communication
human *communication (3.1.8.04)* involving specialized *knowledge (3.1.1.17)* created or required for solving a particular task or problem and taking place in the defined social areas of science, technology, industry, economics, or law and concerning predominantly those who are dealing with that task or problem

3.1.8.22
occupational communication
human communication (3.1.8.07) taking place in the realm of occupational work and its institutional framework

3.1.8.23
special interest communication
communication (3.1.8.04) between and with experts as well as particularly knowledgeable, trained and experienced laymen on a specific subject

EXAMPLE The "laymen" may be collectors or "friends of a museum" etc. and the subject, e.g. motor vehicles, engineering products, genealogy, numismatics, philately, historical weapons, animal breeding, fishing.

3.1.8.24
scientific communication
communication (3.1.8.04) covering, and taking place in, subject work as well as in organizational and political matters in the realm of academia and of *organizations (3.1.1.55)* of any kind occupied with science and research

3.1.8.25
information system
communication system (3.1.8.06) enabling *communication (3.1.8.04)* and *information processing (3.1.12.03)*

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Note 1 to entry: See also ISO/TR 9007:1987, page 74.

3.1.8.26
recorded information
information (3.1.1.16) stored in, or by, a *data medium (3.1.1.39)*

Note 1 to entry: See also *"recording" (3.3.3.19).*

3.1.8.27
publication
message (3.1.8.02) or *document (3.1.1.38)* offered for general distribution or sale and usually produced in multiple *copies (3) <exemplar> (3.3.2.02)*

Note 1 to entry: "*Publication*" does not automatically mean that the whole range of a potential audience is reached. The impact range of a publication depends i.a., on its quantity of *copies (3)*, the *medium (3.2.1.25)* chosen, the assigned radio wavelength, a possible *publishing* in one country only, etc. and possibly legal, economic, and linguistic barriers. Examples for such restricting factors are, e.g. a film or a *book (1) < intellectual work > (3.4.1.27.04) edition (2) < identical documents > (3.4.1.12)* in a small print run/number of copies (3), the price, the *language (3.1.5.01)* chosen, the required *licenses (3.4.7.74)* for a given area, the availability of digital reception equipment, etc.

Note 2 to entry: See also *access (3.11.1.01)*, *public domain (3.13.2.03), right of correction or withdrawal (3.13.3.2.05), publishing (3.3.4.01).*

3.1.8.28
electronic publication
bundled collection of *information resources (3.1.1.44)* that can be reliably and predictably ingested by an EPUB Reading System in order to render its contents to a user

[SOURCE: EPUB 3, 1.2 Roadmap. http://www.idpf.org/epub/30/spec/epub30-overview-20111011.html, modified]

3.1.8.29
print on demand publication
publication (3.1.8.27) that is printed at the time a customer orders a *copy (3) <exemplar> (3.3.2.02)* of it rather than that a *copy (3)* being supplied from existing stocks held by the distributor or *publisher (3.2.3.15)*

[SOURCE: ISO 2108:2005, definition 3.08]

Note 1 to entry: See also *print on demand (3.3.5.1.02)*.

3.1.8.30
telecommunication
theory and techniques of the transmission of *signals (3.1.8.01)* by electromagnetic or electronic means

3.1.8.31
telecommunication channel
specified radio waves frequency served, under legal guarantee of exclusivity to the frequency, over a longer period by a specific radio *emission (3.1.8.32)* provider

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3.1.8.32
emission
making available to an audience *documents (3.1.1.38)* or *messages (3.1.8.02)* through *telecommunication (3.1.8.30)* via radio frequencies and over the *internet (3.1.9.01)*

3.1.8.33
radio channel
telecommunication (3.1.8.30) channel for a *radio programme (3.3.3.15)*

3.1.8.34
TV channel
television channel
telecommunication (3.1.8.30) channel for a *TV programme (3.3.3.16)*

3.1.8.35
geographical information system
GIS
computer *system (3.1.1.13)* capable of assembling, *storing (1) <placement> (3.9.1.01)*, manipulating, and *displaying (3.1.11.14)* geographically referenced *information (3.1.1.21)*, i.e. *data (3.1.1.20) identified (3.2.1.26)* according to their locations

[SOURCE: ISO 23611-6:2012, definition 3.3.1]

3.1.8.36
management information system
MIS
computer-based *information system (3.1.8.25)* designed to acquire and retain *information (3.1.1.21)* about the performance of operations and equipment, with facilities for *retrieving (3.10.1.01)* this information on demand

[SOURCE: ISO 1213-1:1993, definition 11.1.10]

Note1 to entry: See also *business system (3.1.13.36)*; and ISO/IEC 2382:2015, definition 2121419.

3.1.9 Digital communication

3.1.9.01
internet
global *system (3.1.1.13)* of inter-connected digital networks in the *public domain (3.13.2.03)*

[SOURCE: ISO/IEC 27033-1:2015, definition 3.14, modified]

3.1.9.02
visible web
surface web part of the *internet (3.1.9.01)* which can be *crawled (3.4.5.5.19)* and *indexed (3.4.5.5.19)* by *search engines (3.1.12.17)*

3.1.9.03
deep web

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part of the *internet (3.1.9.01)* which cannot be *crawled (3.4.5.5.19)* and *indexed (3.8.2.01)* by *search engines (3.1.12.17)*, notably consisting of resources which are dynamically generated or *password (3.11.6.07)* protected

[SOURCE: ISO/TR 14873:2013, definition 2.16]

3.1.9.04
Web 1.0
first *version (3.4.1.04)* of the *internet (3.1.9.01)* mainly serving the use of *e-mail (2) <service> (3.1.9.15)* and the posting and consultation of static *HTML (3.1.8.15)* pages

3.1.9.05
Web 2.0
loosely defined model of interactive *internet (3.1.9.01) services (3.1.1.59)* and *information (3.1.1.16)* sharing

3.1.9.06
semantic web
Web 3.0
version (3.4.1.04) of the *internet (3.1.9.01)* following *Web 2.0 (3.1.9.05)* which rather than simply connecting internet addresses and *data (3.1.1.15)* in their formal form additionally does effect data *linking (3.1.12.30)* through and in favour of their semantic content or *meaning (3.1.8.03)* thus providing enriched and enlarged *information (3.1.1.16)* answering *requests (3.10.2.06)*

Note 1 to entry: See also ISO 19101–1:2014, definition 4.135.

3.1.9.07
Web 4.0
internet of things
anticipated *version (3.4.1.04)* of the *internet (3.1.9.01)* to follow *Web 3.0 (3.1.9.06)* adding features such as automated steering of industrial production processes as well as online interconnection between measuring and control devices at remote locations so as to allow for, often fully automated, long-distance control and initiating of actions

3.1.9.08
internet domain
web domain
internet (3.1.9.01) space occupied by a certain *provider (3.2.3.23)*, *internet (3.1.9.01)* offer or user

Note 1 to entry: See also *"domain name" (3.1.5.46).*

3.1.9.09
internet portal
web page (3.3.3.25) that assembles a number of *internet (3.1.9.01)* addresses leading to specific content each, together with teasing parts of this content to be found under these addresses that give users an orientation on what content to expect

3.1.9.10
internet platform

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