

CONFIRMED
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Documentation — Vocabulary

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- British Association for Information and Library Education and Research
- British Computer Society
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- British Universities Film and Video Council
- London College of Printing
- MARC Users' Group
- Publishers Association
- Society of Indexers
- Standing Conference of National and University Libraries
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Foreword

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

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

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

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

Summary of pages

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

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

Documentation — Vocabulary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Term	Definition	No.
fallout	<retrieval system> the ratio of the number of non-relevant documents retrieved to the total number of non-relevant documents in the system database .	2.5.1.2
false colour	of images(a) or (b) reproduced in colours deliberately different from the subject in order to show or highlight features otherwise invisible. Examples: to show invisible frequencies (ultra violet, infra red, X ray) or media (electron beam); extending the range of films(a) to show the same frequencies at widely different degrees of brightness, as in a rocket flame.	4.2
false drop	<data retrieval system> retrieval of non-relevant items resulting from ambiguity in terms or codings, or combinations thereof. SEE ALSO noise .	2.5.1.2
family tree structure	form of thesaurus display in which the broadest term occurs at the head of the display, and narrower terms appear in subordinate positions and are linked to the broadier terms by lines.	0.3 2.3.1.1
favoured category preferred category	<classification scheme> a preferred category class given prominence as of special importance in the library or array .	2.3.5
fax facsimile transmission telefacsimile telefax	transmission of an image(b) of a document across a telecommunications network.	4.5.3
feature card aspect card term card	<post-coordinate indexing> a card carrying a term entry , the documents being represented by codes or by the positions of holes.	2.5.1.1 3.6.2
featuring	use of natural language to represent a special concept , or more detail than the notation of a classification scheme allows.	2.3.4
feedback	communication about the results of an operation (e.g. information retrieval), whether by human or machine, for use in monitoring performance.	0.2 4.5.3
festschrift	document of collective authorship published in honour of a person or corporate body, usually on the occasion of an anniversary celebration.	3.4.2.4
fiction	<library arrangement> novels and short stories, normally in the language of the area, regarded as a separate category .	2.1.2 3.4
field	identifiable area of a document , used for a particular category of data(b) . NOTE In data processing , a field is a subdivision of a record(a) .	2.6.2 3.7.4.1
file	(a) assembly of documents fastened together, often in a protective cover . (b) organized unit of related documents, whether or not fastened together. (c) <data processing> a set of related records treated as a unit. NOTE 1 SEE record(a) . NOTE 2 Computer files may include either data(b) or programs or both.	3.8.1 3.9 2.6.2
file editor	SEE editor(b)	
film	(a) combination of a flexible transparent base and one or more photosensitive layers, in roll or sheet form . [BS 6054-4:1987]. NOTE Strictly, called "photographic film". (b) motion picture on film(a) .	3.6.3 4.2.2 2.4.6.1