

**First North American Edition**

**LIBRARY**

**SPEAK**

**A Glossary of Terms  
in Librarianship and  
Information Management**

**Compiled by Mary Mortimer**

**TotalRecall Publications, Inc.**

**[Link to Table of Contents](#)**

# **LIBRARY SPEAK**

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**A Glossary of Terms in  
Librarianship and Information  
Management**

**Compiled by: Mary Mortimer**

**TotalRecall Publications, Inc.**

# **TotalRecall Publications, Inc.**

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Telephone (281)-992-3131 Fax (281) 482-5390

eMail [sales@totalrecallpress.com](mailto:sales@totalrecallpress.com)

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## **Dedication**

*LibrarySpeak* is dedicated to every librarian and every library studies student who struggles to combine the traditional language of librarianship and the new language of information technology.

*Mary Mortimer*

## **About the Author**

Mary Mortimer is a professional librarian who has worked in libraries in almost every capacity. She now publishes workbooks to help library technicians and librarians to develop the practical skills they need in the workplace, and she organizes in service training for library technicians. She has studied and now works in Information Technology, to keep abreast of the increasingly hi-tech requirements of librarianship.

Since her professional education in the Universities of Sydney and New South Wales, Mary has worked in libraries in Australia, Papua New Guinea and Britain in many capacities. She has lectured in librarianship in Australia, Papua New Guinea, Vietnam, Brunei and Malaysia. Her books have also been modified for libraries in Southeast Asia, South America and North America..

She came to realize that two technical languages are now spoken in most libraries. For a library to operate smoothly and efficiently, librarians need to understand the language of information technology, while IT specialists need to learn the language of librarianship.

## About the Book

This is a reference book which should be in the hands of every library student (professional and paraprofessional) and every library and library classroom should have at least one copy.

Librarians now need to understand the terms used by the Information Technology specialists who work in Libraries; and IT specialists need to learn the technical terms used by librarians. *LibrarySpeak* provides simple definitions for all the terms required for each group of library workers to understand the others. Comprehensive definitions can be found in other sources, but *LibrarySpeak* provides an accessible and convenient quick reference.





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# Introduction

Librarianship is one of many areas of work in which everyday exchanges include technical language, acronyms and abbreviations. Students in library courses and new library staff daily encounter new terms, references and acronyms, with which they need to become familiar quickly and easily. As the scope of librarianship continues to expand at an ever increasing rate, even “old hands” frequently encounter new terms.

Dictionaries of library science and information management do not always include the growing volume of Internet terms. They also tend to be large and expensive, and not sufficiently tailored to the needs of students or new staff.

*LibrarySpeak* contains terms used in libraries, especially in North America. This includes an increasing emphasis on computers and the Internet. New technical language, especially on and about the Internet, appears every day, and terms alter in their usage almost as often. To keep completely up-to-date, you need to read some of the latest subject literature—in journals and newspapers—as it is published.

*LibrarySpeak* includes URLs for sites on the Internet. They all exist at the time of writing. As all Internet users know, there are few guarantees that any of them (other than PURLs) will still be there tomorrow, and I accept no responsibility for them. I have found the Net the fastest and easiest way to update information, especially about organizations, and think that you may use it in the same way.

I hope that users will adopt *LibrarySpeak* as an invaluable resource, and assist me to keep it relevant and up-to-date. Please make suggestions, and especially alert me to new terms, regional acronyms and local or specialized usage.

Mary Mortimer 30 October 2006

# How to Use LibrarySpeak

Terms in *LibrarySpeak* are arranged in letter-by-letter alphabetical order. Many terms are spelt variously as a whole word, a hyphenated word or two words. Letter-by-letter arrangement does not change the order of the terms, whichever form you are looking for.

For example

end matter  
endnote  
end papers

appear in this order, whether the terms are spelt as one word or two.

Many terms have both an acronym and a full name. For most of these, reference is made from the initials to the full form. However, where the initials are more commonly used—e.g., HTML, MARC—the definition is given for the initials, and a See reference is made from the full name.

All initials are written without spaces or periods. This may not be the practice of some organizations, but there are variant spacing in many terms, so it seems practical to standardize to one format.

Some related terms are referred to by using Cf.

For example, different types of computer can be contrasted by looking up each of the other types referred to in:

mainframe A large computer system able to support many terminals that do not have independent processing capability. Cf microcomputer, minicomputer, supercomputer



## [A]

**AA** See Affiliate Assembly

**AACR** See Anglo-American Cataloging Rules

**AACR2** See Anglo-American Cataloging Rules Second edition

**AACR2R** See Anglo-American Cataloging Rules Second edition 2002 revision

**AACR Fund** Also Common Revision Fund. A fund of royalties from the sale of authorized AACR materials, administered by a committee of one appointee from each AACR copyright holder (American Library Association, Canadian Library Association, CILIP)

**AALL** See American Association of Law Libraries

**AAMES** See Asian, African, and Middle Eastern Section

**AAP** See Association of American Publishers

**AAQ** See Association des archivistes du Québec

**AASL** See American Association of School Librarians

**AASL Collaborative School Library Media Award** A cash award to encourage collaboration between school library media specialists and teachers using media center resources

**AASL Distinguished School Administrators Award** See Distinguished School Administrators Award

**AASL Distinguished Service Award** See Distinguished Service Award

**AASL/Highsmith Research Grant** An annual grant to research the impact of school library media programs on learning and education

**AASL Information Technology Pathfinder Award** An award to recognize a school library media specialist who demonstrates vision and leadership through the use of information technology

**AASL National School Library Media Program of the Year Award** See National School Library Media Program of the Year Award

**AASL President's Crystal Apple Award** An annual award to an individual or group who has had significant impact on school libraries and students

**AASL/SIRS Intellectual Freedom Award** See Intellectual Freedom Award

**ABA** See American Booksellers Association

**abbreviation** A shortened form of a word

**ABC-CLIO Leadership Grant** An annual award to enable an affiliate of the American Association of School Librarians to plan and implement a leadership program

**ABINIA** An intergovernmental organization for national libraries of Ibero-America

<http://abinia.ucol.mx/>

**ABLEDATA** An online source of information on assistive technology and rehabilitation equipment for U.S. consumers, organizations, professionals, and caregivers in the disability, rehabilitation, and senior communities

<http://www.abledata.com/>

**aboutness** A concept in subject analysis that refers to the degree to which a document is about a particular topic

**abridged edition, abridgement, abridgment** A condensed form of a work

**ABS** See Australian Bureau of Statistics

**abstract** Also summary. A summary of the essential points of an article or literary work

**abstracting service** A bibliographic service that provides summaries of periodical articles, conference papers, and chapters of edited books

**ACA** See Association of Canadian Archivists

**academic freedom** The idea that academics may research, teach, and disseminate knowledge without fear of reprisal

**academic library** A library serving the information needs of students and staff of a university or similar institution

**academic-special library** An academic library specializing in a limited subject area—e.g., the medical library of a university’s medical faculty

**acceptable use policy** Guidelines to control how library computers may be used, especially to access the Internet—e.g., some libraries do not allow users to play games to be played, or send and receive email

**acceptance test** A final demonstration of new software or hardware that illustrates its capabilities and special features

**access** To obtain information from an information agency or database

**access code** Also authorization code. A username and/or password that is typed by a user to gain access to a computer system, network, or database (e.g., student access to a university computer network)

**Access Copyright** The Canadian Copyright Licensing Agency, a not-for-profit consortium of organizations that issues licenses and develops policies for copyright-protected works  
<http://www.accesscopyright.ca/>

**accession** To record the particulars of each item as it is received in a library

**accessioning** The process of acquiring and recording receipt of library materials

**accession number** The unique number given to an item when recording its addition to the library

**accession record** 1. A record with details of the ordering and receipt of an item in a library.

2. A list of all the items added to a collection in the order in which they are added

**accessions** Additions to the library stock

**accessions list** A list showing additions to a library’s collection

**accessions register** See accession record

**access point** Any part of a catalog or database record, or entry in a bibliography, that is used to find the item

**access time** See response time

**accredited library school** In the U.S. and Canada, a library school whose program has been accredited by the American Library Association

**acid free paper** Also durable paper, permanent paper. Paper that is pH neutral, and will last longer than paper with acid content

**acidity** Presence of acid in printed material or containers, that causes material to become brittle and eventually disintegrate

**acid migration** Movement of acid from a container or enclosure to the item itself

**acid paper** Paper with sufficient acid content to cause paper to turn yellow and brittle over time

**acknowledgements, acknowledgments** That part of a book where the author recognizes the contributions others have made to the work

**ACMLA** See Association of Canadian Map Libraries and Archives

**ACP** See Association of Canadian Publishers

**acquisition number** The unique number that identifies an item in an acquisition record or file

**acquisitions** 1. The process of adding to a library's collection by purchase, gift, or exchange.

2. The material so added

**acquisition services** The section of a library concerned with ordering and receiving material. Usually part of technical services

**Acquisitions Section** AS. A section of the Association for Library Collections & Technical Services concerned with the acquisition of information resources in all types of institutions

**ACRL** See Association of College and Research Libraries



**ACRL/EBSS Distinguished Education and Behavioral Sciences Librarian Award** An award to an academic librarian who has made an outstanding contribution to the profession in education and/or behavioral sciences

**ACRL WSS Award for Career Achievement in Women's Studies Librarianship** An annual ALA award to honor individual career achievement in Women's Studies Librarianship

**ACRL WSS Award for Significant Achievement in Women's Studies Librarianship** An annual ALA award to recognize one-time achievement by an individual or a group in any area of academic Women Studies Librarianship

**Acrobat** A computer program that allows files created on one software platform (Windows, Macintosh, etc.) to be displayed and printed on another, without loss of formatting

**acronym** Also initialism. A word formed from the initials of the name of an organization, system, or service

**Action for Development through Libraries Programme** ALP. An IFLA program to further the library profession, library institutions, and library and information services in developing countries  
<http://www.ifla.org/VI/1/alp.htm>

**adaptation** A modification of a work to suit a different group of readers, or into a different literary form or medium

**adapter** A person who rewrites another person's work

**adaptor** A means of interconnecting components of a system having different terminations or couplings

**added copy** A copy added to a library's collection of an item that it already owns

**added entry** Any entry, other than the main entry and subject entries, that represents the item in the catalog. Cf main entry

**added entry heading** The term by which an added entry is filed

**addendum** (Plural addenda) Matter included in a book after the type has been set

**Adelaide del Frate Conference Sponsorship** An award to a library school student to attend an ALA Annual Conference

**adhesive binding** See perfect binding

**adjacency operator** See proximity operator

**adjustable shelving** A shelving system in which each shelf can be detached and moved up or down to house materials of different heights. Cf fixed shelving

**administrivia** Administrative tasks, most often related to the maintenance of Internet mailing lists, news groups, etc.

**Adobe Acrobat** See Acrobat

**ADSL** asymmetric digital subscriber line. A broadband Internet connection that allows significantly more data to be sent over existing copper telephone lines

**advance copy** 1. A copy of a work sent to a reviewer, bookseller, etc. before the work is available to the public.  
2. A copy of a work bound before other copies to enable the publisher to check that it is complete and correct

**Advancement of Literacy Award** An annual ALA award to a publisher, bookseller, software dealer, or foundation for a significant contribution to adult literacy

**AECT** See Association for Educational Communications and Technology

**AFAS** See African-American Studies Librarians Section

**Affiliate Assembly** A body of representatives and delegates of organizations affiliated with a division of the American Library Association

**African-American Studies Librarians Section** AFAS. A section of the Association of College and Research Libraries concerned with librarianship and collection development as it relates to African-American Studies

**Agatha Bystram Award for Leadership in Information Management**

An annual award to a Canadian government employee who has significantly contributed to the management of federal information resources and/or service to clients

**agent** 1. A person who represents the interests of an author.

2. A person commissioned by a publisher or distributor to sell books to libraries, retail outlets, and other information agencies

**aggregator** A supplier of electronic journals and/or databases, enabling users to subscribe to a set of titles that are then usually accessed through the supplier's website

**AI** The field of study that explores computer involvement in tasks requiring intelligence, imagination, and the use of natural language

**AIA/ALA Library Buildings Awards Program** American Institute of Architects/ American Library Association biennial awards for excellence in architectural design and planning of libraries

**AILA** See American Indian Library Association

**AIP** See Association of Internet Professionals

**AJL** See Association of Jewish Libraries

**ALA** See American Library Association

**ALA Offices** 1. Units within ALA that address broad interests and issues of concern to the profession and the Association.

2. Headquarters of ALA in Chicago

**ALA Student Chapter Group** A group of ALA student members in an ALA-accredited program of library and information science

**ALA Trustee Citation** An award to recognize public library trustees for distinguished service to library development

**album** A book of blank pages in which to collect stamps, photographs, autographs, etc.

**ALCTS** See Association for Library Collections & Technical Services

**Alex Awards** Annual awards for books published for adults with potential appeal to teens

**algorithm** A mathematical or logical procedure for solving a problem, especially in a computer program

**ALIA** See Australian Library and Information Association

**alias** A short form of an email address

**Alibris** A company that sells used, new, and hard-to-find books, music and movies online

<http://www.alibris.com>

**ALISE** See Association for Library and Information Science Education

**Allie Beth Martin Award** An annual award to a public librarian for extraordinary knowledge of books or other library materials, and ability to share that knowledge

**allonym** The name of someone else assumed as a pen name by an author. Cf autonym, pseudonym

**almanac** 1. An annual calendar with astronomical information and other data.

2. A miscellany of useful facts and statistical information

**ALMS** See automated library management system

**ALP** See Action for Development through Libraries Programme

**alphabetic designation** Numbering system for serials using letters rather than numbers—e.g., Part A, Part B, Part C

**alphanumeric** Containing, or likely to contain, both letters and numbers

**alpha test** The first test of newly developed software or hardware in a laboratory. Cf beta test

**ALSC** See Association for Library Service to Children

**ALSC/BWI Reading Program Grant** An annual ALA cash grant for an outstanding public library summer reading program for children

**ALSC Distinguished Service Award** An annual award to an individual who has made significant contributions to library services to children and/or ALSC

**ALSC/Sagebrush Education Resources Literature Grant** An annual award to an individual who has developed and implemented a unique and outstanding library program for children involving reading and the use of literature

**ALTA** See Association for Library Trustees and Advocates

**ALTA/GALE Outstanding Trustee Conference Grants** Awards to two public library trustees to attend an ALA Annual Conference

**ALTA Literacy Award** A citation to an individual who, as a volunteer, has made a significant contribution to addressing the illiteracy problem in the U.S.

**Alta Vista** An online service that locates information on the World Wide Web

<http://www.altavista.com>

**alternative title** The second part of a title proper consisting of two parts; the parts are joined by the word "or", e.g., As you like it, or, What you will

**amazon.com** An online bookstore that supplies books and other items to customers around the world

<http://www.amazon.com>

**Amelia Frances Howard-Gibbon Illustrator's Award** A medal presented annually to an outstanding illustrator of a Canadian children's book

**amendment** An intentional change, usually a correction, improvement, or update

**Americana** Material relating to American history, geography, or folklore

**American Association of Law Libraries** AALL. Organization of law librarians and related professionals, founded in 1906 to develop law libraries and librarianship

<http://www.aallnet.org/>

**American Association of School Librarians** AASL. A division of ALA that advocates excellence, facilitates change, and develops leaders in the school library media field  
<http://www.ala.org/aasl>

**American Booksellers Association** ABA. Trade organization of booksellers in the U.S. founded in 1900, that represents independent bookstores, publishes an annual handbook for book buyers, and maintains a website  
<http://www.bookweb.org/>

**American Indian Library Association** AILA. A membership action group founded in 1979 to address the library-related needs of American Indians and Alaska Natives  
<http://www.nativeculturelinks.com/aila.html>

**American Libraries** Monthly publication of the American Library Association

**American Library Association** ALA. Professional library organization of the U.S., that aims to support and promote libraries and the library profession  
<http://www.ala.org>

**American National Standards Institute** ANSI. Disseminates basic standards like ASCII, and represents the U.S. at the International Organization for Standardization (ISO)  
<http://web.ansi.org>

**American Society for Information Science and Technology** ASIST. An organization of information professionals leading the search for new and better theories, techniques, and technologies to improve access to information  
<http://www.asis.org/>

**American Society of Indexers** ASI. An organization of professional indexers, librarians, editors, publishers, and organizations that employ indexers, founded in 1968, that seeks to promote indexing, abstracting, and database building  
<http://www.asindexing.org/>

**American Standard Code for Information Interchange** See ASCII

**Americans with Disabilities Assembly** A group within ALA concerned with the provision of information in accordance with the Americans with Disabilities Act

**American Theological Library Association** ATLA. An organization of professional theological librarians, people interested in theological librarianship, and theological institutions, founded in 1946  
<http://www.atla.com/>

**AMICUS** 1. Integrated library management software developed by the National Library of Canada.  
2. Free online union catalog that includes the holdings of 1300 Canadian libraries including Library and Archives Canada  
<http://www.collectionscanada.ca/amicus/>

**amnesty** Waiving library fines in exchange for the return of overdue books

**analects** Parts of a literary work or group of works, literary gleanings

**analog signal** Continuously variable signal. Cf digital signal

**analytical entry** An entry for part of an item (e.g., a chapter in a book, book in series, song on a CD) for which a comprehensive catalog record is also made

**analytical title added entry** A title added entry for part of a work

**analytical title page** Title page of an individual monograph that is part of a series

**Andrew Carnegie Medal for Excellence in Children's Video** An ALA award for the most distinguished American video for children

**Angela Thacker Memorial Award** A CLA award to honor teacher-librarians who have contributed to the profession through publications, productions or professional development activities

**Anglo-American Cataloging Rules** A set of rules for descriptive cataloging developed by the Library Association (Great Britain) and the American Library Association, and published in 1967 in separate British and North American texts. Revised into one consolidated text in 1978 (Anglo-American Cataloging Rules Second Edition—AACR2). Adopted by major libraries in most English-speaking countries, and translated into many other languages

**Anglo-American Cataloging Rules Second edition AACR2.**

Revision into one consolidated text in 1978 of a set of rules for descriptive cataloging developed by the Library Association (Great Britain) and the American Library Association, and published in 1967 in separate British and North American texts.

Adopted by major libraries in most English-speaking countries, and translated into many other languages

**Anglo-American Cataloging Rules Second edition 2002**

**revision AACR2R.** Revision in 1988, 1998 and 2002 of a set of rules for descriptive cataloging developed by the Library Association (Great Britain) and the American Library Association, and published in 1967 in separate British and North American texts; revised into one consolidated text in 1978 (Anglo-American Cataloging Rules Second Edition—AACR2). Adopted by major libraries in most English-speaking countries, and translated into many other languages

**annals** The formal record of the proceedings of an organization or an academic society, or events and developments in a specific discipline or field of study

**annotated bibliography** A bibliography with comments on each item

**annotation** A note of explanation or comment

**annual** (adj) Published once a year. (n) A serial published once a year

**annual report** An official publication reviewing the activities of an organization for one year

**annual review** A publication that reviews the literature or current research on a topic for a year



**anon FTP** See anonymous FTP

**anonymous** Of unknown authorship

**anonymous FTP** Also anon FTP. Anonymous file transfer protocol. A standard for downloading files from the Internet without having to be authorized user

**ANQ** See Archives nationales du Québec

**ANSI** See American National Standards Institute

**ANSS** See Anthropology and Sociology Section

**anthology** A collection of works or extracts of works by different authors

**Anthropology and Sociology Section** ANSS. A section of the Association of College and Research Libraries of ALA that represents librarians and specialists working in anthropology, sociology and related fields

**antiquarian** Collecting or dealing in old and rare books or antiquities

**antonym** The opposite of. Cf synonym, homonym

**APALA** See Asian/Pacific American Librarians Association

**APA style** A format for preparing research papers and citing references, developed by the American Psychological Association (APA). Cf Chicago style, MLA style

**aperture card** A card with one or more pieces of microfilm inserted in it

**apocryphal** Of doubtful authorship or authenticity

**appendix** (Plural appendices) Additional material such as statistics, tables, etc., attached as a separate item at the end of a work

**applet** A small, often free, computer program (i.e., “application”) that performs a simple task

**application service provider** ASP. A company that leases computer software to users

**approval plan** Also on-approval plan. A library's agreement with a publisher or supplier to provide materials in specified disciplines, levels, and formats, with the right to return them. Cf blanket order

**arabic numeral** A number like 1, 2, 3...

**Arbuthnot Honor Lecture** See May Hill Arbuthnot Honor Lecture Award

**architecture** The configuration of computer hardware, software, and networks

**archive** 1. A body of historical records of an organization.  
2. Collection of computer files related to a particular subject, stored on a computer, disk, or tape

**archives** 1. Records or historical documents that are preserved permanently because of their enduring value.  
2. The storage area where archival material is kept.  
3. An organization responsible for the care and control of archival material

**Archives nationales du Québec** ANQ. Provincial body founded in 1920 to preserve records of Quebec's history from the seventeenth century onwards

<http://www.anq.gouv.qc.ca/>

**archivist** A person who collects and preserves historical material

**area of description** A major section of the bibliographic description, dealing with a particular category—e.g., publication details

**Ariel**® Software that enables the user to scan documents and transfer them over the Internet

<http://www.infotrieve.com/ariel/>

**ARL** See Association of Research Libraries

**ARLIS/NA** See Art Libraries Society of North America

**ARPAnet** Advanced Research Projects Agency network, the first computer network to use packet switching

**ARSC** See Association for Recorded Sound Collections

**article** A contribution to a serial written by one or more authors

**artifact, artefact** An object made by a person

**artificial intelligence** See AI

**Art Libraries Society of North America** ARLIS/NA. An organization of art librarians founded in 1972 to facilitate communication and cooperation, and to provide a forum for ideas, projects, and programs  
<http://www.arlisna.org/>

**art library** A library that specializes in information and resources on the visual arts (drawing, painting, sculpture, graphic design, etc.)

**ARTS** See Arts Section

**Arts Section** ARTS. A section of the Association of College and Research Libraries of ALA that represents librarians and specialists in visual and performing arts

**AS** See Acquisitions Section

**ASCII** American Standard Code for Information Interchange. The de facto world standard for converting data into digital code to store in a computer. Cf Unicode

**ASCLA** See Association of Specialized and Cooperative Library Agencies

**ASCLA Exceptional Service Award** A citation to recognize exceptional service to patients, to the homebound, to staff in hospitals, and to inmates

**ASCLA/KLAS/NOD Award** An ALA award to a library for services to disabled persons

**ASCLA Leadership Achievement Award** A citation to recognize leadership and achievement in consulting, multitype library cooperation, and state library development

**ASCLA Professional Achievement Award** A citation presented for professional achievement in consulting, networking, statewide service and programs

**ASCLA Service Award** A citation to recognize an ASCLA personal member for outstanding service and leadership to the division

**ASI** See American Society of Indexers

**Asian, African, and Middle Eastern Section** AAMES. A section of the Association of College and Research Libraries of ALA that represents librarians and specialists in Asian and African area studies

**Asian/Pacific American Librarians Association** APALA. An organization founded in 1980 to address the information needs of Asian/Pacific American communities  
<http://www.apalaweb.org/>

**ASIST** See American Society for Information Science and Technology

**ASP** See application service provider

**Association des archivistes du Québec** AAQ. An association that promotes services and professional development in French to archives professionals in Quebec  
<http://www.archivistes.qc.ca/>

**Association for Educational Communications and Technology** AECT. An international organization founded in 1923 that links professionals with a common interest in education technology and its application to learning  
<http://www.aect.org/>

**Association for Library and Information Science Education** ALISE. A U.S. organization founded in 1915, that promotes excellence in research, teaching, and service for library and information science education  
<http://www.alise.org/>

**Association for Library Collections & Technical Services** ALCTS. The division of ALA concerned with acquisition, identification, cataloging, classification, and preservation of library materials  
<http://www.ala.org/alcts/>

**Association for Library Service to Children** ALSC. The division of ALA concerned with library services to children in all types of libraries  
<http://www.ala.org/alsc/>

**Association for Library Trustees and Advocates** ALTA. A division of ALA interested in developing effective library service for all people in all types of communities and in all types of libraries  
<http://www.ala.org/alta/>

**Association for Recorded Sound Collections** ARSC. A U.S. non-profit organization dedicated to research, study, publication, and information exchange surrounding all aspects of recordings and recorded sound  
<http://www.arsc-audio.org/>

**Association of American Publishers** AAP. A U.S. association of publishers of books, audio and video tapes, computer software, loose-leaf services, electronic products and services including online databases, CD-ROMs, and educational materials  
<http://www.publishers.org/>

**Association of Canadian Archivists** ACA. An association founded in 1975, devoted to professional and research activities of Canadian archivists  
<http://archivists.ca/>

**Association of Canadian Map Libraries and Archives / Association des Cartothèques et Archives Cartographiques du Canada** ACMLA/ACACC. The professional organization for Canadian map librarians, cartographic archivists, and geographic information specialists  
<http://www.ssc.uwo.ca/assoc/acml/acmla.html>

**Association of Canadian Publishers** ACP. A national book publishing association that promotes the Canadian publishing industry  
<http://www.publishers.ca/>

**Association of College and Research Libraries** ACRL. The division of ALA concerned with academic and research library resources and services  
<http://www.ala.org/acrl/>

**Association of Jewish Libraries** An organization founded in 1965, that promotes Jewish literacy through enhancement of libraries and library resources and through leadership for the profession and practitioners of Judaica librarianship  
<http://www.jewishlibraries.org/>

**Association of Research Libraries** ARL. An organization founded in 1932 comprising the libraries of North American research institutions, that operates as a forum for the exchange of ideas and as an agent for collective action  
<http://www.arl.org/>

**Association of Specialized and Cooperative Library Agencies** ASCLA. The division of ALA that represents state library agencies, specialized library agencies, multitype library cooperatives, and independent librarians  
<http://www.ala.org/ascla/>

**asymmetric digital subscriber line** See ADSL

**asynchronous** Not synchronized, or coordinated, in time. Cf synchronous

**Atkinson Award** See Hugh C. Atkinson Memorial Award

**ATLA** See American Theological Library Association

**atlas** A volume of maps or charts with or without explanations

**audiobook** See book-on-tape

**audiocassette** Audiotape in plastic housing

**audiotape** Strip of mylar plastic tape covered with iron oxide that can be magnetized. Sound is encoded as magnetic signals

**audiovisual** AV. Can be heard and/or seen. Used for nonprint material

**audiovisual equipment, audiovisual hardware** Equipment used to access information stored on audiovisual software

**audiovisual material, audiovisual software** Nonbook materials like audiotapes, compact discs, slides, videotapes

**audit trail** A system that allows tracing of the detailed transactions underlying a record of financial or other activity

**Australian Bureau of Statistics** ABS. Australia's official statistical organization  
<http://www.abs.gov.au>

**Australian Culture and Recreation Portal** An online public access gateway to cultural organizations, websites, resources, news, and events  
<http://www.acn.net.au>

**Australian Library and Information Association** ALIA. The professional association of Australian librarians, library technicians, and organizations  
<http://www.alia.org.au>

**authentication** 1. Determining that a document or its reproduction is what it appears or purports to be.

2. A security procedure for checking a network user's identity and authorization

**author** Also personal author. The person chiefly responsible for the intellectual or artistic content of a work—e.g., writer of a book, compiler of a bibliography, composer of a musical work, artist, photographer

**authoring** The use of special (authoring) tools to construct a multimedia application

**authority control** The control of access points, particularly in cataloging, by establishing and using consistent headings

**authority file** A collection of authority records containing the preferred forms of headings for names, series, and subjects. It can be on cards, microfiche, or online

**authority record** A record of the preferred heading for a person, place, corporate body, series, or title

**authority work** The establishment and maintenance of authority files

**authorization code** See access code

**author number** See book number

**authorship** Having some (or all) intellectual responsibility for creating a work

**author statement** The part of the description of an item indicating intellectual and/or artistic responsibility

**autobiography** The story of a person's life written by him/herself

**automated library management system** ALMS. Also integrated library management system. An automated package of library services that contains several functions such as circulation, cataloging, etc.

**automatic abstracting** Automatic production of an abstract, without human effort, based on a document's keywords and phrases

**automatic indexing** Indexing without human input, whereby the computer selects terms to represent a document using algorithms and software

**automation** Machine handling of routines or operations, minimizing human intervention

**autonym** (A work published under) an author's own name. Cf allonym, pseudonym

**auxiliary table** See table

**AV** See audiovisual

**avatar** A digital representation of a person on the Internet; the "body" a person wears in cyberspace

**Award for the Advancement of Intellectual Freedom in Canada**  
A CLA award to recognize and honor outstanding contributions by individuals or groups to intellectual freedom in Canada

**Awards and Scholarships Priority Group** A group within the Association for Library Service to Children that identifies professional achievement and fosters excellence in youth services through scholarships and awards

**Awards Priority Group** A group within the Association for Library Service to Children that nominates or selects recipients of awards



## [B]

**Baber Research Grant** See Carroll Preston Baber Research Grant

**backbone** The part of the Internet or other network that handles the most traffic

**back file** Noncurrent issues of a periodical

**back issue** A noncurrent issue of a serial

**backlist** Noncurrent publications that a publisher or bookseller keeps in stock to meet future requests

**backlog** A quantity of library tasks—e.g., cataloging—that has fallen behind schedule

**back matter** Also end matter, subsidiaries. The material at the end of a work, following the text—e.g., appendices, index. Cf front matter

**back order** An order that could not be completed when placed, and which is held to be filled later

**back run** A complete sequence of noncurrent issues of a serial

**back set** A set of noncurrent issues of a serial

**backup** (n) A copy of a file, disk, or tape for security purposes. (v) To copy a file, disk, or tape for security purposes

**Baker & Taylor Entertainment Audio Music/Video Product Award** An annual award to a public library to develop or promote a circulating audio music/video collection

**Baker & Taylor/YALSA Conference Grants** Grants to members of the Young Adult Library Services Association of ALA for first-time attendance at ALA Annual Conference

**bandwidth** The capacity of a communications channel to transmit a signal, expressed as the maximum amount of data that can be passed over the channel each second

**Banks/Harris Preservation Award** See Paul Banks and Carolyn Harris Preservation Award

**Banned Book Week** A week of activity celebrated annually in the U.S. since 1982, that draws attention to books whose availability is suppressed, or whose suppression had been attempted, because their content is considered objectionable or dangerous

**banner** 1. The strip of information on the front page of a newspaper that contains editorial and publishing details.  
2. A narrow strip of advertising or identification of ownership displayed on a Web page

**banning** Forbidding client privileges such as borrowing, usually until fines are paid

**BARC** See Budget Analysis and Review Committee

**barcode** Product identification code that can be read by an electronic barcode scanner. Used to identify, order, sell, and manage library items using automated systems

**barcode reader, barcode scanner** See scanner

**base number** The number found in the schedules of a classification scheme to which a number can be added from the tables. Cf schedule, auxiliary table

**bastard title** See half title

**Batchelder Award** See Mildred L. Batchelder Award

**batch processing** Procedure by which data are collected by the computer and processed together, usually at a time when there is less demand on computing resources (e.g., overnight). Cf transaction processing

**Bath Profile** An international Z39.50 specification that supports library applications and resource discovery; maintained by the Library and Archives of Canada  
<http://www.collectionscanada.ca/bath/>

**baud** The signaling rate of a line, which is the number of transitions (voltage or frequency changes) that are made per second

**bay** 1. A set of library shelves between two uprights.  
2. A U-shaped arrangement of shelves

**BBS** See bulletin board system

**BC** See Bibliographic Classification

**BCALA** See Black Caucus of the American Library Association

**Bechtel Fellowship** See Louise Seaman Bechtel Fellowship

**belles-lettres** Writings of a purely literary kind

**Belpré Award** See Pura Belpré Award

**benchmark** Level of achievement in an activity or organization, or by a person, against which quality of performance is assessed

**Bernadine Abbott Hoduski Founders Award** An ALA award to recognize a documents librarian who has made a significant contribution to the field of state, international, local, or federal documents

**Berne Convention** An international convention signed in 1886 and revised several times, that provides reciprocal protection of copyright in the member countries

<http://www.law.cornell.edu/treaties/berne/overview.html>

**BES** See Buildings and Equipment Section

**Best of *LRTS* Award** An annual ALA award to the author(s) of the best paper published in the official journal of the Association for Library Collections & Technical Services, *Library Resources & Technical Services*

**beta** 1/2-inch-wide videotape; now obsolete

**Beta Phi Mu** Library and information studies international honor society

[www.beta-phi-mu.org/](http://www.beta-phi-mu.org/)

**Beta Phi Mu Award** An annual ALA award to a library school faculty member or individual for distinguished service to education for librarianship

**beta test** A test of new or revised hardware or software performed by users under normal operating conditions. Cf alpha test

**BI** See bibliographic instruction

**bi-annual** Issued twice a year

**BIBCO** Monographic bibliographic record component of the Program for Cooperative Cataloging of the Library of Congress  
<http://www.loc.gov/catdir/pcc/bibco/bibco.html>

**bibliographer** A person who prepares bibliographies

**bibliographic** Related to books or other library materials

**Bibliographical Society of Canada / La Société bibliographique du Canada** BSC/SBC. A society that promotes bibliographical activity and research, based at the University of Toronto  
<http://www.library.utoronto.ca/bsc/>

**Bibliographic Classification** BC. Also Bliss Classification. A classification scheme devised by H. E. Bliss, using letters and numbers. Completely revised in 1976, but not widely used

**bibliographic control** The creation, organization, and management of records to describe items held in libraries or databases, and to facilitate user access to those items

**bibliographic database** A computerized file of electronic records, each of which represents a bibliographic item that can be retrieved by author, title, subject heading, or keywords

**bibliographic description** Description of an item by title, statement of responsibility, edition, date, publishing information, etc.

**bibliographic identity** The name under which a person writes a particular kind of material

**bibliographic instruction** Also client education, instruction in library use, library orientation, reader education, reader instruction, user education. Helping people to derive the most benefit from using a library

**bibliographic item** A document or set of documents in any physical format that has been published or cataloged as a single entity

**bibliographic level** 1. Complexity of bibliographic description of an item being cataloged.

2. Byte 7 of the MARC leader. The most common values are “m” for monograph and “s” for serial

**bibliographic record** A description of an item in card, microtext, machine-readable, or other form containing sufficient information to identify the item. It may include subject headings and call number

**bibliographic retrieval** Querying a database of library holdings or published documents, and retrieving relevant information

**bibliographic tools** Resources used to provide information about, and access to, books and other material

**bibliography** A list of (library) materials or resources, usually subject-related or the works of one author

**bibliolatry** An excessive enthusiasm for the Bible, or more generally for books, bordering on obsession

**bibliomania** An enthusiasm for collecting books, especially rare or valuable ones

**bibliometrics** 1. The use of statistics to analyze the use of a library’s materials and services.

2. Measuring developments in a discipline by analyzing books and journal articles in that field

**bibliophile** A lover of books; a book collector

**bibliophobia** A morbid fear of books

**Bibliothèque nationale de France** BnF. The national library of France

<http://www.bnf.fr/>

**bibliotherapy** The use of selected books to help people suffering from mental or emotional illness

**biennial** Every two years. Cf semiannual

**bill boyd Library Literature Award** See W.Y. Boyd Literary Award

**bimonthly** Every two months. Cf semimonthly

**binary** The representation of numbers by ones and zeros

**binder's title** The title lettered on the spine of a book when it is re-bound

**bindery** A workshop where books and serials are bound

**binding** 1. The type of cover of a book—usually called hardback or paperback, but sometimes cased, hard bound, hard cover (hardback), or limp, softback (paperback).

2. Adding a hard cover to a book or volume of serials

**Binding Industries Association International** A U.S.-based association representing trade binders, loose-leaf manufacturers, and suppliers to these industries

<http://www.bindingindustries.org/>

**binding record** A list of books sent to the binder

**binding slip** The form on which instructions for binding are written

**BinHex** A format used to convert files so that they can be sent by email

**biobibliography** A bibliography that also contains biographical information about of the author(s)

**biographical dictionary, biographical directory** A listing of people, usually in alphabetical order of surname, providing details of dates, titles, birthplace, family, etc.

**biography** 1. A written account of a person's life.

2. The branch of literature concerned with people's individual lives

**BIP** See Books in Print

**bit** The basic unit of computer information, represented by 1 or 0 and transmitted as an ON or OFF pulse

**bitmap** A graphic and typeface format in which the image is formed by dots

**BITNET** A U.S. electronic information network that enables computers to exchange mail and files with Internet networks

**biweekly** 1. Issued every two weeks or twice a month. Cf semiweekly

**BL** See British Library

**Black Caucus of the American Library Association** BCALA. A group that promotes library and information services for African Americans and encourages the recruitment and professional development of African American librarians  
<http://www.bcala.org/>

**Blackwell's Online** A U.K. online bookstore with distribution also in the U.S.  
<http://bookshop.blackwell.com>

**Blackwell's Scholarship Award** A scholarship to attend a U.S. or Canadian library school awarded for an outstanding monograph, article, or original paper in the field of resource development in libraries

**blanket order** An instruction to a publisher or supplier to provide one copy of all publications in a particular category, without the right to return them. Cf approval plan

**blind reference** A cross-reference in an index or catalog that directs the reader to a heading which does not exist

**Bliss Classification** See Bibliographic Classification

**blue book** 1. An official list of people in the employ of the U.S. government.  
2. An official government report bound in a blue cover, especially one published by the British or Canadian government.  
3. A blank notebook with blue covers used to write examination answers

**blurb** Also puff. Description of a book by the publisher, usually found on the back cover or book jacket, or in an advertising brochure or catalog

**BMI** See Book Manufacturers' Institute

**BNB** See British National Bibliography

**BnF** See Bibliothèque nationale de France

**board book** A book for very young children made of cardboard pages with illustrations and very little or no text

**Bodleian Library** The main reference library of Oxford University in England <http://www.bodley.ox.ac.uk/>

**Bogle/Pratt International Library Travel Fund** An award to a member of ALA to attend their first international conference

**book** A written or printed work on consecutive sheets fastened or bound together

**book band** A strip of paper around the cover of a book that highlights a special characteristic—e.g., 3-day loan

**book bin** A box on wheels into which books and other library materials are returned

**book box** A box of books to lend to readers who do not have access to a library

**book box scheme** Provision of books in boxes for users who do not have access to a library

**book card** A piece of card or plastic that has details of a particular book—e.g., author, title, call number. Usually found in a pocket in a book, and used when charging out a loan manually

**book catalog** 1. A catalog printed and bound in book format.  
2. A substantial list of book titles, often distributed by a publisher or bookseller

**book club** 1. A company that sells new books by mail to subscribers who buy a minimum number of titles each year.  
2. See reading group

**book collection** See book stock

**book cradle** A wooden, metal, or plastic stand in which an open book is displayed

**bookcrossing** The practice of leaving a book in a public place to be picked up and read by others, who then do likewise  
<http://www.bookcrossing.com/>

**book drop** Also book return. A chute or box into which books and other library materials are returned, especially when a library is closed



**book end** Also book support. A shaped piece of metal, wood, or plastic placed at the end of a row of books to keep them upright

**Booker Prize** See Man Booker Prize for Fiction

**book exchange** A place where books are donated and can be taken, with or without payment

**BookFind-Online** A subscription web service for libraries and the book trade, to provide information about English language books in print

<http://www.bookfind-online.com/>

**book jacket** See dust jacket

**booklet** See pamphlet

**book lift** A device for moving books from one floor of a library to another

**Booklist** A trade journal and website published for librarians by ALA  
<http://www.ala.org/booklist/index.html>

**Book Manufacturers' Institute** BMI. A U.S. association of book manufacturers and publishers  
<http://www.bmibook.com/>

**bookmarking** 1. Marking a place in a book.

2. Making a link to an Internet site so that you can return directly to it later

**bookmobile** A van containing library materials that travels to different locations to provide a library service

**book number** The numbers, letters, or combination of numbers and letters used to distinguish an individual item from other items with the same classification number. Cf Cutter number

**book-on-tape** Also audiobook, talking book. A book that has been read onto audiotape or CD

**book plate** A label pasted in the front of a book indicating the name of its owner

**book return** See book drop

**book review** Description and evaluation of a book in terms of its purpose and intended audience

**books-by-mail** Circulation of library materials by mail, usually to rural and housebound populations

**book scout** A person who searches for rare or hard-to-find books on request

**bookseller** A person who sells books at retail prices, especially via a bookstore

**Books in Canada** A publication that reviews current Canadian books on academic, literary, and political topics  
<http://www.booksincanada.com/>

**Books in Print** U.S. listing of books available from publishers and details of U.S. publishers and distributors, in print and online  
<http://www.booksinprint.com/bip/>

**bookstacks** See stacks

**book stock** Also book collection. All the items in a library's book collection

**book support** See book end

**book trade journal** A periodical issued by publishers, booksellers, and others in the book trade to announce and promote new items

**book truck** See reshelving cart

**Book Wholesalers Inc./YALSA Collection Development Grant**  
An ALA cash grant to a public library to expand its young adult collection

**BookWire** A Bowker website for the book industry, with industry news, access to literary journals and reviews, and a directory of book sites around the world  
<http://www.bookwire.com/>

**bookworm** 1. The larva of a beetle or moth that damages books.  
2. A person who reads voraciously

**Boolean logic** Use of the terms “and”, “or”, and “not” to formulate online search commands, to represent any logical possibility

**Boolean operator** A particular word used in formulating a search strategy to retrieve online information: And: retrieves only items with both terms; Or: retrieves items with either term; Not: retrieves items with one term and not the other

**Boolean searching** Searching a database or electronic document using Boolean operators (and, or, not) to specify and limit the search

**borrower** A member of a lending library

**borrower’s card** See library card

**borrowing period** See loan period

**bounce** Return of a piece of electronic mail because of an error in its delivery

**Bound to Stay Bound Scholarship** Annual scholarships for the professional education of librarians to work with children

**Bowker/Ulrich’s Serials Librarianship Award** An award for a distinguished contribution to serials librarianship

**bps** Bits per second

**braille** A system of writing or printing for the blind, in which arrangements of raised dots represent letters, etc.

**branch library** A library other than the central library in a system

**BRASS** See Business Reference and Services Section

**BRASS Thomson Financial Student Travel Award** An annual cash award to a student to attend the ALA Annual Conference and membership in the Business Reference and Services Section of RUSA

**Britannica Online** An online encyclopedia with hypertext links to the Internet  
[www.eb.com](http://www.eb.com)

**British Library** BL. The national library of the United Kingdom  
<http://www.bl.uk>

**British National Bibliography** BNB. A listing of new British publications received by the Copyright Office of the British Library and other British copyright libraries, including full cataloging data. Available electronically, in print, and on CD-ROM  
<http://www.bl.uk/services/bibliographic/natbib.html>

**broadband transmission** Sending multiple channels of data through a single cable

**broadcast** To transmit text, audio or video simultaneously to everyone on a network. Cf multicast

**broad classification** Classification using the main divisions and subdivisions of a scheme without breaking down into narrower concepts. Cf close classification

**broader term** BT. A more general subject heading. Cf narrower term, related term

**broadside** Also broadsheet. A large sheet of paper usually printed on one side

**brochure** A publication consisting of one or a few leaves of printed material

**broken link** A link on a website that no longer connects to another site

**Browne loan system** A manual circulation system that uses a book card and a borrower pocket. The book card is filed in the borrower's pocket in date due order

**browse** 1. To examine a collection of library materials in an unsystematic way.

2. To look through a list of names, subjects, etc., rather than going straight to a particular term

**browser** A computer program used to view and interact with Web pages

**BT** See broader term

**bubble-jet printer** See ink-jet printer

**buckram** Coarse cotton cloth sized with glue, used in binding to cover and protect heavily used books

**Budget Analysis and Review Committee** BARC. A committee of ALA that reviews the budget and financial performance of the Association

**bug** An error in a computer program

**Buildings and Equipment Section** BES. A section of the Library Administration and Management Association of ALA concerned with structure in all types of libraries, including their design, construction, alteration, and equipment

**bulk lending** Lending a large volume of material by a library to another library, school, community center, etc.

**bulk order** An instruction to a publisher or supplier to provide a certain quantity of a particular type of item—e.g., popular fiction

**bulletin** A publication of an organization, containing information for members and/or other interested people

**bulletin board** A notice board, either physical or online, on which is displayed information about new acquisitions, coming events, etc.

**bulletin board system** BBS. An online message system that can post messages onto the terminals of users, and enable users to have online discussions

**Business Reference and Services Section** BRASS. A section of the Reference and User Services Association of ALA that represents reference librarians, business information specialists, and others who provide business information services

**Butler Award** See LITA/Brett Butler Entrepreneurship Award

**BWI/YALSA Collection Development Grant** Annual award for collection development to members of the Young Adult Library Services Association who work in a public library directly with young adults

**byline** In a newspaper or magazine, a statement of the authorship of an article

## [C]

**CAB** See current awareness bulletin

**cache** A place in a computer for storing information temporarily, so that it can be retrieved more quickly; especially useful for loading Web pages faster

**CACUL** See Canadian Association of College and University Libraries

**CACUL Award for Outstanding Academic Librarian** See Miles Blackwell Outstanding Academic Librarian Award

**CACUL Innovation Achievement Award** An award for a contribution to academic librarianship through innovation in a program, service, event, or project

**caddy** A tray, usually plastic, into which a CD-ROM disk is placed before it is inserted into a CD-ROM drive

**CAIP** See Canadian Association of Internet Providers

**CALA** See Chinese American Librarians Association

**Caldecott Medal** An annual award made via ALA to the artist of the most distinguished American picture book for children

**calendar** 1. A list of the days in a year, sometimes indicating holidays or other significant days.

2. Archives: A chronological annotated list of the documents in a collection

**CALL** See Canadian Association of Law Libraries

**call number** A number on a library item consisting of a classification number, a book number, and often a location symbol

**call slip** A form to be filled out by a borrower to request an item from the closed stacks of a library

**camera-ready, camera-ready copy** CRC. Hard copy, ready for printing

**Canada Institute for Scientific and Technical Information /  
Institut canadien de l'information scientifique et technique**

CISTI/ICIST. Library and provider of journal articles, in-depth literature search, and referral to experts in science, technology, engineering and medicine

<http://cisti-icist.nrc-cnrc.gc.ca/>

**Canada's SchoolNet / Rescol canadien** A partnership of Canada's federal, provincial, and territorial governments, the education community and the private sector, which promotes the effective use of information and communications technologies (ICT) in learning

<http://www.schoolnet.ca/>

**Canadiana** The national bibliography of Canada, listing new and forthcoming Canadian publications, and items published elsewhere of special interest or significance to Canada. Available online, on CD-ROM, and via ftp

<http://www.nlc-bnc.ca/canadiana>

**Canadian Association for School Libraries** CASL. A division of CLA focusing on improving school library media service throughout Canada, and advancing education and librarianship and library, information and media services

<http://www.cla.ca/casl/>

**Canadian Association of College and University Libraries**

CACUL. A division of CLA aiming to develop high standards of librarianship and of library and information services in institutions of post-secondary education

<http://www.cla.ca/divisions/cacul/>

**Canadian Association of Internet Providers** CAIP. An association that provides support for the Canadian Internet service industry

<http://www.caip.ca/>

**Canadian Association of Law Libraries** CALL. An association that promotes law libraries and professional development in law librarianship in Canada

<http://www.callacbd.ca/>

**Canadian Association of Public Libraries** CAPL. A division of CLA committed to the furthering of public library service in Canada  
<http://www.cla.ca/divisions/capl/>

**Canadian Association of Special Libraries and Information Services** CASLIS. A division of CLA concerned with the improvement of special library services  
<http://www.cla.ca/caslis/>

**Canadian Bookbinders and Book Artists Guild** CBBAG (pronounced cabbage). An organization of bookbinders, calligraphers, paper makers, letterpress printers, paper marblers, book artists, archivists, and conservators, founded in 1983  
<http://www.cbbag.ca/>

**Canadian Business and Current Affairs Fulltext** CBCA. An online service providing indexing, abstracts and fulltext articles from Canadian popular magazines, business periodicals, and daily newspapers  
<http://library.dialog.com/bluesheets/html/bl0262.html>

**Canadian Council of Archives / Conseil canadien des archives** CCA. A group of representatives of leading Canadian archival organizations  
<http://www.CdnCouncilArchives.ca/>

**Canadian Heritage Information Network / Réseau canadien d'information sur le patrimoine** CHIN/RCIP. A network of Canadian heritage organizations that aims to promote the development, presentation and preservation of Canada's digital heritage  
<http://www.chin.gc.ca/>

**Canadian Information Processing Society / L'association canadienne de l'informatique** CIPS/ACI. An organization of Canadian information technology (IT) professionals focusing on IT excellence through public policy, setting standards within the profession and providing IT support to its community  
<http://www.cips.ca/>



**Canadian Institute for Telecommunications Research** CITR. An organization devoted to developing the competitiveness of Canadian information and communications technologies, founded in 1990  
[http://www.nce.gc.ca/nces-rces/citr\\_e.htm](http://www.nce.gc.ca/nces-rces/citr_e.htm)

**Canadian Library Association** CLA. Professional English language library association that represents the interests of librarianship in Canada  
<http://www.cla.ca>

**Canadian Library Association Outstanding Service to Librarianship Award** An award for distinguished service in Canadian librarianship

**Canadian Library Gateway / La Passerelle aux bibliothèques canadiennes** A website with information about and links to Canadian library catalogs and websites, interlibrary loan information, and a directory of special collections  
<http://www.collectionscanada.ca/gateway/>

**Canadian Library Trustees' Association** CLTA. A division of CLA that supports library trustee associations within and outside Canada  
<http://www.cla.ca/divisions/clta/clta.htm>

**Canadian Literature** A journal of Canadian writers and writing, published by the University of British Columbia  
<http://www.canlit.ca/>

**Canadian Literature Archive** A repository for information about Canadian writers, literary organizations, publications and archives  
<http://www.umanitoba.ca/canlit/>

**Canadian National Site Licensing Project** CNSLP. See Canadian Research Knowledge Network

**Canadian Publishers' Council** CPC. Canada's main English language book publishing trade association, founded in 1910  
<http://www.pubcouncil.ca/>

**Canadian Research Knowledge Network / Réseau canadien de documentation pour la recherche** CRKN/RCDR. A not-for-profit

program of Canadian universities, dedicated to expanding access to scholarly research in digital formats. It builds on the Canadian National Site Licensing Project, under which over 2,200 journals and research databases were made available online

<http://ResearchKnowledge.ca/>

**CANARIE** An organization comprised of groups in the public and private sectors, established in 1993 to advance Canada's Internet infrastructure

<http://www.canarie.ca/>

**Canberra Qualifiers** A set of terms—type, scheme, and language—designed to qualify the Dublin Core Metadata Element Set, agreed to at the Canberra Metadata Workshop in 1997

**CANCOPY** See Access Copyright

**C&RL** See College & Research Libraries

**capitalize** To transcribe the first letter of a word as a capital or uppercase letter

**CAPL** See Canadian Association of Public Libraries

**CAPL/Brodart Outstanding Public Library Service Award** An annual CLA award for outstanding service in the field of Canadian public librarianship

**caption** A heading or title of a chapter, article, illustration, or page

**caption title** A title given at the beginning of the first page of text

**CRC** See camera-ready copy

**card catalog** A catalog whose entries are on standard 3- x 5-inch cards, and filed in drawers

**CARL UnCover** See IngentaConnect

**Carnegie Medal** An annual award made by the (British) Library Association (now CILIP) since 1936 to the writer of an outstanding children's book written in English  
<http://www.carnegiegreenaway.org.uk/>

**Carnegie-Whitney Awards** Annual ALA awards for the preparation and publication of popular or scholarly reading lists, indexes and other guides to library resources that will be useful to users of all types of libraries

**carrel** A desk with sides that provides some seclusion from other library users, and which can be reserved for one reader

**Carroll Preston Baber Research Grant** An annual ALA award to a librarian or library educator for innovative research that could improve library services to any specified group(s)

**cart bibliography** 1. An ordered list of references to maps and/or works about maps.

2. The area of bibliography dealing with maps and mapping

**cartographic** Representing visually the whole or part of the earth or any celestial body

**cartography** The making of maps or charts

**cartouche** A frame or scroll on a map or globe in which the title, cartographer, etc. are given

**CAS** See current awareness service

**cascading style sheets** CSS. Style sheets made up of style rules that tell a Web browser how to present a document, and allow the creation of Web pages with more color, precise positioning of content, and other embellishments

**case** 1. A completed book cover ready to be fitted to form the cover of a book.

2. See lowercase, uppercase

**case binding** Bookbinding in which a hard cover (a case) is made separately, and then attached to the book. Cf paperback

**cased** See hard cover

**case-sensitive** Distinguishing between uppercase and lowercase letters

**CASL** See Canadian Association for School Libraries

**CASLIS** See Canadian Association of Special Libraries and Information Services

**CASLIS Award for Special Librarianship in Canada** An annual CLA award to recognize outstanding contributions to special librarianship in Canada through professional and/or divisional activities

**catalog** Also catalogue. A list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan

**catalog card** A 3- x 5-inch card with bibliographical information about a library item

**cataloger** A person who prepares catalog entries and maintains a catalog so that library materials can be retrieved efficiently

**cataloging** The preparation of bibliographic information for catalog records. Cataloging consists of descriptive cataloging, subject cataloging, and classification

**Cataloging and Classification Section** CCS. A section of the Association for Library Collections and Technical Services concerned with the cataloging and classification of library materials in all types of institutions

**cataloging client** Software that enables a user to create cataloging records for a remote database and upload them

**cataloging-in-publication** CIP. Cataloging data produced by the national library or other agency of the country of publication, included in the work when it is published

**Cataloging Service Bulletin** CSB. A quarterly bulletin published by the Library of Congress about LC cataloging and classification practices and policies

**cataloging services** Services in or for a library that relate to the catalog; part of technical services

**cataloging source** The agency that creates and/or modifies a MARC record

**cataloging tools** Publications of the international cataloging rules and standards, including Anglo-American cataloging rules (AACR), Library of Congress subject headings (LCSH), Library of Congress classification (LCC), Dewey decimal classification (DDC)

**catch-title** A partial title on a page sufficient to identify the work to which it belongs

**catchword** A word printed at the top of a page in a dictionary or encyclopedia that indicates the first or last article on the page

**Catholic Library Association** CLA. An international organization of librarians, teachers, and booksellers concerned with Catholic libraries and the writing, publishing, and distribution of Catholic literature, established in 1921

<http://www.cathla.org/>

**CatSkill** A multimedia training product to teach AACR2 and MARC  
[http://www.learning-curve.com.au/products\\_info.htm](http://www.learning-curve.com.au/products_info.htm)

**Cavendish Award** See Marshall Cavendish Excellence In Library Programming Award

**CBBAG** See Canadian Bookbinders and Book Artists Guild

**CBC** See Children's Book Council

**CBCA** See Canadian Business and Current Affairs

**CC** See Colon Classification

**CCA** See Canadian Council of Archives

**CCC** See Copyright Clearance Center

**CC:DA Task Force on Metadata** A task force of the American Library Association's Committee on Cataloging: Description and Access, examining the relationship of metadata to library cataloging

**CCS** See Cataloging and Classification Section

**CD** See compact disc

**CDF** See Channel Definition Format

**CDNL** See Conference of Directors of National Libraries

**CDNLAO** See Conference of Directors of National Libraries of Asia and Oceania

**CD-ROM** Compact disc read-only memory. A computer disc on which applications and data are recorded and read using a laser. CD-ROM discs store large amounts, including audio, video, and graphics

**CD-ROM tower** CD-ROMs stored in a single box or tower and installed on a network, with all discs accessible simultaneously

**CDRS** See Collaborative Digital Reference Service

**CENL** See Conference of European National Librarians

**copyright** Prohibition against publishing or distributing material that is considered objectionable for social, political, religious, or other reasons

**centered heading** A heading in Dewey Decimal Classification that applies to a range of classification numbers

**Center for Research Libraries** CRL. A consortium of North American universities, colleges, and independent research libraries, that acquires and preserves traditional and digital resources for research and teaching and makes them available to member institutions through interlibrary loan and electronic delivery  
<http://www.crl.edu/>

**Center for the Book** A partnership of the Library of Congress and the private sector that aims to stimulate public interest in, and awareness of, books, reading, libraries, and literacy  
<http://www.loc.gov/loc/cfbook/>

**centralized cataloging** The cataloging of library materials for more than one library (branch, etc.) carried out by a single central cataloging section

**central library** Also main library. The headquarters of a library system, where management decisions are made, items are cataloged and processed, and the main collection is held

**central processing unit** CPU. The part of a computer that performs the operations and controls the activities of the rest of the computer

**Century Scholarship for People with Disabilities** A U.S. scholarship to recruit people with disabilities into the library profession

**CERL** See Consortium of European Research Libraries

**cessation** The termination of publication of a serial

**CGI** Common Gateway Interface. A collection of scripts (like JavaScript) that help a browser to communicate with Web servers; a protocol for gathering data from a form and sending it to a program

**Chancellor Group Conference Grant** An annual CLA travel grant to support the attendance of newly qualified teacher-librarians at a Canadian Association for School Libraries conference

**Channel Definition Format** CDF. An XML application, primarily for describing channels that “push” information to users from Internet content providers

**chapter** 1. A section of a book.

2. A group of ALA members and others in a state, province, or territory who promote general library service and librarianship

**Chapter Relations Office** The office of ALA concerned with the 57 ALA Chapters

**Chapters Council** A council consisting of representatives of each chapter of a division of the American Library Association

**character set** A group of unique symbols (e.g., in a particular font) used for display and printing

**charging** Recording the loan of an item

**charging desk** See circulation desk

**Charlie Robinson Award** An annual ALA award to honor a public library director who has been a risk taker, an innovator, and/or a change agent

**chart** 1. A map for navigation.  
2. A poster containing factual information

**Chartered Institute of Library and Information Professionals**  
See CILIP

**chat** A way to communicate with other people over the Internet in “real-time”, by typing messages back and forth

**check in** To record the receipt of (usually a library item returned from loan)

**check out** To record the loan of (usually a library item being borrowed)

**checkout period** See loan period

**Chicago style** A format for preparing research papers and citing references, developed by the University of Chicago Press. Cf APA style, MLA style

**Child Advocacy Priority Group** A group within the Association for Library Service to Children that identifies, evaluates, and makes recommendations on issues, legislation, and services concerning children at local, state, and national levels

**Children’s Book Council** CBC. A nonprofit trade association of U.S. publishers and packagers of trade books and related materials for children and young adults

**Childs Award** See James Bennett Childs Award

**CHIN** See Canadian Heritage Information Network

**Chinese American Librarians Association** CALA. A U.S. organization formed in 1983 by the merger of the Chinese American Librarians Association and the Chinese Librarians Association  
<http://www.cala-web.org/>



**Christian Larew Memorial Scholarship** A scholarship awarded to a student entering a master's degree program with an emphasis on library and information technology

**Christopher J. Hoy/ERT Scholarship** A scholarship awarded to an individual to attend an ALA-accredited program of library and information studies leading to a master's degree

**chronicle** A list of events recorded in the order in which they occurred

**chronological designation** Numbering of serials in date order—e.g., January 1991

**chronology** A list of events and their dates in the order of their occurrence (often included in a book in which the events appear)

**CII** See UNESCO's Communication, Information, and Informatics Sector

**CIJE** See Current Index to Journals in Education

**CILIP** Chartered Institute of Librarians and Information Professionals. Formerly The Library Association. The major professional organization for librarians, information specialists, and knowledge managers in the United Kingdom  
<http://www.cilip.org.uk/>

**CIP** See cataloging-in-publication

**CIPS/ACI** See Canadian Information Processing Society

**circuit breaker** See ground fault circuit interrupter

**circulating collection** Books and other materials that may be borrowed by a library's clients

**circulation** Borrowing and returning of library items

**circulation desk** Also charging desk, issue desk, loans desk. The area of the library where staff handle loans

**circulation list, circulation slip** A list of users in an organization to whom a publication is to be sent, in the order decided by the library

**circulation services** All services concerned with lending materials—charging material in and out, retrieving, levying and collecting fines, etc.

**circulation system** A system that stores and matches information on a library item, a borrower, and the date due

**CISTI** See Canada Institute for Scientific and Technical Information

**citation** Reference to a text or part of a text from which a passage is quoted, or to a source regarded as an authority for a statement or argument

**citation analysis** Statistical analysis of the frequency with which particular sources are quoted

**citation data** Also indexing data. Articles in journals, chapters in books, and papers in conference proceedings

**citation index** 1. A list of articles that, after the appearance of the original article, refer to or cite that article.

2. A searchable database containing citations of journal articles

**CITR** See Canadian Institute for Telecommunications Research

**CJCLS** See Community and Junior College Libraries Section

**CJK** Chinese Japanese Korean. Languages using characters rather than roman letters

**CLA** See Canadian Library Association, Catholic Library Association

**CLA Award for Achievement in Technical Services** An award to an institutional CLA member for outstanding achievement in technical services

**CLA Book of the Year for Children Award** An award for creative writing for children regardless of format by a citizen or permanent resident of Canada

**CLA Dafoe Scholarship** A scholarship based on academic achievement, leadership skills, and interest in the profession, awarded annually to a student entering an accredited Canadian library school

**CLA/Faxon Marketing Award** An award for an outstanding marketing and/or public relations program by any institutional member of CLA

**claim** A form or letter sent to a publisher or subscription agent notifying of a serial issue that has not been received

**CLA/Information Today Award for Innovative Technology** An annual award to a CLA member or members for innovative use of technology in a library

**CLA/Ken Haycock Award for Promoting Librarianship** An award to honor an individual for contributing significantly to the public recognition and appreciation of librarianship

**clamping area** See hub

**class** The broadest grouping of numbers in a classification scheme representing a subject group or discipline—e.g., religion

**classification** A system for arranging library materials according to subject

**classification number** A number allocated to a library item to indicate its subject

**classification schedule** See schedule

**classification scheme** A particular scheme for arranging library materials according to subject—e.g., Dewey Decimal Classification, Library of Congress Classification

**classified catalog** A catalog in which the entries are arranged in order of classification number

**classify** To allocate a classification number

**claw** A device in a film projector that fits into the film sprocket holes and moves the film one frame at a time

**CLA Young Adult Canadian Book Award** An annual award to recognize an author of an outstanding English language Canadian book that appeals to young adults between the ages of 13 and 18

**clearinghouse** An organization that collects, maintains, and disseminates information about research, development, and other activities and publications in a particular field

**CLENERT** See Continuing Library Education Network and Exchange Round Table

**client** 1. A person who is served by an information agency.  
2. In a network, a personal computer that requests information or applications from the network server

**client education** See bibliographic instruction

**client/server** A method of distributing information or files in which the main files and applications are kept on a central computer (server), and individuals request them via their own computer (client)

**client software** Software that enables a user to obtain information or use an application on a network server. Cf server software

**Clift Scholarship** See David H. Clift Scholarship

**clipping** Also cutting. A page or pages cut out of a newspaper or some other printed material

**clipping service** A service that provides clients with news items from news services and other sources, on a regular basis

**CLIR** See Council on Library and Information Resources

**close classification** Classifying as specifically as possible, using all available subdivisions of a scheme. Cf broad classification

**closed access** Where users only have access to items in the collection by requesting them from a member of the library staff. Most often occurs in large research libraries. Cf open access

**closed entry** A bibliographic record that indicates that a serial has ceased publication (e.g., May 1911-Aug. 1938). Cf open entry

**closed file** 1. A file of archived documents in which additions are not expected.  
2. A file to which access is restricted or denied

**closed reserve** Also reserve collection, restricted loan, short loan. A collection of material in high demand, usually in a teaching institution, whose loan periods are shorter than normal library loans, housed in an area where only library staff have direct access to the material. Cf open reserve

**closed stack** An area containing under-used library materials, only accessible to library staff and sometimes a small group of special users. Often used interchangeably with “closed access”

**cloth board** See flannel board

**cloth book** An illustrated book printed on strong fabric to resist rough treatment by very young children

**CLS** See College Libraries Section

**CLTA** See Canadian Library Trustees’ Association

**CLTA Merit Award for Distinguished Service as a Public Library Trustee** An annual award to a Canadian library trustee who has demonstrated leadership in advancing trusteeship and public library service

**CLTA/Stan Heath Achievement in Literacy Award** An annual CLA award to a public library board that has initiated an innovative program that supports advances in literacy in its community

**CMDS** See Collection Management and Development Section

**CNSLP** See Canadian Research Knowledge Network

**Coalition for Networked Information** CNI. Founded in 1990 and supported by organizations in higher education, publishing, network and telecommunications, information technology, and libraries, to develop networked information technology for the advancement of scholarly communication and productivity  
<http://www.cni.org>

**Coalition on Government Information** A group of public interest and library organizations concerned about the public’s right to be well informed about the activities of the U.S. government, initiated by ALA in 1986

**coauthor** See joint author

**coaxial cable** Cable used for data communications, consisting of a single wire wrapped in a nonconductive coating, surrounded by a conductive sheath, and then wrapped in a nonconductive sheath

**code** (n) A symbol used to designate a particular data element. (v) To express in a form that the computer can use to retrieve the information

**CODES** See Collection Development and Evaluation Section

**Collaborative Digital Reference Service** CDRS. A pilot online reference service sponsored by the Library of Congress and OCLC; now QuestionPoint

<http://www.loc.gov/rr/digiref>

**Collaborative School Library Media Award** See AASL

Collaborative School Library Media Award

**collation** See physical description

**collected work** Several separate works by different authors, or by the same author, published as a single work

**collection assessment** An evaluation of the quantity and quality of a collection

**collection development** Planning and carrying out the acquisition of material to build a library collection, to meet the needs of library users

**Collection Development and Evaluation Section** CODES. A section of the Reference and User Services Association of ALA concerned with reference and adult services librarians who are involved in collection development and evaluation

**collection development policy** A statement of the principles guiding a library's selection of new materials, receipt of gifts, exchanges, and weeding

**collection maintenance** All the tasks required to maintain the library collection for the use of readers—e.g., shelving, weeding, repair

**collection management** The application of analytical methods to the development of a collection

**Collection Management and Development Section** CMDS. A section of the Association for Library Collections and Technical Services of ALA concerned with collection management and development, selection, and evaluation of library materials

**collective biography** Also prosopography. Stories of the lives of a number of people

**collective title** The title of an item containing several works

**College Libraries Section** CLS. A section of the Association of College and Research Libraries of ALA concerned with college librarianship and library services in baccalaureate-degree-granting institutions

**collocation** Arrangement that locates like material together

**Colon Classification** CC. A classification scheme devised by S.R. Ranganathan, using numbers and letters, and a colon to separate different parts of the classification number

**colophon** A statement at the end of an item giving information about title, author, publisher, etc.

**COLT** See Council on Library/Media Technicians

**COM** See computer output (on) microform

**command-driven program** A computer program in which users must type a particular command in order to produce a response. Cf menu-driven program

**commentary** Critical or explanatory comments on a work

**commitment register** A record of the projected cost of all library orders placed but not yet paid for

**Committee of Principals for AACR** The committee of the American Library Association, the British Library, the Canadian Library Association, CILIP, the Library of Congress, and the National Library of Canada responsible for producing and publishing the Anglo-American cataloging rules (AACR)

**Committee on Cataloging: Description and Access** CC:DA. The body within the American Library Association responsible for developing official ALA positions on additions to and revisions of AACR2R  
<http://www.ala.org/alcts/organization/ccs/ccda/ccda.html>

**Common Gateway Interface** See CGI

**Common Revision Fund** See AACR Fund

**Commonwealth Scientific and Industrial Research Organisation** See CSIRO

**communications software** Software that allows one computer to connect with other computers via telephone lines and modems

**Community and Junior College Libraries Section** CJCLS. A section of the Association of College and Research Libraries concerned with libraries and learning resource centers in community and junior colleges and equivalent institutions

**Community and Technical College Libraries Section** CTCL. A section of the Canadian Association of College and University Libraries devoted to the special concerns of community and technical college libraries

**community library** A library set up and managed by a local community

**compact disc** CD. A disc on which sound or data is recorded by a laser burning millions of minute pits into the surface, and covered with a protective coating. It is played by a laser beam that reads the pits and converts them into sound or data; it has a storage capacity of about 74 minutes of audio or 650 megabytes of data

**compact disc read-only memory** See CD-ROM

**compact shelving** Shelves on rollers and/or hinges that have to be moved in order to see the books; most often used in stacks

**Compactus** Trade name. A particular type of compact shelving

**company library** See corporation library



**compendium** A short but complete summary of a larger work, prepared by someone other than the author

**competence** The ability to perform the activities within an occupation or function to the standard expected in employment

**competency** The specification of the knowledge and skill and the application of that knowledge and skill to the standard of performance required in employment

**competency-based training** Training for the attainment and demonstration of specified skills, knowledge, and their application to meet industry standards

**competency standard** See industry competency standard

**compilation** A work created by assembling material from other books

**compiler** 1. A person who selects and puts together material by other people.

2. A person who writes a reference work made up of many different entries, such as a dictionary

**complete stocktaking** Checking the contents of the whole collection against the record of the library's holdings

**composite author** Each of the authors who contribute to a composite work in which each part is distinct

**composite volume** A volume containing separately published works

**composite work** An original work produced by two or more authors in which the contribution of each forms a separate and distinct part

**compound surname** A surname consisting of two or more proper names, sometimes connected by a hyphen or conjunction and/or preposition

**compression** Making computer data take up less space on a disk so that it can be transmitted more quickly

**computer** An electronic machine that can be programmed to store data and perform controlled operations and calculations at high speed

**computer-assisted instruction** An approach to teaching using multimedia technology

**computer hardware** Equipment used to access the information contained on computer software

**computer language** A language written for and able to be understood by a computer. Cf natural language

**computer literacy** Familiarity with, and skills in, using the full range of computers' functions

**computer output (on) microform** COM. Data transferred directly from a computer database to microfilm or microfiche

**computer program, computer software** Also software. Instructions that tell the computer what to do

**concept** A term or subject heading that includes all ideas relating to it

**concise** Shortened, abbreviated

**concordance** An alphabetical index of the important words in a book, or the works of an author, with references to the phrases and passages in the text

**condensed book** A single volume in which an original work, usually fiction, is published in shortened form

**Conference of Directors of National Libraries** CDNL. A forum of directors of all national libraries  
<http://www.nla.gov.au/initiatives/meetings/cdnl/>

**Conference of Directors of National Libraries of Asia and Oceania** CDNLAO. An organization that aims to exchange information and promote cooperation for the development of libraries in Asia and Oceania  
<http://www.nla.gov.au/lap/aboutcd.html>

**Conference of European National Librarians** CENL. The independent association of the directors of the European national libraries, which aims to promote co-operation between European national libraries  
<http://www.ddb.de/eng/wir/kooperation/cenl.htm>

**conference proceedings** The published papers given at a conference

**confirming order** An order for an item already received; it authorizes payment

**Congressional Research Services** An administrative unit of the Library of Congress that provides research assistance to the federal legislature and other government agencies on issues related to proposed legislation

**connect time** The length of time a user is logged on to a computer system

**Connexion** OCLC's cataloging service, a suite of tools with built-in access to WorldCat, OCLC's bibliographic database with records from over 9000 libraries

<http://www.oclc.org/connexion/>

**CONSER** Cooperative Online Serials. An international cooperative serials cataloging program, and a component of the Library of Congress's Program for Cooperative Cataloging

<http://www.loc.gov/acq/conser>

**conservation** 1. Keeping library material as it is.

2. Protecting material from avoidable damage or deterioration without altering it. Cf preservation

**consortium** A partnership or association of institutions, databases, or services with a shared objective

**Consortium of European Research Libraries** CERL. A group of European research libraries formed in 1992 to share resources and expertise with a view to improving access to and preservation of the European printed heritage

<http://www.cerl.org/>

**conspectus** 1. A general survey or overview of a topic.

2. A standardized means of describing library collections and a database of such collection descriptions

**container** Housing of an item or group of items that can be physically separated from the item(s)—e.g., the jewel case of a compact disc. Cf physical carrier

**content** 1. The essential matter or substance of a work.

2. The bibliographic information contained in the MARC record

**content analysis** Examination of the ideas and information in a work

**content designation** In MARC, all the tags, indicators, and subfield codes that identify elements of the content of a record

**content designator** In MARC, a tag, indicator, or subfield code that designates an element of the content of a record—e.g., \$aLondon

**contents** 1. All the chapters, articles, or separate works contained in a book or other item.

2. All the loose items kept in a binder, case, or other container

**contents note** A note in a bibliographic record, listing individual works within the item described

**contents page** The page, usually at the front of a book or serial, which lists the contents in the order in which they appear

**contingency planning** The development of a recovery plan to enable an organization to continue to function in the event of a disaster, including protection of computer systems, documents, etc.

**continuation** 1. The remainder of a work completed by someone other than the original author.

2. A supplement to a previously published work

**continuation order** See standing order

**Continuing Library Education Network and Exchange Round Table** CLENERT. A group within ALA concerned with continuing library education

**continuing resource** A bibliographic resource issued over time and with no predetermined conclusion; includes serials and ongoing integrated resources

**continuous pagination** Numbering the pages of two or more volumes, parts, or issues in a single sequence. Cf separately paginated

**continuous revision** Updating reference books by revising some of the text and/or illustrations with each printing. Cf revised edition

**continuous stocktaking** Checking the contents of one section of the library at a time against the record of the library's holdings. It may take several years to stocktake the whole collection

**contour map** See relief map

**contracting (out)** Provision of library services by an individual or company separate from the library

**contraction** A shortened form of a word or phrase—e.g., e-book (electronic book)

**contributor** A person who writes a chapter of a book, an article of a periodical, or a part of an edited work

**control field** Also variable control field. A field in a MARC record with a tag 001-009 and no indicators or subfield codes. Control fields contain coded data used in processing the record

**controlled access** Limiting entry to a particular library or collection to specified clients

**controlled vocabulary** Terms found in an authoritative list of terms—e.g., Library of Congress Subject Headings, a database thesaurus

**conventional name** The popular but unofficial name of an institution—e.g., White House for the U.S. Presidency

**conventional title** See uniform title

**cookie** A small text file placed on your computer so the site can recognize you when you return

**cooperative cataloging** Also shared cataloging. Sharing of catalog records by participating libraries

**Cooperative Online Serials Cataloging** See CONSER

**cooperative reference service** An arrangement that extends a library's information service capability through interaction with, and referral to, other libraries or information centers

**co-publishing** Publishing different editions of the same work by more than one publisher in different countries or regions. Cf simultaneous publication

**copy** (v) 1. To make a duplicate.

2. To reproduce data from one location to another

(n) 1. A single manuscript or publication.

2. The result of an item being reproduced

**copy cataloging** Copying cataloging details from an existing catalog record, and adding local location and holdings details

**copy editing** Checking a document for grammar, spelling and typographical errors, and inconsistency in style

**copyright** The right given by law to authors, composers, or publishers to sell, reproduce, or publish a work for a stated period of time. It provides protection for works such as novels and journal articles, that result from the skill and labor of a creator, and for other subject matter that results from the investment of a producer, such as a film. In the U.S., copyright is controlled by Congress and administered by the Copyright Office of the Library of Congress

**Copyright Clearance Center** CCC. The U.S. not-for-profit organization that licenses copyright on behalf of copyright holders  
<http://www.copyright.com/>

**copyright date** The date identified in a work by the symbol ©

**copyright depository** Also copyright library, deposit library. A library designated to receive and hold copies of every work published under national copyright law. In the U.S., the copyright depository is the Library of Congress. In Canada, it is the National Library of Canada; La Bibliothèque nationale du Québec also receives material published in Quebec

**copyright legislation** The laws that protect the intellectual property rights of the creators of works

<http://fairuse.stanford.edu/>

<http://library.queensu.ca/copyright/>

**Copyright Libraries Shared Cataloging Programme** See Legal Deposit Libraries Shared Cataloging Programme

**copyright library** See copyright depository

**copyright piracy** The reproduction of a work protected under copyright law, without permission from the copyright holder

**core collection** A collection which meets the basic needs of a library's primary users; the collection assembled when a new library is established

**Coretta Scott King Book Awards** Awards to African American authors and illustrators of outstanding books for young people

**corporate body** An organization or group of people identified by a particular name, and acting as an entity

**corporation library** Also company library. A special library serving the needs of an commercial organization

**correspondence** Letters to and from a particular person, usually housed with that person's other papers

**corrigenda** (Singular corrigendum) See errata

**corrupt** Spoiled, damaged (of computer files)

**Council of Federal Libraries / Conseil des bibliothèques du gouvernement fédéral** CFL/CBGF. An association of federal government libraries that coordinates library services among the offices of the Government of Canada

<http://www.collectionscanada.ca/cfl-cbGF/index-e.html>

**Council of Regional Groups** The council of a division of ALA that encourages activities of regional group affiliates and assists them with information and advice

**Council on Library and Information Resources** CLIR. An independent, nonprofit organization that works to maintain and improve access to information

<http://www.clir.org/>

**Council on Library/Media Technicians** COLT. An international organization that works to address the issues and concerns of library and media support staff personnel

<http://colt.ucr.edu/>

**counter** A facility on a website that counts the number of visits by users

**country code** 1. That section of an email or Internet address that identifies the country where the address is located—e.g., “uk” in the URL www.bl.uk for the British Library.

2. A MARC code to indicate country of origin

**country lending service** Library service provided to users in rural areas who cannot go to a public library

**cover** The protective covering of a manuscript or printed publication

**coverage** The range and depth of a library collection, catalog, or other database

**cover title** The title on the cover of a publication, which may differ from the authoritative version on the title page

**CPC** See Canadian Publishers’ Council

**CPI-CCIP** See Canada’s Coalition for Public Information

**CPU** See central processing unit

**cracker** 1. Someone who breaks into a computer system without authorization, whose purpose is to do damage.

2. A person who identifies the code of software and modifies it for fun.  
Cf hacker

**crawler** See Web crawler

**CRC** See camera-ready copy

**credit** A statement at the beginning or end of a film, videotape, DVD, or television program that identifies those responsible for creating it

**credit note** A note issued by a publisher or supplier showing the credit owing to a customer

**critical abstract** An abstract that evaluates the work cited

**critical annotation** An annotation that evaluates the work cited

**criticism** Analyzing and evaluating the quality of a literary or artistic work



**CRL** See Center for Research Libraries

**cross reference** Direction from one term or entry to another

**crosswalk** Mapping from one format to another format—e.g., from metadata to MARC

**CSA/Ulrich's Serials Librarianship Award** An award for distinguished contributions to serials librarianship

**CSIRO** Commonwealth Scientific and Industrial Research Organisation. Australian organization of scientists working on projects of economic or social value  
<http://www.csiro.au>

**CSS** See cascading style sheets

**CTCL** See Community and Technical College Libraries

**CTCL Award for Outstanding College Librarian** An annual CLA award to a member who has made an outstanding national or international contribution to college librarianship and library development

**CTCL/Micromedia Award of Merit** An annual CLA award to recognize excellence in community college or technical institute librarianship

**Cultural Diversity Grant** An ALA cash award to support the creation and dissemination of resources to assist library administrators and managers in developing a vision and commitment to diversity

**cumulate** Gather together, as when monthly issues of a publication are gathered into an annual volume

**cumulation** 1. The progressive interfiling of items arranged in a particular order.

2. The publication of a single integrated sequence of periodicals arranged in a particular order, such as an index

**cumulative** Combining into one published sequence

**curiosa** Books or pamphlets that address an unusual topic, especially erotica or pornography

**currency** Up-to-dateness

**current** (adj) Up-to-date. (n) Flow of electricity

**current awareness bulletin** CAB. A publication provided by a library to keep users up-to-date in their areas of interest

**current awareness service** CAS. Also selective dissemination of information, SDI. A service provided by a library directly to individual users to keep them up-to-date in their areas of interest

**current bibliography** A list of recently published resources. Cf retrospective bibliography

**current contents** A periodical containing tables of contents of journals published on a particular subject

**Current Index to Journals in Education** CIJE. A U.S. index to education journals that are published by ERIC

**cursor** An on-screen symbol that shows where the next character will appear

**custody** In archives, the official control of books, papers, and documents

**custom binding** Special binding of a book, requested by a dealer, its owner, or the publisher

**Cutter number** A system of author numbers, devised by Charles A. Cutter, beginning with the first letter of the author's name and followed by numbers. Used in Library of Congress Classification for authors, titles, and geographic areas. Cf book number

**Cutter-Sanborn number** An extension of the Cutter author number system, outlined in the Cutter-Sanborn Threefigure Tables. Designed to maintain works with the same classification number in alphabetical order of author

**cutting** See clipping

**cybercafé** A café equipped with computers for patrons to use while they drink and eat

**cyberspace** The virtual space created by computer systems. Often used to refer to the Internet

**cybrarian** Cyber-librarian. A librarian who works in information retrieval using the Internet and other online services

**cybrary** Cyber-library. An online or very technologically advanced library

**cyclopedia** See encyclopedia

## [D]

**daemon** A computer program that runs in the background, waits to receive a request to perform a specific task, tries to perform it, and sends a response

**Dafoe Scholarship** See CLA Dafoe Scholarship

**DAI** See Digital Dissertations

**daily** Issued every day, but in some cases not on Sundays

**Dain Library History Award** See Phyllis Dain Library History Dissertation Award

**Dartmouth Medal** An annual ALA award honoring achievement in creating outstanding reference works

**data** (Singular datum) 1. Facts from which conclusions can be drawn. 2. Information in a form that can be interpreted by a person or processed by a computer

**database** A collection of records, usually in machine-readable format, each record being the required information about one item

**database management system** DBMS. A software package for the creation and maintenance of databases

**data communications** Transmission of data between computer-related devices

**data compression** Encoding data to take up less storage space and less bandwidth for transmission

**data conversion** 1. Changing data from one file type to another—e.g., from a Word Perfect document (.wpd) to a Word document (.doc). 2. Translating data from one format (human-readable or machine-readable) to another, or from one medium (film, videotape) to another

**data corruption** Data changed during transmission from its source

**data element** A single piece of information—e.g., date of publication

**data element identifier** The lowercase letter that identifies a data element in a subfield of a MARC record

**data encryption** See encryption

**Data Encryption Standard** DES. An established standard for securing data sent via the Internet; used by the U.S. Government

**data field** A field in a machine-readable record used to store data

**data integrity** Correctness, completeness, and compliance with the intention of the creators of the data

**data migration** Moving data from one database or storage system to another

**data mining** Extracting useful information from online data

**data processing** Performing operations on data according to the procedure of a particular computer program

**data projection** Showing the display from a computer on a screen, usually by connecting the computer to a projector, or to an LCD panel mounted on an overhead projector

**data redundancy** Storing the same data more than once in a computer system

**dataset** A collection of interrelated data

**data warehousing** Copying data from an organization's production databases to a separate database which can be queried without disturbing the performance or the stability of the production systems

**date due** The date on or before which materials should be returned to the library

**date due slip** A slip that is glued into the back of a book and is used to record when the book must be returned to the library

**date of publication** The earliest year in which the particular edition of the work was published; e.g., if a second edition was published in 1999, and reprinted without alteration in 2002, the date of publication of the second edition is 1999

**David Cohen/EMIERT Multicultural Award** An ALA award that recognizes significant new research and publication that promotes multiculturalism in libraries

**David H. Clift Scholarship** An ALA scholarship to a U.S. or Canadian citizen or permanent resident pursuing a master's degree in library science in an ALA-accredited program

**David Rozkuszka Scholarship** An ALA scholarship to provide financial assistance to an individual who is working with government documents in a library and completing a master's degree in library science

**Davis Article Award** See Donald G. Davis Article Award

**DBMS** See database management system

**DC** See Dublin Core Metadata Element Set

**DC-dot** A program for creating Dublin Core metadata that can be pasted into the headers of Web pages  
<http://ukoln.bath.ac.uk/metadata/dcdot>

**DDC** See Dewey Decimal Classification

**DDS** See document delivery service

**deacidification** Neutralizing acid in the paper to prolong the life of a printed work or manuscript

**dealer** A merchant who buys and sells new and used books and other materials

**debugging** Finding and correcting errors in a computer program

**decentralization** The transfer of administrative power from a central source to branches of the organization

**decision support system** DSS. Software used by managers to work through management problems based on a formal model of the organization

**declassification** Removing documents from official secrecy by altering their security status

**dedicated computer** A computer reserved for a specific function, often the provision of public access to a library's online catalog

**dedicated line** Also leased line. A permanent connection to the Internet or other network

**dedication** The author's inscription to a particular person or persons

**deep Web** Also invisible Web. Information on the Web that is not accessible via standard search engines

**default** A setting or action automatically taken by a computer program unless the user specifies a different setting or action

**definition** The meaning of a word or term

**definitive edition** An edition of the complete text of an author's work(s), normally published after their death and regarded as authoritative

**degaussing** See demagnetizing

**delamination** Removing the adhesive plastic covering

**delete** To remove (a record from a database, a file from a disk, etc.)

**delimiter** 1. A symbol used to introduce a new subfield.  
2. A symbol indicating the end of a set of data—e.g., a record, field, or subfield

**demagnetizing** Also degaussing. Removing excess magnetism from an audio or video recorder

**demand publishing** A commercial service that supplies single copies of rare or out-of-print books, usually by making prints from a microfilmed or digitized master

**demilitarized zone** DMZ. An area between an organization's trusted internal network and an untrusted, external network such as the Internet

**dependent work** A work related to a work already published by another author—e.g., a revised edition, commentary, or dramatization

**deposit copy** Also statutory copy. A free copy of a publication that is sent to a copyright depository by the publisher to satisfy the legal requirement

**deposit library, depository library** 1. Also copyright library. A library that is entitled by copyright law to receive publications on legal deposit.

2. A library legally designated to receive government publications free of charge

**deposit requirements** The legal requirements of the copyright law as to how many copies and in which libraries newly published works are to be deposited

**derivation** The source or root of a word or phrase

**derivative work** A work such as a translation or adaptation that alters the content of the original

**DES** See Data Encryption Standard

**description** Information about a work that can be derived from the work itself, including title, statement of responsibility, edition, publication details, physical description, series, and ISBN

**descriptive** Recording words in a dictionary as they are used (and misused) without passing judgment. Cf prescriptive

**descriptive cataloging** Describing an item, and identifying and formatting access points

**descriptor** A term used to identify a subject

**deselection** See weeding

**desensitize** To reverse the magnetic field in security tape so that it will not activate the library's alarm system

**desiderata** See want list

**desk schedule** A roster of times when library staff work at the circulation desk, reference desk, or other service point

**desktop computer** See personal computer



**desktop publishing** DTP. The use of a personal computer to create professional quality text and graphics

**Dewey Decimal Classification** DDC. A classification scheme, devised by Melvil Dewey in 1873, using numbers to represent subjects  
<http://www.oclc.org/dewey/>

**Dewey Decimal Classification Editorial Policy Committee** EPC. An international committee of experts that advises on the development of the Dewey Decimal Classification scheme

**Dewey Medal** See Melvil Dewey Medal

**DHTML** See dynamic HTML

**diacritic** A mark, such as an accent, used with a letter to show how it is to be pronounced

**diagnostics** Software routines that test computer hardware components

**diagram** A plan or drawing that illustrates an idea, a process, or statistical information

**Dialog** An online information company that offers commercial access to CD-ROM and online databases  
<http://www.dialog.com>

**dialog box** A window on a computer screen that lists options available to the user

**dial-up access** Access from a terminal to a computer using a telephone line and a modem

**diary** A record of a person's thoughts, actions, and feelings, usually written each day

**dictionary** An alphabetically arranged publication containing information about words and their meanings, derivations, spelling, pronunciation, syllabication, and usage

**dictionary catalog** A catalog with all the entries arranged in a single alphabetical sequence. Cf divided catalog

**digest** An abridgment of a written work, usually prepared by a person other than the author of the original

**digital** Representation of information, including text, images, and sound, as a series of discrete numerical values or pulses

**Digital Dissertations** See Proquest Dissertations and Theses

**Digital Libraries Initiative** A multiagency research project on the development of the next generation of digital libraries

<http://www.dli2.nsf.gov/>

**digital library** A library in which many of the resources are in electronic format

**Digital Millennium Copyright Act** Legislation passed in 1998 that seeks to update U.S. copyright law to cover the circumvention of copyright protection systems, fair use in a digital environment, and online service provider liability

<http://www.arl.org/info/frn/copy/band.html>

**Digital National Security Archive** An online collection of U.S. foreign policy documents

<http://nsarchive.chadwyck.com>

**Digital Object Identifier** DOI. An identification system for intellectual property in the digital environment, that provides a framework for managing intellectual content, links customers with publishers, facilitates electronic commerce, and enables automated copyright management

<http://www.doi.org>

**digital reference** Reference service provided online in real time, using software that permits on-screen exchange of questions and answers; may also use online forms or email to ask and answer queries

**digital signal** A signal made up of electronic pulses. Cf analog signal

**digital versatile disc, digital video disc** See DVD

**digitize** To change analog data (e.g., printed text, images) into digital form that can be accessed using a computer

**dimensions** Size

**diorama** A miniature scene reproduced in three dimensions

**directional enquiry** An enquiry about where something is located

**directory** 1. An organising structure for computer files.

2. A program that enables the user to search the World Wide Web.

3. A series of fixed-length entries following the leader in a MARC record, that defines the content of the record.

4. A list of names of residents, organizations, or companies in a city, region, country, or internationally, providing various details—e.g., addresses; a list of members of a particular profession or trade

**disaster management plan, disaster plan** Also emergency plan. A set of procedures to deal with a major emergency such as a flood or fire in a library or archives

**disc** An alternative spelling for disk, generally used for CDs, CD-ROMs, CD-Rs and DVD-Rs.

**discard** (v) To withdraw an item from a collection and remove its record from the catalog. (n) An item that has been withdrawn

**disc drive** A peripheral device for a computer that reads, or reads and writes, a type of disc (e.g., floppy disc drive, CD drive)

**discharging** Canceling a loan record when an item is returned

**discipline** A very broad group of subjects in a classification scheme—e.g., social science

**Disclosure Student Travel Award** An annual travel award to enable a student enrolled in an ALA-accredited master's degree program to attend the ALA Annual Conference

**discography** A list of sound recordings, often by the same performer(s)

**discount** Percentage of the list price of a book subtracted by the publisher or supplier when supplying the book to a retailer or information agency

**discussion group** See newsgroup

**disk** Also disc. A device for storing computer data, either built into the computer or able to be removed

**diskette** See floppy disk

**display case** Also exhibit case. A shelf unit or a glass-covered table with raised sides used to exhibit material that a library wants its users to notice

**display constant** Word (or words) that precedes some data when it is displayed, but which are not entered in the MARC record—e.g.,  
Summary:

**dissemination of information** Relaying information in a form valuable to the recipient

**dissertation** Also thesis. A treatise prepared for the award of a diploma or degree, especially a postgraduate degree

**Dissertation Abstracts International** See ProQuest Dissertations & Theses

**distance education, distance learning** Education using materials available electronically or by mail, enabling students to study at home without attending a teaching institution

**Distance Learning Section** DLS. A section of the Association of College and Research Libraries of ALA concerned with extended campus library services

**Distinguished School Administrators Award** An award for a school administrator who has contributed to an exemplary school library media center and to advancing the role of the school library media center in the educational program

**Distinguished Service Award** An award to an individual member of the library profession who has, over a significant period of time, made an outstanding national contribution to school librarianship and school library development

**Distributed National Collection** DNC. The idea that the collections of all the nation's libraries jointly constitute the "national collection", and that libraries cooperate in developing the collections

**distribution** Transporting, marketing, merchandising, and selling an item

**distributor** An agent who has marketing rights for an item

**Diversity Research Grant** Annual ALA award for original research and a travel grant to attend and present at ALA Annual Conference

**divided catalog** A catalog in which the entries are divided into separate sequences, usually author-title and subject entries. Cf dictionary catalog

**DLL** See downline loading

**DLS** See Distance Learning Section

**DMZ** See demilitarized zone

**DNC** See Distributed National Collection

**DNS** See Domain Name System

**Docufile** An online bibliographic database of documents of U.S. and foreign governments and the United Nations

**document** (n) A work or portion of a work in any physical format, particularly print, electronic, or microform. (v) To acknowledge in writing the source of a quotation or idea that is not original

**documentary** A film, radio, or television program about real events and/or social conditions, often using historical film and photographs

**documentation** 1. The acquisition, organization, and distribution of specialized documents, usually technical or scientific  
2. A collection of documents about a specific subject.  
3. Acknowledging the source of a quotation or idea which is not original.  
4. Detailed written description of any procedure(s) or policies

**documentation center** An organization that receives, preserves, and indexes publications, usually in a particular discipline or field of research

**document delivery** The delivery of information by conventional and electronic means, including post, email, fax, and via a website

**document delivery service** DDS. Supplying documents in hard copy or electronic format, often for a fee

**document object model** DOM. A platform- and language-neutral interface that allows programs and scripts to access and update the content, structure, and style of documents

<http://www.w3.org/DOM/>

**document type definition** DTD. A schema designed to define the logical elements and hierarchical structure of a specific type of document, used for an SGML database

**dog-eared** Having worn and well-thumbed pages that have been folded over (usually on a corner) to mark a place

**DOI** See Digital Object Identifier

**DOM** See document object model

**domain** Communications: All the hardware and software resources under the control of a single computer system. Internet: The part of a website's name that is controlled by an organization. For example, loc.gov is the domain controlled by the Library of Congress

**domain name** Also fully qualified domain name. The address that identifies a site on the Internet—e.g., www.loc.gov, www.civilization.ca, www.louvre.fr, www.anu.edu.au

**Domain Name Service, Domain Name System** DNS. The program that automatically converts Internet names to their corresponding numeric Internet (IP) addresses and vice versa, so that people do not have to remember long strings of numbers

**Donald G. Davis Article Award** A biennial award to the author of the best article written in English in the field of U.S. and Canadian library history

**dot matrix printer** A printer that activates a matrix of pins to produce the shape of a character. Cf ink-jet printer, laser printer

**dots per inch** dpi. A measure of printer resolution that counts the dots that fit into a linear inch

**double-layered DVD** A DVD that has two metal data layers, allowing for twice the storage capacity of a single-layered DVD. Cf single-layered DVD

**doubtful authorship** Said of a work whose author is not certain, but which is attributed to an author or authors provisionally

**down** Broken, not working. Especially used for computer systems

**downline loading, downloading** DLL. Copying data (e.g., bibliographic records) from one computer, such as an online database or the Internet, to a local system or terminal. Cf uploading

**down time** Length of time when a computer system is not operating

**dpi** See dots per inch

**drag-and-drop interaction** Moving text or a graphic on a computer screen by marking it in the source and dragging it to the destination, using a mouse

**dramatization** Turning a written work or real event into a drama for performance on stage, film, radio or television

**driver** A computer program that connects an added device to the operating system of a computer—e.g., a printer driver

**drop out** White spots across the picture on a video tape, indicating that particles of iron oxide have dislodged with use

**DSS** See decision support system

**DTD** See document type definition

**DTP** See desktop publishing

**Dublin Core Metadata Element Set** DC. A standard for minimal description of document-like objects on the World Wide Web. Initiated by OCLC in 1995-96, and gaining increasing international acceptance, it consists of 15 metadata elements—title, creator, subject, description, publisher, contributor, date, type, format, identifier, source, language, relation, coverage, and rights  
<http://dublincore.org>

**Dudley Award** See Miriam Dudley Bibliographic Instruction Librarian Award

**due date** See date due

**dumb terminal** A terminal that cannot process information, but just accesses and displays information from a computer server. Cf intelligent terminal

**dump** To transfer the contents of a computer screen or memory to a printer or disk

**Dun & Bradstreet Award for Outstanding Service to Minority Business Communities** An award to a business librarian or library to recognize innovative services provided to a minority business community

**Dun & Bradstreet Public Librarian Support Award** A cash award to support the attendance of a public librarian at an ALA Annual Conference

**duplicate** (n) An additional copy of an item that is not needed

**duplicates list** Also exchange list, remainder list. A list of unwanted or duplicate material that is about to be disposed of, circulated to other libraries that may want items

**durable paper** See permanent paper

**dust cover, dust jacket, dust wrapper** Also book jacket, jacket, wrapper. Loose paper cover for a hard-bound book

**DVD** Digital versatile disc, digital video disc. A digitally recorded CD-sized disc generally used for high-quality picture and sound performance of motion pictures; data can be double-sided or double-layered

**dynamic HTML** DHTML. A combination of HTML, style sheets, and programming script that enables documents to be animated

<http://www.w3.org/DOM/>



## [E]

**EAC** See Encoded Archival Context

**EAD** See Encoded Archival Description

**EALS** See English and American Literature Section

**EASI** See Equal Access to Software Information

**EBCDIC** Extended Binary Coded Decimal Interchange Code. An industry standard for character representation, developed specifically for computers

**e-book** Electronic book. A book published in electronic format, and made available on a special reader, or via the Internet

**EBSCO Community College Learning Resources and Library Achievement Award** Annual ALA awards to individuals, groups, or institutions to recognize significant achievement in programs and leadership

**EBSS** See Education and Behavioral Sciences Section

**e-conference** See mailing list

**Econo-Clad Literature Award** See ALSC/Econo-Clad Literature Award

**EDI** See electronic data interchange

**EDIFACT** Electronic Data Interchange for Administration, Commerce and Transport. The standard protocol for transmitting business or other documentation via computer links

**edition** All the copies of a work produced from the same original

**edition statement** The part of the description that indicates the particular edition of the work; e.g., third, revised, illustrated, student, abridged

**editor** Person who prepares another person's work for publication

**editorialize** To express an opinion on a subject, usually in an editorial

**editorial page** (e.g., of a serial) that contains the opinion of an editor

**educational lending right** ELR. A payment made to authors by government in respect of their works lent by educational libraries

**Educational Resources Information Center** See ERIC

**Education and Behavioral Sciences Section** EBSS. A section of the Association of College and Research Libraries of ALA that represents librarians and specialists in education and behavioral sciences

**Education Assembly** A broad group within ALA concerned with education for library service, with a view to assisting the Committee on Education

**Educators of Library Media Specialists Section** ELMSS. A section of the American Association of School Librarians concerned with curricula and research activities in colleges and universities with school library media education

**Edwards Award** See Margaret A. Edwards Award

**EH&S** Environmental health and safety. See occupational health and safety

**E.J. Josey Scholarship Award** An essay prize to an African American graduate student in an ALA-accredited Library and Information Science program in the U.S. or Canada

**e-journal** Electronic journal. A periodical published in electronic format, and made available via the Internet

**electromagnet** A device consisting of an iron or steel core that is magnetized by electric current in a coil that surrounds it

**electronic book** See e-book

**electronic conference** See mailing list

**electronic data interchange** EDI. Transmission of business or other documentation via computer links

**Electronic Frontier Canada / La Frontière Électronique du Canada** An association that monitors the Canadian Charter of Rights and Freedoms, as new information technologies are developed and used  
<http://www.efc.ca/>

**electronic journal** See e-journal

**electronic magazine** See e-zine

**electronic mail** See email

**electronic publishing** Making information available in electronic form, usually on the Internet

**electronic record** Record held in digital form on magnetic media (e.g., disks, tapes) or optical storage media (e.g., CD-ROMs)

**electronic reserve** A collection of online materials in an academic library, to which access is restricted to users with a password

**element** A distinct piece of bibliographic information that forms part of an area of description

**elephant folio** An extremely large-format book

**Eli M. Oboler Memorial Award** A biennial ALA award to an author of a published work dealing with intellectual freedom

**e-list** Electronic list. An automated electronic mail serving system

**Eliza Atkins Gleason Book Award** An ALA award made every three years to the author of the best book written in English in the field of library history

**Elizabeth Futas Catalyst for Change Award** See Futas Catalyst for Change Award

**ELMSS** See Educators of Library Media Specialists Section

**ELR** See educational lending right

**email** Also e-mail. Electronic mail. A method of sending and receiving messages electronically

**email reference** Reference queries sent to and answered by libraries using email

**emergency plan** See disaster plan

**EMIERT** See Ethnic and Multicultural Information Exchange Round Table

**EMIERT/GALE Multicultural Award** See GALE/EMIERT Multicultural Award

**emoticon** An arrangement of characters in an email message to communicate an emotion—e.g., :- ) for a smile (turn sideways to see the smiling face)

**emulator** 1. Hardware and/or software that allows a computer to recognize and execute software that was written to run on another machine.

2. Hardware and/or software that recognizes various communications protocols and enables connection to different networks

**encode** To convert into signals to be processed by a computer or transmitted via a communications channel

**Encoded Archival Context** EAC. An XML document type definition (DTD) designed to complement the EAD by providing a separate description of the context under which archival items have been created

**Encoded Archival Description** EAD. A document type definition (DTD) of SGML; metadata format for the description and navigation of archives

**encryption** Also data encryption. The process of transforming information into random streams of bits to prevent unauthorized access to data

**encumbrance** A sum identified in a budget to cover a commitment to purchase material or equipment

**encyclopedia** Also cyclopedia. A systematic summary of all significant knowledge; a summary of the knowledge of one subject. Usually arranged alphabetically

**end matter** See back matter

**endnote** A note at the end of a chapter or a work, with additional information, usually a citation

**endowment** A fund made up of donations and bequests, invested to provide annual interest over many years

**end papers** The papers that join the front and back cover of a book to the central section

**end processing** Preparing an item for use in the library or for loan, after it has been cataloged

**end-user** 1. A person, other than a library staff member, who uses the resources of the library.

2. The person for whom an information search is made

**English and American Literature Section** EALS. A section of the Association of College and Research Libraries of ALA concerned with the selection, acquisition, organization, and use of information resources related to literatures in English

**enhanced authority record** A name authority record including information from all the bibliographic records associated with the person

**enquiry desk** Also help desk, information desk, readers' adviser's desk, reference desk. The area of a library where staff help people to use the library and answer requests for information

**entry** A record of an item in a catalog or other bibliographic list or database

**entry element** That part of the name under which the whole name will be found in a catalog or bibliography

**enumerative classification** Classification that attempts to spell out (enumerate) all the single and composite subjects required—e.g., Library of Congress Classification

**environmental health and safety** EH&S. See occupational health and safety

**environmental scan** A broad survey of current topics in a particular discipline

**EPC** See Dewey Decimal Classification Editorial Policy Committee

**ephemera** 1. Material of current interest that is expected to be stored for a limited time—e.g., pamphlets, clippings.

2. Material intended to be short-lived, but which is retained to reflect a period in time

**epigraph** A brief quotation that appears at the front of a book, or at the beginning of a chapter, to convey the author's intention

**epilogue, epilog** The final section of a literary work, reflecting on its meaning, or imagining the future of the characters in it. Cf prologue

**Equal Access to Software Information EASI.** A group that provides information and guidance in the area of access-to-information technologies by individuals with disabilities

<http://www.easi.cc/>

**Equality Award** An annual ALA award to an individual or group for an outstanding contribution that promotes equality in the library profession

**erase lug, erase tab, erasure lug, erasure prevention tab** A piece of an audiocassette or a videocassette that is removed so that the tape cannot be erased

**e-reserve** See electronic reserve

**e-resource** Electronic resource. Any source of information available electronically, usually on the Internet

**ERIC** Educational Resources Information Center. U.S. database of educational information, including journal articles and full documents  
<http://www.eric.ed.gov/>

**erotica** Literary works intended to arouse sexual desire in a reader, that have artistic value. Cf pornography

**errata** (Singular erratum) Also corrigenda. A printed list of corrections noticed after printing, usually on a slip of paper inserted in the work

**error message** An onscreen message that an error has occurred in the application

**ERT** See Exhibits Round Table

**essay** A short piece of prose, usually on a single topic, for academic assessment, or to express a personal point of view

**Esther J. Piercy Award** An ALA award for outstanding promise for a continuing contribution and leadership in technical services

**et al.** An abbreviation of the Latin *et alii* (and others), replacing names in a statement of responsibility, when there are more than three

**Ethernet** The most widely used method of accessing a local area network

**ethics** Rules of behavior or conduct

**Ethnic and Multicultural Information Exchange Round Table** EMIERT. A group within ALA concerned with ethnic collections, services, and programs

**etymology** The derivation of a word, its origin and history

**Eubanks Award** See Jackie Eubanks Award

**Evaluation of Media Priority Group** A group within the Association for Library Service to Children of ALA that evaluates, establishes standards for, and encourages the availability of materials for children

**Excellence in Academic Libraries Award** An annual ALA award to recognize an outstanding community college, college, and university library

**Excellence in Small and/or Rural Public Library Service Award** An ALA award to a small public library for excellence of service to its community

**excerpt** A passage or section taken from a literary or other work

**exchange** A way of acquiring material in return for a different set of material. Usually undertaken when libraries have difficulty acquiring material from particular countries, or when access to hard currency is a problem

**exchange list** See duplicates list

**Excite** A service that locates information on the World Wide Web  
<http://www.excite.com/>

**exciter lamp** The lamp in a motion projector that provides light to convert the encoded sound track to electrical signals that are fed to the amplifier

**exhibit case** See display case

**exhibit catalog, exhibition catalog** A type of art book containing reproductions of visual art works in an exhibit in a museum or gallery

**Exhibition Catalogs Award** See Katharine Kyes Leab and Daniel J. Leab American Book Prices Current Exhibition Catalog Award

**Exhibits Round Table** ERT. A group within ALA concerned with commercial exhibits at Association events

**ex libris** A Latin phrase meaning “From the books of...” followed by the owner’s name on a bookplate

**expert system** A computer program that contains much of the knowledge used by an expert in a specific field, that assists nonexperts trying to solve problems

**explanatory reference** A longer “see” or “see also” reference that explains when a heading or headings should be used

**export** To send data from one computer application to another

**expression** Used in Functional Requirements for Bibliographic Records. A particular intellectual or artistic realization of a work—e.g., an Italian translation of Shakespeare’s Hamlet. Cf item, manifestation, work

**expurgated** Amended by removing offensive or objectionable matter

**Extended Binary Coded Decimal Interchange Code** See EBCDIC

**eXtensible Markup Language** See XML

**eXtensible Style sheet Language** See XSL

**extension** A suffix added to a filename to indicate the type of file—e.g., .doc for a Word document or .xls for an Excel spreadsheet



**extent of item** Number and specific material designation of the parts of the item being described

**extract** A lengthy passage in the main text of a book, usually indented to signal the fact that it is quoted from a different book or other source

**extranet** A website serving suppliers, vendors, customers or other businesses rather than the general public, usually accessible only with a password

**e-zine** Electronic magazine. Also Web-zine, zine. An online magazine or newsletter, distributed by email or posted on a website

## [F]

**facet** Classification: An aspect or orientation of a topic. Records management: A group of terms that share a common characteristic

**Faceted Application of Subject Terminology** FAST. An adaptation by OCLC of Library of Congress Subject Headings to produce a faceted schema that is easier to understand, control, apply, and use

**faceted classification** Classification that allows for notation to be built up by the use of tables and other parts of the schedules. All modern classification schemes are faceted to a degree. Colon Classification is the definitive faceted classification scheme

**facsimile** 1. An exact copy.

2. Also fax. Transmission of a document via a telephone line

**FAFLRT** See Federal and Armed Forces Libraries Round Table

**fair use** Copying of copyrighted material for a limited purpose such as to comment on, criticize, or parody a copyrighted work

<http://fairuse.stanford.edu/>

**false combination, false drop** An irrelevant entry or record retrieved in an online database search—e.g., a search for the Native American people “Mohawks” will also retrieve information about unusual hairstyles

**FAQ** Frequently Asked Questions. A set of answers to common questions, often posted on an Internet site

**fascicle, fascicule** Each part of a work that is issued in installments

**FAST** See Faceted Application of Subject Terminology

**fax** See facsimile

**fax card** A card installed in a personal computer that enables the user to send and receive faxes directly from and to the computer

**feature film** A full-length motion picture

**Federal and Armed Forces Libraries Round Table** FAFLRT. A group within ALA concerned with library and information service and the profession in federal and armed forces communities

**Fédération Internationale d'Information et de Documentation**

See International Federation for Information and Documentation

**feedback** Response to an activity or product

**Feliciter** The bi-monthly publication of the Canadian Library Association

**felt board** See flannel board

**festschrift** A publication in honor of a person

**FFD** See fixed field data

**FIAF** See International Federation of Film Archives

**FIAT/IFTA** See International Federation of Television Archives

**fiber optics** See optical fiber

**fiche** See microfiche

**fiction** Prose writing that is the product of the author's imagination

**fictitious imprint** Also false imprint. An imprint invented to evade legal and/or other restrictions, or to conceal the author's identity

**FID** See International Federation for Information and Documentation

**field** 1. Unit of information in a MARC record that corresponds to an area of description or other piece of information—e.g., access point.

2. Element of a record in a database

**file** 1. Systematically arranged records.

2. The container in which records are arranged.

3. A document created on a computer

**file-as-is** File as the entry looks and not as it sounds—e.g., "Mr." is not filed as "Mister"

**file characteristics** Type and number of records, etc., in a computer file

**filename** A name assigned by a user or programmer, used to identify a file

**file server** Also network server. A computer with a large hard disc on a network, whose programs and data can be accessed by users of the network

**file transfer protocol** See FTP

**file type** The kind of file—e.g., program file, text file, image file

**filing code** A set of rules for arranging records in a file

**filing indicator** The indicator that tells the computer how many characters to ignore when filing

**film** Motion picture of 8mm, 16mm, 35mm or 70mm width that can be projected, and may contain a sound track on one side of the film

**film library** A special library that focuses on motion pictures, film studies, and film-making

**filmloop** A length of motion picture film joined in a loop, so that it can be projected continuously

**filmstrip** A strip of 16mm or 35mm film containing a sequence of pictures, with or without text, that can be projected

**filter** A program in email systems and on the Internet that screens out objectionable or unwanted matter

**finding list** A summary list of the items in a library or archive collection in which each item is represented only by a brief entry, usually author, title, and location

**fine** A fee imposed on a user who returns library material after the due date

**finger** (n) A software program that enables you to obtain information about someone via their email address. (v) To obtain information about someone via their email address

**finite integrating resource** A bibliographic resource that is changed by being updated; not intended to continue indefinitely—e.g., a newsletter of a conference. Cf ongoing integrating resource

**Firefox** A free Web browser—that is, computer software that enables users to browse the World Wide Web, and move from one site, document, etc., to another

<http://www.mozilla.com/en-US/firefox/>

**firewall** A security system on a server to the Internet, that prevents unauthorized access from the Net to an organization's own network

**firm order** An order placed with a dealer that specifies a price and a delivery time, which may not be exceeded unless the library agrees

**firmware** The system software stored in a computer's read-only memory or elsewhere in the computer's circuitry

**first-line index** An index of the first lines of poems or songs, in alphabetical order—e.g., Hoffman's index to poetry

**FirstSearch** See OCLC FirstSearch

**First Step Award** A cash grant to assist a librarian new to the serials field to attend an ALA Annual Conference

**first summary of Dewey Decimal Classification** The 10 classes, each of which represents a broad discipline or group of disciplines

**fiscal** Relating to financial matters

**fixed field data** FFD. Data in a MARC record where the size of the field is predetermined

**fixed length field** A field that has its length determined in advance. Cf variable length field

**fixed location** An outdated way of arranging library materials, in which items are shelved in a prescribed place, and new items are added at the end of the sequence

**fixed shelving** A shelving system in which each shelf is permanently attached to the framework of a bookcase. Cf adjustable shelving

**flag** See masthead

**flame** A piece of mail or a Usenet posting that is violently argumentative, abusive, or inflammatory

**flannel board** Also cloth board, felt board. A large board covered in felt, used in storytelling and teaching with shapes and pictures made of material that sticks to the felt

**flap** Either of the two ends of a dust jacket that fold inside a book's cover

**flash card** A card with a letter, word, phrase, or symbol on it, used in teaching

**flash drive** Also USB flash drive. A small, lightweight, removable and rewritable data storage device with a small printed circuit board encased in a strong plastic or metal casing, that plugs into a USB port. Memory capacity typically ranges from 128 megabytes up to 64 gigabytes

**flatbed scanner** A piece of hardware with a flat, glass surface to hold pages of paper, books and other objects for scanning

**flipchart** A set of charts hinged together on one edge, usually the top, so that the pages can be flipped over

**floppy, floppy disk** Also diskette. A removable data storage device composed of a flexible magnetically coated plastic disk enclosed in a hard plastic envelope. Memory capacity is about 1.4 megabytes; now almost obsolete

**Florence Agreement** UNESCO agreement adopted in 1952 that reduces trade barriers to the international export and import of books, documents, and other educational, scientific, and cultural material

**fly leaf** The blank sheet at the beginning or end of a book

**fly-title** See half title

**FOI** See freedom of information

**FOIA** See Freedom of Information Act

**FOL** See Friends of the Library

**folio** 1. The size of a book, usually over 12 inches high. Some libraries refer to these as "large" books.

2. A book that is printed on sheets of paper folded once.

3. The individual leaf of a book. Cf quarto, octavo

**FOLUSA** See Friends of Libraries U.S.A.

**font** A typeface of a particular design, size, and style (e.g., Arial, 12 pt, bold)

**footnote** A note at the bottom of a page with additional information, usually a citation

**foreword** A brief statement of the reasons for the book, usually by the author or editor. It appears after the title page and before the introduction

**form** 1. The way in which bibliographic text is arranged—e.g., dictionary.

2. Type of literary work—e.g., poetry, drama

**format (n)** 1. Appearance of a publication—its size, paper, type, binding, etc.

2. Layout or presentation of items in machine-readable form.

3. Physical type of an audiovisual item—e.g., slide, filmstrip, etc.

4. Physical organization of a catalog—e.g., card, microfiche, online, etc.

**(v)** 1. To arrange text and/or images on a screen to prepare it for printing.

2. To prepare a floppy disc so that it can receive data

**format integration** Validation of all data elements for all forms of material

**form class** Used for literature. Items are classified not according to subject, but according to their literary form—e.g., poetry, drama

**form division** Used for works on any subject that are presented in a particular bibliographic form—e.g., dictionary, periodical

**forthcoming** To be published soon

**foxing** Brown spots on the pages of old books, prints etc., caused by damp

**frame** An area that can be separately scrolled within a Web page

**FRANAR** IFLA Working Group on Functional Requirements and Numbering of Authority Records. The group developing a conceptual model to define the functional requirements of authority records in line with the Functional Requirements for Bibliographic Records

**Frances Henne Award** An annual grant to enable a school library media specialist to attend an AASL regional conference or an ALA Annual Conference

**Frances Henne/YALSA/VOYA Research Grant** A cash grant to provide seed money for a small-scale project about library services for young adults

**Francis Joseph Campbell Award** An award for an outstanding contribution to the advancement of library service for the blind and physically handicapped

**FRAR** Functional Requirements for Authority Records. A model based on Functional Requirements for Bibliographic Records being developed by an IFLA Working Group

<http://www.ifla.org/VII/d4/FRANAR-Conceptual-M-Draft-e.pdf>

**FRBR** See Functional Requirements for Bibliographic Records

**Frederic G. Melcher Scholarship** An annual scholarship for the professional education of librarians to work in children's librarianship

**Frederick G. Kilgour Award for Research in Library and Information Technology** An annual ALA award for research relevant to the development of information technologies

**freedom of information** FOI. The citizen's right to access information held by their government

**Freedom of Information Act** FOIA. Law passed by the U.S. Congress in 1966, under which citizens may apply in writing for particular official information. Copies of the documents must be supplied within a specified period

**Freedom of Information and Protection of Privacy Act (Canada)** Legislation enacted in 1996, that addresses issues of public access and the right to privacy of individuals



**Freedom to Read Foundation** An organization that works closely with ALA to promote and protect freedom of speech, freedom of the press, the public's right of access to libraries, and the right of libraries to collect and make available all legal creative works

<http://www.ftrf.org/>

**free-standing shelving** A shelving system that stands on its own, independent of any external support. Cf wall shelving

**free text searching** Searching (usually online) in which most or all of the record is searched

**freeware** Software that is made available without cost, usually via the Internet by the owner of the copyright. Cf shareware

**frequency** Interval between issues of a serial—e.g., weekly, quarterly

**Frequently Asked Questions** See FAQ

**Fresnel lens** A lens used in an overhead projector to concentrate the light

**FRFDS** See Fund Raising and Financial Development Section

**Friends of Libraries U.S.A.** FOLUSA. A U.S. organization that encourages Friends of the Library groups to preserve and strengthen libraries

<http://www.folusa.com>

**Friends of the Library** FOL. A volunteer organization that supports a particular library through fund-raising and promotional activities

**front matter** Also preliminary pages. All parts of a book before the first page of the text. Cf back matter

**frontispiece** An illustration facing or preceding the title page

**FRSAR** IFLA Working Group on Functional Requirements for Subject Authority Records. The group developing a conceptual model for subject authority records in line with Functional Requirements for Bibliographic Records

**FTP** File transfer protocol. A standard used for transferring files over the Internet, since it can handle very large files

**FT Profile** Europe's leading online business information service, providing access to newspapers, market research, etc.

**full text** Complete document

**full text database** Database that contains the complete text of the items included

**full text retrieval, full text searching** Online searching in which every word of a document can be retrieved

**fully qualified domain name** See domain name

**FRBR** Functional Requirements for Bibliographic Records. A framework that identifies and clearly defines the entities of interest to users of bibliographic records, the attributes of each entity, and the types of relationships that operate between entities  
<http://www.ifla.org/VII/s13/frbr/frbr.htm>

**Fund for America's Libraries** The American Library Association's foundation that seeks and distributes resources to promote and improve libraries in America

**Fund Raising and Financial Development Section** FRFDS. A section of the Library Administration and Management Association of ALA concerned with fund raising and resource development for libraries

**fuse** An overload device for breaking an electrical circuit by means of an element designed to melt when a predetermined current flows through it for a specified time

**Futas Catalyst for Change Award** An annual award to a librarian who invests time and talent to make positive changes in the profession of librarianship

**fuzzy logic** A technique used in computer searching that deals with inexact data and problems that have many solutions rather than one, working with ranges of values, and solving problems in a way that resembles human logic

**Fyan Public Library Research Grant** See Loleta D. Fyan Public Library Research Grant

## [G]

**GALE/EMIERT Multicultural Award** An annual award to recognize outstanding achievement in promoting multicultural librarianship

**Gale Group Financial Development Award** An annual ALA award to a library organization that secures new funding for a public or academic library

**gapload** Adding data to a database to fill a gap in coverage

**gate** The part of a film projector where the film passes between the light beam and the magnifying lens

**gatefold** A folded insert in a publication that is larger than the other pages

**gateway** 1. A computer or program that connects two or more networks and enables users to access one network from another.

2. Also portal, subject gateway. An entry point to the Internet that provides access to electronic information including websites, ftp sites, databases, and indexes to print resources in a subject area—e.g., agriculture

**Gaver Scholarship** See Mary V. Gaver Scholarship

**Gay, Lesbian, Bisexual, and Transgendered Round Table**

GLBTRT. A group within ALA concerned with gay, lesbian, bisexual, and transgendered librarians and issues

**gazette** 1. A periodically published news sheet recording current events.

2. A journal issued officially by a government

**gazetteer** A geographical directory listing places, their locations, and information about them

**GB** See gigabyte

**Genealogical Publishing Company Award** An annual award to encourage professional achievement in historical reference and research librarianship

**genealogy** The study of the ancestry of an individual, family, or group of persons

**general encyclopedia** An encyclopedia that covers a wide range of subjects. Cf subject encyclopedia

**generalia class** Classification: used for very general topics and comprehensive combinations of topics—e.g., current affairs, general encyclopedias

**General International Standard Archival Description** ISAD(G). A set of general rules for archival description, adopted in 1999 by the Commission on Descriptive Standards  
<http://www.icacds.org.uk/eng/standards.htm>

**general material designation** GMD. Broad category of material to which an item belongs, as defined in AACR2R—e.g., sound recording. Cf specific material designation

**Genesis Award** See New Talent Award

**genre** A category of literature—e.g., novel, fantasy, science fiction, poetry

**Geographical Information System** GIS. A system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data

**geographic name** Name of a place—country, state, city, town, suburb, etc.

**geographic subdivision** Also local subdivision. The subdivision of a class or subject heading by place (region, country, state, city, etc.)

**geospatial data** Information containing a location or map—e.g., including latitude and longitude

**Getty Thesaurus of Geographic Names** TGN. An international thesaurus of place names, developed by the Getty Institute  
<http://www.getty.edu/research/tools/vocabulary/tgn/>

**GFCI** See ground fault circuit interrupter

**ghost writer** A person who writes a work on behalf of another person who takes the credit

**GIF** Graphics interchange format. A graphics format widely used to encode and exchange images on the Internet

**gift** An item received as a donation by a library

**gigabyte** GB, Gbyte, G-byte. A billion bytes

**GILS** See Government Information Locator Service

**GIS** See Geographical Information System

**GLBTRT** See Gay, Lesbian, Bisexual and Transgendered Round Table

**Global Reference Network** GRN. A collective of libraries and librarians formed to assist the development of a new collaborative online reference service,

QuestionPoint, developed by the Library of Congress and OCLC  
<http://www.loc.gov/rr/digiref/>

**glossary** An alphabetical list of words in a specialized field, with definitions

**GMD** See general material designation

**GODORT** See Government Documents Round Table

**Google** A service that locates information on the World Wide Web  
<http://www.google.com/>  
<http://www.google.ca/>

**gopher** A program that searches for file names and resources on the Internet and offers hierarchical menus to the user

**government documents** Publications that carry the authority of a national, federal, or state government—e.g., bills, statutes, treaties, statistics

**Government Documents Round Table** GODORT. A group within ALA for librarians working with government documents

**Government Information Locator Service** GILS. Metadata format created by the U.S. Federal Government to provide a means of locating information generated by government agencies on the Web  
<http://www.gils.net/>

**government publication** A document prepared for or by a government agency that is published and distributed for public information

**GPO** See United States Government Printing Office

**grace period** A period after the due date when a borrower may return overdue items without having to pay a fine

**graduate library** A university library that contains the major research collections required by graduate students and faculty

**gramophone record** See phonograph record

**grant** Funding from a government, a foundation, or other organization, usually to support a specific project

**grant-in-aid** Income from state or federal government funds in support of designated library programs or normal operations

**graphical user interface** GUI. Pronounced “gooey”. User interface with a computer that incorporates movable windows, icons and a mouse; now the standard way users interact with a computer

**graphics** The pictorial representation of information using illustrations, diagrams, photographs, and maps

**graphics interchange format** See GIF

**gratis** Provided free

**Great Book Giveaway** An award to a needy library of children’s, young adult, and adult books, videos, CDs, and audiocassettes

**green paper** A document issued in green covers by an agency of the British or other government to encourage discussion on a proposed policy. Cf white paper

**Greenaway Medal** See Kate Greenaway Medal

**ground fault circuit interrupter** GFCI. An electrical wiring device that disconnects the power supply to protect against a potential fatal electric shock

**groupware** Software that supports more than one user working on related tasks

**GUI** Pronounced “gooey”. See graphical user interface

**guidebook** A reference book that provides useful information for travellers, tourists, etc.

**Guild of Book Workers** U.S. organization for all the crafts involved with the production of fine books, founded in 1906

<http://palimpsest.stanford.edu/byorg/gbw/>

## [H]

**hacker** A person who writes programs in assembly or a system-level language. Often used synonymously with “cracker”, a person who performs an illegal act. Cf cracker

**hagiographer** 1. A person who writes about the lives of saints.  
2. An excessively deferential writer

**hagiography** 1. A written account of the life of a saint.  
2. The branch of literature concerned with the lives of saints.  
3. Inappropriately deferential writing

**half title** Also bastard title, fly-title. The brief title of a book that appears on the leaf preceding the title page

**half yearly** See semiannual

**handbill** A sheet of paper on which an advertisement or announcement is printed, distributed by hand

**handbook** A concise ready reference source of information for a particular field of knowledge

**Hansard** The official report of proceedings in a parliament

**Hans Christian Andersen Awards** Awards made every two years by the International Board on Books for Young People (IBBY) to a living author and a living illustrator who have made a lasting contribution to children’s literature

**hardback, hard bound** See hard cover

**hard copy** A printed version of an electronic document, graphic, etc.

**hard cover** Also cased, hardback, hard bound. Bound in cloth- or paper-covered boards. Cf paperback

**hard disk** Rigid magnetic disk, usually built into a computer, that stores a large amount of data

**hardware** 1. Audiovisual equipment—e.g., slide projector, 16mm projector, etc.  
2. Computer equipment—e.g., computer, monitor, keyboard, etc. Cf software



**Harvest** A system providing a software architecture for gathering, indexing, and accessing Internet information

**Haycock Award** See CLA/Ken Haycock Award for Promoting Librarianship, Ken Haycock Award for Promoting Librarianship

**head** 1. An electromagnet in an audio or video recorder that magnetizes, demagnetizes, or “reads” the magnetic pattern on audio or video tape.

2. The margin at the top of a page

**heading** 1. A name, word, or phrase at the top of a catalog entry to provide an access point.

2. A word or phrase at the top of a section of a printed work

**help desk** See enquiry desk

**Her Majesty’s Stationery Office** HMSO. The British Government publishing agency

**hertz** A unit of measurement of electrical vibrations. One hertz equals one cycle per second

**hierarchical classification** Classification in which the division of subjects is from the most general to the most specific—e.g., Dewey Decimal Classification

**hierarchy** 1. The ranked order of subjects in a classification scheme.

2. The order of subordinate bodies in a multilevel corporate body

**high resolution** Better image quality produced by increasing the number of pixels (on a computer screen) or dots per inch (on a printer)

**Highsmith Library Innovation Award** An annual cash award to recognize a public library’s innovative and creative program or service

**Highsmith Research Grant** See AASL/Highsmith Research Grant

**History Section** HS. A section of the Reference and User Services Association of ALA that represents the subject interests of reference librarians, archivists, bibliographers, genealogists, historians, and others engaged in historical research

- hit** 1. The location of a relevant item in a computer database.  
2. A match in a search for a bibliographic record

**HMSO** See Her Majesty's Stationery Office

**Hoduski Founders Award** See Bernadine Abbott Hoduski Founders Award

**hold** Item taken from the shelves and held for a period for a client

**holdings** Stock of a library or information centre

**holdings note** Information about the stock of a library or information centre, usually found in a catalog

**holdings policy** Also keeping policy. A library's policy on the length of time, location, disposal, etc., of library material, especially serials

**home page** 1. A starting screen on the Web with links to other related pages.

2. The first page of a website.

3. Your own personalized page on the Web

**homonym** A word that sounds the same as another, and may be spelt the same but has a different meaning—e.g., bow (bending the body) / bow (front of a ship); hare / hair. Cf antonym, synonym

**Hornback Scholarship** See Miriam L. Hornback Scholarship

**host** 1. A computer on the Internet that functions as the beginning and end point of data transfers.

2. A computer that performs centralized functions, like making programs and files available to other computers

**hostname** The name given to a computer on a network

**hot key** The key or combination of keys that activates a function in the computer, whatever else is currently running

**hot link** 1. A link from one document to another, to enable the user to access or copy information.

2. A connection between programs so that when information in one file or database is changed, related information in other files and databases is also updated

**hot spot** An image on a Web page that links to another file or document

**house organ** A newsletter or magazine issued by an organization for the information of its employees or clients

**house style** A publisher's particular standards of word usage, abbreviations, citations, punctuation, etc.

**Howard Award** See Paul Howard Award for Courage

**Hoy Scholarship** See Christopher J. Hoy/ERT Scholarship

**HRDR** See Office for Human Resource Development and Recruitment

**HTML** Hypertext mark-up language. The standard language used to create and mount documents on the World Wide Web

**HTTP** Hypertext transfer protocol. The Internet standard that defines how a Web server responds to requests for files

**hub** 1. A central controlling site for a computer network.

2. Also clamping area. The area around the central hole of a CD or DVD

**Hugh C. Atkinson Award** An award to recognize outstanding accomplishments of an academic librarian in library automation, library management, and/or library development research

**H.W. Wilson Library Staff Development Grant** See Wilson Library Staff Development Grant

**H.W. Wilson Scholarship** An annual scholarship awarded on the basis of academic, leadership, and potential professional merits to a Canadian citizen or landed immigrant entering an accredited library school

**hybrid** Able to be used on more than one operating system

**hyperlink** Also hypertext. A link between one object (text or graphic) and another. Most common on the Web, but also in other computer programs

**hypermedia** Information, including text, graphics, audio, and animation, linked together so that users can move from one to another

**hypertext** See hyperlink

**Hypertext Mark-up Language** See HTML

**Hypertext Transfer Protocol** See HTTP

## [I]

**IASC** See Indexing & Abstracting Society of Canada

**IASL** See International Association of School Librarianship

**IATUL** See International Association of Technological University Libraries

**IBBY** See International Board on Books for Young People

**ibid.** Abbreviation for Latin *ibidem* (in the same place). Used in a footnote to avoid repeating the title of the work immediately above

**ICA** See International Council on Archives

**ICAN** See Interlibrary Cooperation and Networking Section

**ICC** See Issues and Concerns Cluster

**ICML** See International Congress on Medical Librarianship

**ICOLC** See International Coalition of Library Consortia

**icon** A small graphic on a computer screen that represents a program, file, etc.

**identifier** A string of characters used to identify a resource uniquely—e.g., an ISBN, a URL

**ideogram, ideograph** A picture or symbol representing an object or idea directly, and not its name or sound—e.g., Egyptian hieroglyphics, Chinese and Japanese characters

**IDRC** See International Development Research Centre

**IETF** See Internet Engineering Task Force

**IFCS** See International Federation of Classification Societies

**IFIP** See International Federation for Information Processing

**IFLA** See International Federation of Library Associations and Institutions

**IFRT** See Intellectual Freedom Round Table

**IIPA** See International Intellectual Property Alliance

**ILEX** See Independent Librarians' Exchange

**ILL** See interlibrary loan

**illiteracy** The inability to read and write

**illuminated** 1. Decorated by hand with elaborate designs in gold, silver and colors.

2. Lit up

**illustration** A picture, photograph, etc., that clarifies or decorates a text

**illustrator** A person who creates visual material to clarify or decorate text

**ILMS, ILS** See integrated library management system

**image retrieval system** A system that stores images of documents or pictures in machine-readable form, and enables them to be retrieved via access points such as title and subject

**imaging** Creating an electronic image of a picture or text by scanning or photographing it

**IMIA** See International Medical Informatics Association

**Immroth Award** See John Phillip Immroth Memorial Award

**imperfection** A printing or binding defect in a book, e.g., some pages missing

**import** (v) To bring data or files from one computer application or system into another. (n) A publication brought in from another country

**impression** All copies of an edition of a work printed at one time

**imprint** Publication details—place, publisher, date of publication

**incremental budgeting** Financial planning that bids for funds based on the previous year's allocation for particular tasks and expectations of what will be needed in the coming year

**incunabula** Books printed before 1500

**independent librarian** A library service provider who works outside a traditional library setting

**Independent Librarians' Exchange** ILEX. A section of the Association of Specialized and Cooperative Library Agencies of ALA that supports members who work outside traditional library settings

**Independent Schools Section** ISS. A section of the American Association of School Librarians of ALA concerned with nonpublic school librarianship

**index** 1. An alphabetical list of terms or topics in a work, usually found at the back.

2. A systematically arranged list that indicates the contents of a document or group of documents

**indexer** A person who creates back-of-book, database, and/or magazine indexes

**Indexing Society of Canada / Société canadienne d'indexation** ISC/SCI. Professional organization of indexers  
<http://www.indexers.ca/>

**indexing data** See citation data

**indexing service** A periodical publication or database that systematically indexes the contents of periodical and sometimes other publications

**index map** A map that shows the geographic coverage of a set of other maps. Cf map index

**indicator** A character that gives additional information about a field in a MARC record—e.g., the first indicator 1 added to the tag 245 shows that a title added entry is to be made

**indicator count** The number of indicators in each variable data field. In MARC records it is always 2

**industry competency standard** A grouping of units of competency that expresses the requirements to be competent at a variety of levels in a particular industry

**informatics** The study of the structure and properties of information. Cf information science

**information** Knowledge in any field, gained by experience or instruction

**information agency** An organization that provides access to information—e.g., a library, an archive

**information broker** A person or organization that searches for information on behalf of another person

**information desk** See enquiry desk

**information highway** See information superhighway

**information literacy** The ability to find, organize, evaluate, and use information

**information policy** A plan for provision of and access to information in an organization or region

**information professional** A term including librarians, archivists, and records managers, suggesting a broad range of skills and functions

**Information Resource Management Association of Canada**

IRMAC. An association of information management professionals devoted to sharing and disseminating ideas relating to data and information management

<http://www.irmac.ca/>

**information retrieval** Finding information in a library, collection, or database

**information science** The study of the methods and means by which information is processed and conveyed. Cf informatics

**information superhighway** A collection of electronic networks that provide access to many databases. Usually refers to the Internet

**information technology** IT. The acquisition, processing, storage, and dissemination of information by means of computers and telecommunications



**Information Technology Association of Canada / Association canadienne de la technologie de l'information** ITAC/ACTI. A

national association for the information technology industry, fostering industry development and professional networking

<http://www.itac.ca/>

**Information Technology Pathfinder Award** See AASL Information Technology Pathfinder Award

**information theory** The systematic analysis of information, including its nature and flow

**Information Today Library of the Future Award** An annual ALA award to a library, library consortium, group of librarians, or support organization, for information technology training programs for library patrons

**infrastructure** The physical or organizational support of a system, development, or application

**Ingenta** A company that facilitates online publishing activity, and provides comprehensive online document delivery and acquisition services

<http://www.ingentaconnect.com>

**in-house system** An information system established within an organization to meet the needs of its own staff

**initial** The first, uppercase letter of a word

**initial article** The word that introduces a noun at the beginning of a title—e.g., the, a, an

**initialism** See acronym

**ink-jet printer** Also bubble-jet printer. A printer that sprays ink from jet nozzles onto the paper. Cf dot matrix printer, laser printer

**in press** In the process of being printed

**in print** Available for purchase from the publisher

**in process** Received but not ready to be used or borrowed because it has not yet been cataloged and end-processed

**in-process file** A file of items received by a library and not yet available to users

**in progress** Used to indicate that a serial or multivolume work is incomplete as further volumes or parts are expected to be published

**input** (n) Information supplied to a computer for storage or processing.  
(v) To add information to a computer or computer system

**insert** Loose material slipped into a bound publication

**inset** A smaller picture, map, etc., printed within the border of a larger one

**instalment, installment** One part of a work published serially

**Instruction Section IS.** A section of the Association of College and Research Libraries of ALA concerned with advancing information literacy in higher education

**integrated library management system, integrated library system** ILMS, ILS. An automated package of library services that contains several functions such as circulation, cataloging, etc.

**Integrated Services Digital Network** ISDN. Special connections that allow high bandwidth telephone lines to transmit large amounts of data rapidly, using digital instead of analog signals

**integrated shelving** Also intershelving. All library materials regardless of their format are shelved in one sequence

**integrating resource** A bibliographic resource that is changed by being updated; some are intended to continue indefinitely—e.g., a loose-leaf set of rules that need to be kept up-to-date; some are finite—e.g., a website for the 2008 Olympic Games

**intellectual freedom** The right of any person to read or express views that may be unpopular or offensive to others

**Intellectual Freedom Award** Award to a member of the American Association of School Librarians of ALA for upholding the principles of intellectual freedom

**Intellectual Freedom Round Table** IFRT. A group within ALA concerned with the intellectual freedom of libraries and librarians

**intellectual property** IP. Original creative work, which is protected under copyright and patent laws

**intelligent system** A system that communicates with, selects options from, and responds to, its environment

**intelligent terminal** A terminal that can be programmed to perform a variety of processing tasks. Cf dumb terminal

**item identifier** A code (e.g., ISBN) which uniquely identifies a record

**interactive** A medium or process in which the user communicates directly with the computer

**interface** Electronic communication between two computers, between a computer and a peripheral device (e.g., a printer), or between a computer and a user

**Interlibrary Cooperation and Networking Section** ICAN. A section of the Association of Specialized and Cooperative Library Agencies of ALA that coordinates cooperatives, multitype library systems, and information networks to provide a nationwide information system that equalizes access to information resources

**interlibrary loan** ILL. 1. A loan made by one library to another for the use of an individual.

2. Provision of a photocopy of a work or part of a work by one library to another for the use of an individual

**Interlibrary Loan Protocol** ISO10160/10161. An international standard for interlibrary loan transactions between libraries and document suppliers

**Interlibrary Loan Protocol Implementors' Group** IPIG. An international group working to implement ISO10160/10161 as a standard for interlibrary loan transactions

**intermediary** A person or software program which assists an end-user to select databases, formulate useful queries in correct syntax, and evaluate the relevance of the information retrieved

**International Association of Libraries and Museums of the Performing Arts / Société Internationale des Bibliothèques et des Musées des Arts du Spectacle** An organization founded in 1954 concerned with the documentation of the performing arts, including the development of reference works  
<http://www.sibmas.org/>

**International Association of School Librarianship** IASL. International forum for the promotion of effective school library media programs in the educational process  
<http://www.iasl-slo.org/>

**International Association of Technological University Libraries** IATUL. A worldwide skill-sharing network of technological university libraries, also providing professional services for members  
<http://www.iatul.org/>

**International Board on Books for Young People** IBBY. International organization founded in 1953 to promote international understanding through children's books. National sections work within their own countries to promote children's books  
<http://www.ibby.org/>

**International Coalition of Library Consortia** ICOLC. An informal group of higher education consortia that serves as an information resource about new technologies, electronic services, pricing, and related issues  
<http://www.library.yale.edu/consortia/index.html>

**International Conference on the Principles and Future Development of AACR, Toronto, Canada, 1997** Toronto Conference, that made recommendations to the Joint Steering Committee of AACR about priorities for revising AACR

**International Congress on Medical Librarianship** ICML. A body established in 1953 to facilitate the flow of information and ideas in health sciences librarianship  
<http://www.icml.org/>

**international copyright** Copyright protection for works published outside a country, governed by international copyright law and international agreements

**International Council on Archives / Conseil international des Archives** ICA/CIA. The professional organization for the world archival community concerned with the preservation, development, and use of the world's archival heritage  
<http://www.ica.org/>

**International Development Research Centre** IDRC. A public corporation created by the Canadian government to help communities in the developing world find solutions to social, economic, and environmental problems through research <http://www.idrc.ca/>

**International Federation for Information and Documentation / Fédération Internationale d'Information et de Documentation** FID. Founded to organize, coordinate, and promote the study and practice of documentation. The development of Universal Decimal Classification is a major activity

**International Federation for Information Processing** IFIP. A nongovernmental, nonprofit umbrella organization for national societies working in the field of information processing, established in 1960 under the auspices of UNESCO  
<http://www.ifip.or.at/>

**International Federation of Classification Societies** IFCS. A group of national, regional, and language-based classification societies founded in 1985 to further classification research  
<http://www.classification-society.org/>

**International Federation of Film Archives** FIAF. An association of the world's leading film archives founded in 1938 to ensure the proper preservation and showing of motion pictures  
<http://www.fiafnet.org/>

**International Federation of Library Associations and Institutions** IFLA. International organization founded in 1927 to promote international cooperation and development in all fields of library and information service activities  
<http://www.ifla.org/>

**International Federation of Television Archives** FIAT/IFTA. A nonprofit professional association set up in 1977 to encourage cooperation among members concerned with the collection, preservation, and exploitation of moving image and recorded sound materials and associated documentation  
<http://www.fiatifta.org/>

**International Indigenous Librarians' Forum** An international forum held every two years to enable indigenous librarians and information workers from all parts of the world to discuss the information needs and aspirations of their people  
<http://www.4iilf.org/>

**International Intellectual Property Alliance** IIPA. A coalition of U.S. trade associations formed to improve international protection of copyrighted materials  
<http://www.iipa.com/>

**International Literacy Day** 8 September each year, established by UNESCO to promote awareness of the value of literacy  
<http://www.un.org/depts/dhl/literacy/>

**International Medical Informatics Association** IMIA. An organization advancing health information exchange and promoting informatics in healthcare and biomedical research  
<http://www.imia.org/>

**International Organization for Standardization** ISO. A network of national standards institutes that coordinates the development of international standards  
<http://www.iso.org/>

**International PEN** An organization founded in 1921 with centers in many countries that lobby governments internationally for freedom of expression and for the release of persecuted writers  
<http://www.internationalpen.org.uk/>

**International Programme for the Development of Communication** IPDC. A UNESCO program aimed at strengthening mass communication in developing countries; developing technical and human resources; and fostering pluralism and independence of media, democracy, and human rights  
<http://www.unesco.org/webworld/ipdc/>

**International Relations Office** IRO. The office of the American Library Association that is the focal point for ALA's international concerns

**International Relations Round Table** IRRT. A group within the American Library Association concerned with international library relations and activities

**International Serials Data System** ISDS. A network of national centers sponsored by UNESCO, that allocate an ISSN to each serial publication

**International Society for Knowledge Organization** ISKO. Founded in 1989, an international interdisciplinary society for the organization of knowledge, that aims to advance conceptual work in knowledge organization in all forms, such as databases, libraries, dictionaries, and the Internet  
<http://www.isko.org/>

**International Standard Bibliographic Description** ISBD. Standard set of bibliographic elements in standard order and with standard punctuation, published by the International Federation of Library Associations and Institutions (IFLA)

**International Standard Book Number** ISBN. A number intended to be unique, assigned by an agency in each country to all books and pamphlets, book readings on cassette, microfiches, computer software, and multimedia kits containing printed material. Originally ten digits, now thirteen; identifies the publisher, language, and title. Adopted internationally in 1969  
<http://www.isbn.org/>

**International Standard Music Number** ISMN. An internationally recognized number assigned to printed music by the International Standard Music Number Agency in Berlin

**International Standard Serial Number** ISSN. An internationally recognized number assigned to each serial publication by the International Serials Data System

**International Storytelling Center** A U.S.-based organization that promotes the power of storytelling and its creative applications  
<http://www.storytellingcenter.net/>

**International Telecommunication Union** ITU. An international organization within which governments and the private sector coordinate global telecom networks and services  
<http://www.itu.int/>

**Internet** Also Net. A world-wide network of computer networks, linked together

**Internet address** 1. URL of a website, FTP site, etc.—e.g.,  
[www.redcross.org](http://www.redcross.org).  
2. Email address of an individual—e.g., [marymortimer@redcross.org](mailto:marymortimer@redcross.org). Cf IP address

**Internet Engineering Task Force** IETF. An international group that carries out experimental and developmental work on the Internet  
<http://www.ietf.org>

**Internet Explorer** A Web browser—that is, computer software that enables users to browse the World Wide Web, and move from one site, document, etc., to another  
<http://www.microsoft.com/windows/ie/>



**Internet Protocol** IP. The way information is routed through the Internet

**Internet Relay Chat** IRC. Software that allows you to “chat” with one or more persons via the Internet, by sending and receiving messages in real time

**Internet Service Provider** ISP. An organization that enables a user to connect to the Internet, usually for a fee

**Internet Society** ISOC. The international organization for global coordination and cooperation on the Internet  
<http://www.isoc.org/>

**internship** A period of supervised training in a workplace, complementing formal education with practical experience

**interoperability** The ability of computers to communicate with each other using a common set of protocols

**intershelving** See integrated shelving

**intranet** An electronic network that operates within an organization

**introduction** A preliminary section that introduces a work

**inventory** 1. Also stocktaking. Checking the items in the collection against the complete record of the library’s holdings.

2. Checking library property such as furniture and equipment against a register to identify missing items.

3. The list itself

**inverted heading** A heading in which normal word order is reversed, to bring the most significant word to the front—e.g., *Cooking, Chinese*

**inverted title** A book title in which the most significant word or phrase is moved to the front in an index—e.g., *Middle Ages, History of the*

**invisible Web** See deep Web

**invoice** A document that a dealer sends to a purchaser, itemizing the order and the amount owed

**IP** See intellectual property, Internet Protocol

**IP address** The physical address of a client or server computer attached to a network governed by the TCP/IP protocol, written as four sets of numbers separated by periods—e.g., 201.6.91.47. Cf Internet address

**IPDC** See International Programme for the Development of Communication

**IPIG** See Interlibrary Loan Protocol Implementors' Group

**IRC** See Internet Relay Chat

**IRMAC** See Information Resource Management Association of Canada

**IRO** See International Relations Office

**IRRT** See International Relations Round Table

**IS** See Instruction Section

**ISAD(G)** See General International Standard Archival Description

**Isadore Gilbert Mudge-R.R. Bowker Award** An annual award to an individual who has made a distinguished contribution to reference librarianship

**ISBD** See International Standard Bibliographic Description

**ISBN** See International Standard Book Number

**ISDN** See Integrated Services Digital Network

**ISDS** See International Serials Data System

**ISKO** See International Society for Knowledge Organization

**ISMN** See International Standard Music Number

**ISO** See International Organization for Standardization

**ISO10160/10161** See Interlibrary Loan Protocol

**ISOC** See Internet Society

**ISP** See Internet Service Provider

**ISS** See Independent Schools Section

**ISSN** See International Standard Serial Number

**issue** (n) A single copy of a serial title. (v) 1. To produce printed material for sale or distribution.

2. To lend an item

**issue date** The year and/or date, month(s), or season of a particular issue of a serial—e.g., January-March 2002

**issue desk** See circulation desk

**issue number** The number by which a particular issue of a serial is identified—e.g., Issue 46

**Issues and Concerns Cluster** ICC. A group of the Public Library Association of ALA that focuses on activities that serve the library profession as a whole, such as reviewing legislation, intellectual freedom, publications, and research

**IT** See information technology

**ITAC** See Information Technology Association of Canada

**ITAL** See Information Technology and Libraries

**item** Used in Functional Requirements for Bibliographic Records. A single instance of a manifestation—e.g., a DVD of Shakespeare's *Hamlet* with teaching notes. Cf expression, manifestation, work

**item identifier** A code (e.g., ISBN) that uniquely identifies an item or a record

**ITS•MARC** An online database of MARC records available from The Library Corporation

<http://www.itsmarc.com>

**ITU** See International Telecommunication Union

## [J]

**jacket** See dust jacket

**Jackie Eubanks Memorial Award** An award to honor outstanding achievement in promoting the acquisition and use of alternative media in libraries

**JACKPHY** Japanese, Arabic, Chinese, Korean, Persian, Hindu, Yiddish. Languages not using roman alphabets

**James Bennett Childs Award** An award to an individual for distinguished lifetime contributions to government-documents librarianship

**James Madison Award** Annual ALA recognition of individuals or groups that have championed access to government information and the public's right to know

**jargon** The terminology of a profession or group

**Java** A full programming language designed to generate applications that can run on all hardware platforms

**JavaScript** A very simple programming language based on Java and used by nonprogrammers to write small programs (applets) to add features to their websites

**Jaz disk** A portable computer disk that stores 1-2 gigabytes of data

**Jaz drive** A portable computer drive used to read a Jaz disk

**Jesse H. Shera Awards for Distinguished Published Research, for the Support of Dissertation Research** Awards for outstanding research articles or proposals related to libraries

**jewel case** A clear plastic hinged container used to house a CD or DVD

**jobber** Also wholesaler. A wholesale bookseller who supplies books and other material to retailers and libraries

**John Ames Humphry/OCLC/Forest Press Award** An ALA award to an individual for contributions to international librarianship

**John Cotton Dana Library Public Relations Award** An ALA award honoring outstanding achievement in library public relations

**John Newbery Medal** See Newbery Medal

**John Phillip Immroth Memorial Award** An ALA award to honor intellectual freedom fighters in and outside the library profession who have demonstrated remarkable personal courage in resisting censorship

**John Sessions Memorial Award** An annual ALA award to a library or library system to honor significant work with the labor community and to recognize the history and contributions of the labor movement

**John Steptoe Award for New Talent** Formerly Genesis Award. An ALA award to an African American writer or illustrator at the beginning of his/her career

**joint author** Also coauthor. A writer who collaborates with one or more others in writing a work

**Joint Photographic Experts Group graphic** See JPEG graphic

**joint pseudonym** The use of a single pseudonym by two or more authors writing together

**Joint Steering Committee for Revision of Anglo-American Cataloging Rules JSC.** The committee of representatives of the American Library Association, the Australian Committee on Cataloging, the British Library, the Canadian Committee on Cataloging, CILIP (Chartered Institute of Library and Information Professionals), and the Library of Congress that maintains the Anglo-American Cataloging Rules

<http://www.collectionscanada.ca/jsc/>

**joint-use library** A library that serves more than one user community—e.g., a joint school and public library

**Joseph W. Lippincott Award** An annual ALA award to a librarian for distinguished service to the profession

**Josey Scholarship Award** See E.J. Josey Scholarship Award

**journal** 1. A periodical issued by an institution, corporation, or learned society containing current information and reports of activities or works in a particular field.

2. Also diary. A record of events, experiences, thoughts, and observations kept regularly by an individual for personal use

**journal circulation list** A list of users to whom a journal is to be sent, in the order decided by the library

**JPEG graphic** Joint Photographic Experts Group graphic. Pronounced jay-peg. A format widely used to encode and exchange graphics files on the Internet, producing good quality graphical reproduction with high compression ratios

**JSC** See Joint Steering Committee for Revision of AACR

**JSTOR** A database of backfiles of core academic journals in humanities and social sciences

<http://www.jstor.org>

**Justin Winsor Prize** An ALA award for an outstanding essay embodying original historical research on a significant subject of library history

**juvenile collection** Material for children separated from the main collection

**juvenilia** Works produced in an author's or artist's youth

## [K]

**Kate Greenaway Medal** An annual award by CILIP (the Chartered Institute of Library and Information Professionals), initiated in 1955, for outstanding illustration in a book for children  
<http://www.carnegiegreenaway.org.uk/>

**Katharine Kyes Leab and Daniel J. Leab American Book Prices Current Exhibition Catalogue Awards** ALA awards for outstanding catalogs by American or Canadian institutions in conjunction with exhibitions of books and/or manuscripts

**KB** See kilobyte

**keeping policy** See holdings policy

**Ken Haycock Award for Promoting Librarianship** Formerly Herbert and Virginia White Award. An ALA award to honor an individual for contributing to the public recognition of librarianship through performance, teaching and/or writing

**keyboard** An input device for a computer, by means of which the user enters letters, numbers, and some symbols

**key competencies** Skills essential for effective participation in the workforce. They apply to work generally rather than to specific occupations or industries

**keystone effect** The distorted shape of a projected image when the projector is not at right angles to the screen

**keystroke** A single press of a key on the keyboard

**key-title** The unique name given to a serial by the International Serials Data System (ISDS)

**keyword** A significant term, used in searching a database, the Web, etc. to find items containing the term. Cf stop word

**keyword in context** See KWIC

**Keyword in Series Title** KIST. A keyword index to serials held in the British Library

**keyword out of context** See KWOC

**K.G. Saur Award for Best *College & Research Libraries* Article**

An award to recognize and reward the most outstanding article published in *College & Research Libraries*

**kick stool** A library stool designed to roll along easily but lock in position when someone stands or sits on it

**Kilgour Award for Research in Library and Information**

**Technology** See Frederick G. Kilgour Award for Research in Library and Information Technology

**kilobyte** Also KB, Kbyte, K-byte. About a thousand (exactly 1024) bytes

**Kinetica** See *Libraries Australia*

**KIST** See Keyword in Series Title

**kit** An item containing more than one kind of material, none of which is predominant—e.g., a set of slides and an audiocassette

**knowledge** Understanding gained through study or experience

**knowledge management** Capturing, storing, sharing, and using the knowledge of the members of an organization; commonly makes use of an Intranet

**Kohlstedt Exhibit Award** An award for the best single, multiple, or island booth display at an ALA Annual Conference

**KWIC** Keyword in context. A listing, usually of document titles, with the most significant word in each title arranged in alphabetical order, with all the other words in the title in their place

**KWOC** Keyword out of context. A listing, usually of document titles, with the most significant word in each title arranged in alphabetical order, with the word by which the list is arranged out of place in the title (often on a separate line)



## [L]

**LA** See CILIP

**lacuna** (Plural lacunae) 1. A gap in a library collection which the library seeks to fill.

2. A missing portion of a manuscript or text

**LAMA** See Library Administration and Management Association

**lamination** Applying a sheet of plastic to the surface of paper or cardboard by heat or pressure

**LAN** See local area network

**land** The area between the pits on an optical disk, such as a CD-ROM or DVD

**Lange/CQ Award** See Marta Lange/CQ Award

**language dictionary** A dictionary that lists words in one language with corresponding words in another

**laptop** Also notebook. A portable personal computer, usually with a built-in keyboard, pointing device (e.g., touchpad or pointing stick), and screen

**Larew Memorial Scholarship** See Christian Larew Memorial Scholarship

**large print** Materials that are published in a larger than usual print for people who are visually impaired

**laser beam** Light Amplification by the Stimulated Emission of Radiation. A narrow high-energy light beam

**LaserDisc** Also video disc. A 12-inch-diameter optical disk used for motion pictures and interactive training and games. Superseded by DVD

**laser printer** A high-speed, high-resolution printer that uses a light beam to transfer images. Cf dot matrix printer, ink-jet printer

**Laura Ingalls Wilder Medal** An award made every three years to an author or illustrator whose books published in the U.S. have made a substantial and lasting contribution to literature for children

**Law and Political Science Section** LPSS. A section of the Association of College and Research Libraries of ALA that represents law and political science librarians

**law library** A special library that specializes in materials for legal studies

**layout** (n) The style of presentation of a printed publication or online document. (v) To prepare copy for typesetting, or for presenting on the screen

**Lazerow Fellowship** See Samuel Lazerow Fellowship for Research in Collections and Technical Services in Academic and Research Libraries

**LC** See Library of Congress

**LCC** See Library of Congress Classification

**LCD panel** Liquid crystal display panel. Also projection panel. Placed on an overhead projector, it enables the display of a computer to be projected

**LCMARC** Library of Congress machine-readable cataloging format

**LCNA** See Library of Congress Authorities

**LCSH** See Library of Congress Subject Headings

**LDAP** Lightweight Directory Access Protocol. An Internet standard for directory services

**LDC** See Library Development Cluster

**Leab Awards** See Katharine Kyes Leab and Daniel J. Leab American Book Prices Current Exhibition Catalogue Awards

**leader** Top line of a MARC record that gives information about the record to the computer program that processes it

**Leadership in Library Acquisitions Award** An annual ALA award to recognize the outstanding leadership of an individual to the field of acquisitions librarianship

**lead-in vocabulary** Cross-references in a subject thesaurus which direct the user from related terms to a designated subject heading

**leaf** A sheet of paper consisting of two pages, one on each side

**leaflet** A small or folded publication, usually distributed free

**learning resources center** LRC. See media center

**leased line** See dedicated line

**legal deposit** The law that obliges publishers to deposit copies of their publications in libraries in the country and state/province in which they are published, including the national library and other libraries designated in the legislation

**Legal Deposit Libraries Shared Cataloging Programme** A program managed by the British Library to share cataloging among the six British and Irish legal deposit libraries

<http://www.bl.uk/services/bibliographic/clscp.html>

**legend** 1. Bytes 6-9 of the USMARC leader.

2. A visual aid that explains to the reader the symbols used in an atlas or on a map.

3. The title or caption printed below an illustration

**legibility** The degree to which text is easy to read

**legislative library** A library that provides materials and services to support the work of a state or provincial legislature. Cf parliamentary library

**legislative reference service** A government agency—e.g., Congressional Research Services (U.S.), the Parliamentary Research Branch (Canada)—that provides research assistance to legislatures and other government agencies

**Leisner Scholarship** See Tony B. Leisner Scholarship

**lending right** See educational lending right, public lending right

**lens** A piece of glass or plastic with a set of curved surfaces that is used to magnify an image or text

**lenticular screen** Type of screen made of beads that reflects images very effectively with limited light

**LeRoy C. Merritt Humanitarian Fund** A trust devoted to the support, medical care, and welfare of librarians who are discriminated against

**LES** See Literatures in English Section

**letter-by-letter alphabetization** Strict alphabetical order ignoring word breaks—e.g., Newbery before New England. Cf word-by-word alphabetization

**level of description** The amount of detail in a bibliographic record

**lexicography** Creating a dictionary or glossary

**lexicology** The study of the origins, form, and meaning of words

**lexicon** A dictionary, most often of ancient languages

**LEXIS-NEXIS** Online legal, news, and business information service  
<http://www.lexis-nexis.com>

**LHRT** See Library History Round Table

**LIANZA** See Library and Information Association of New Zealand  
Aotearoa / Te Rau Herenga o Aotearoa

**LibDex** A worldwide directory of library homepages, web-based OPACs, Friends of the Library pages, and library e-commerce affiliate links  
<http://www.libdex.com/>

**LIBER** Ligue des Bibliothèques Européennes de Recherche. The principal association of the major research libraries of Europe, founded in 1971 under the auspices of the Council of Europe  
<http://www.kb.dk/liber/>

**librarian** A person with a library qualification recognized as professional by the relevant library association, or performing work at a professional level

**librarianship** The profession of the people who staff libraries, and the management of libraries and library services

**Libraries Australia** An Internet-based service that provides access to the national database of material held in Australian libraries  
<http://www.nla.gov.au/librariesaustralia/>

**Libraries Serving Special Populations Section** LSSPS. A section of the Association of Specialized and Cooperative Library Agencies concerned with library service for people who are blind, physically handicapped, deaf, developmentally disabled, impaired elderly, in prisons or in health care facilities, or confined in other institutions

**library** 1. A collection of books and other materials for reading, study, or reference.

2. A place housing a collection of materials for reading, study, or reference, and from which to borrow

**library administration** 1. Managing a library, including policy-making, budgeting, and personnel management.

2. The people responsible for managing a library, usually the library director and senior staff

**Library Administration and Management Association** LAMA. The division of ALA concerned with encouraging and nurturing library leaders, and promoting outstanding leadership and management  
<http://www.ala.org/lama/>

**Library and Information Association of New Zealand Aotearoa / Te Rau Herenga o Aotearoa** LIANZA. The professional body in New Zealand for those engaged in librarianship and information management  
<http://www.lianza.org.nz>

**Library and Information Science Abstracts** LISA. An international abstracting and indexing tool designed for library professionals and other information specialists

**Library and Information Technology Association** LITA. The division of ALA concerned with the design, development, and implementation of automated and technological systems  
<http://www.lita.org/>

**Library Association** See CILIP

**Library Bill of Rights** The affirmation by ALA that all libraries are forums for information and ideas, and that they should embody the principles of free expression, free access and non-discrimination

**library binding** A durable form of binding

**library board** An advisory committee attached to a public or academic library, representing its primary user group(s)—e.g., tax payers or university members

**Library Buildings Award** See AIA/ALA Library Buildings Award

**library card** Also borrower's card. A paper or plastic card that shows that a registered borrower is entitled to check out materials from a library

**library collection** The sum of books and materials owned by a library

**library consortium** A group of libraries with a shared interest, which usually share resources

**library culture** The values informing a particular library or library system

**Library Development Cluster** LDC. A group of the Public Library Association that focuses on the working activities of public librarians

**library director** The person responsible for the operations of a library

**library district** 1. An area in which the citizens vote to accept a local tax in support of a public library.

2. One of the areas into which a state or province is divided in order to administer its libraries

**library education** 1. Teaching programs leading to a professional or paraprofessional qualification in library science.

2. See bibliographic instruction

**library extension activities** Activities aimed at people who do not have access to a library—e.g., storytelling to children

**Library History Round Table** LHRT. A group within ALA concerned with historical issues in librarianship

**library instruction** See bibliographic instruction

**Library Instruction Round Table** LIRT. A group within ALA concerned with instruction in the use of libraries and information

**Library Journal** A U.S. journal for librarians, that includes news, feature articles, analyses of trends, and reviews of materials for library collections

**Library Literature & Information Science Full Text** An indexing service to the literature of library science, produced by H.W. Wilson

**library management system** See integrated library management system

**Library Mosaics** Bimonthly publication of the Council on Library/Media Technicians

**Library of Congress** LC. The library of the U.S. Congress; the de facto national library of the United States  
<http://www.loc.gov/>

**Library of Congress Authorities** Online source of authorized subject, name, title and name/title headings  
<http://authorities.loc.gov/>

**Library of Congress Classification** LCC. A classification scheme developed by the Library of Congress, using numbers and letters  
<http://www.loc.gov/cds/classif.html>

**Library of Congress Name Authorities** See Library of Congress Authorities

**Library of Congress Subject Headings** LCSH. The authoritative list of subject headings compiled and maintained by the Library of Congress  
<http://www.loc.gov/cds/lcsh.html>

**Library Organization and Management Section** LOMS. A section of the Library Administration and Management Association of ALA concerned with efficient operations in all types of libraries

**library orientation** See bibliographic instruction

**Library Research Round Table** LRRT. An ALA group focusing on library research

**library school** A school or department granting degrees and/or diplomas that are recognized qualifications for professional positions in libraries or related institutions

**library science** Also librarianship. The principles, practice, and study of the work of libraries and information agencies, including their history and future development

**Library Service to Developmentally Disabled Persons Forum** A group within the Libraries Serving Special Populations Section of the Association of Specialized and Cooperative Library Agencies concerned with library services to developmentally disabled persons

**Library Service to People with Visual or Physical Disabilities Forum** A group within the Libraries Serving Special Populations Section of the Association of Specialized and Cooperative Library Agencies concerned with library service to those unable to read or use standard printed materials

**Library Service to Prisoners Forum** A group within the Libraries Serving Special Populations Section of the Association of Specialized and Cooperative Library Agencies focusing on the information needs of prisoners and correctional staff

**Library Service to the Deaf Forum** A group within the Libraries Serving Special Populations Section of the Association of Specialized and Cooperative Library Agencies of ALA focusing on library and information service to deaf persons

**Library Service to the Impaired Elderly Forum** A group within the Libraries Serving Special Populations Section of the Association of Specialized and Cooperative Library Agencies of ALA concerned with library service to the impaired elderly, including those with physical handicaps, emotional problems, those in institutions, in group living situations, and the homebound

**Library Services and Technology Act** LSTA. An Act which replaced the Library Services and Construction Act (LSCA) in 1996, and which provides funds for grant programs for libraries and statewide services

**Library Services Cluster** A group of the Public Library Association that focuses on public library services



**library staff** All the employees who operate and manage a library

**library supplier** Also jobber, vendor. A company whose primary function is to obtain material from publishers and supply it to libraries

**Library Support Staff Interests Round Table** LSSRT. An ALA group concerned with programming, communication and networking for library support staff

**library survey** 1. A method of collecting data to determine how well a library is meeting the needs of its users and the library's objectives.  
2. The report resulting from such a study

**library system** 1. A group of libraries administered by a single authority, such as a central library and its branches.  
2. A group of independently administered libraries working together for a specific purpose

**library technician** A person with a library qualification recognized as paraprofessional by the relevant library association, or performing work at a paraprofessional level

**library trustee** A member of a board that oversees the work and administration of a library

**licensing agreement** A contract between a library and a vendor to lease databases or other resources under set conditions for a stated period on payment of a fee

**light pen** See wand

**Lightweight Directory Access Protocol** See LDAP

**lilliput edition** See miniature edition

**limited edition** An edition in which a restricted number of copies is printed, often more expensively produced than a regular edition

**line-item budget** A budget in which anticipated expenditures are divided into general categories (salaries and wages, materials, equipment, etc.) for the purpose of planning the allocation of resources and tracking expenditures

**link** 1. The connection between a keyword, phrase, or graphic on a Web page with another Web page.

2. A connection between two files or data items so that a change in one produces a change in the second

**link rot** The tendency for links and bookmarks to point to Web pages that have moved or been deleted

**Linux** A popular version of Unix that is widely used for servers and is gaining ground in the desktop market; it is open source software, which is freely available. Cf Unix

**Lippincott Award** See Joseph W. Lippincott Award

**liquid crystal display panel** See LCD panel

**LIRT** See Library Instruction Round Table

**LISA** See Library and Information Science Abstracts

**list price** Also published price. The publisher's advertised, undiscounted price

**listserv** A commercial product for conducting a discussion group on the Internet, similar to a newsgroup but more controlled, so fewer people join. Groups tend to be more professional or academic than general

**list server** The software responsible for managing and distributing mailing lists. A list server automatically distributes an email message from one member of a list to all other members on that list.

**LITA** See Library and Information Technology Association

**LITA/Brett Butler Entrepreneurship Award** An annual award to recognize a librarian or library who demonstrates exemplary entrepreneurship by providing an innovative product or service via the application of information technology

**LITA/Christian (Chris) Larew Memorial Scholarship in Library and Information Technology** An annual ALA scholarship for an ALA-accredited Masters program student

**LITA/Endeavor Student Writing Award** An annual ALA award for the best unpublished manuscript on libraries and information technology by a student

**LITA/Library HiTech Award for Outstanding Communication for Continuing Education in Library and Information Science** An annual ALA award to recognize outstanding achievement in communication in library and information technology

**LITA/LSSI Minority Scholarship in Library and Information Technology, LITA/OCLC Minority Scholarship in Library and Information Technology** Annual scholarships to encourage the entry of U.S. or Canadian citizens who are members of a principal minority group (American Indian or Alaskan Native, Asian or Pacific Islander, African-American, or Hispanic) into the library and automation field

**literacy** The ability to read and write

**Literacy Assembly** A broad group within ALA that focuses on literacy activity

**Literacy Week** A week of activities intended to promote awareness of the value of literacy, celebrated in the week of International Literacy Day, September 8

**literary award** Recognition given to a writer whose work is judged to be of outstanding quality

**literary warrant** The volume of books written, or likely to be written, on a topic

**literary work** A work, other than a sacred work, written in a literary form—e.g., a poem, drama, novel, etc.—and regarded as being of high quality

**literature** 1. Writings in a particular language or period.  
2. Writings of outstanding literary quality.  
3. The body of writings by scholars in a particular field

**literature review** A survey of written scholarship in a specific field

**literature search** A systematic search for published information on a topic

**Literatures in English Section** LES. A section of the Association of College and Research Libraries of ALA for librarians who specialize in information resources related to literatures in English

**LMS** Library management system. See integrated library management system

**loan** A recorded transaction in which a borrower removes an item from a collection for a stated period of time

**loan period** Also borrowing period, checkout period. The time for which an item in a library may be checked out by a borrower

**loans desk** See circulation desk

**local area network** LAN. Computers, printers, etc., linked by cable and located within a limited geographical area. Cf wide area network

**local collection** A library's books and other material relating to a specific geographical area, usually the locality of the library

**local subdivision** See geographic subdivision

**location** Where an item is housed—the name of the library or part of a collection

**location code, location symbol** A symbol or set of symbols showing which part of the collection an item belongs to—e.g., F for fiction, CITY for the city branch

**loc. cit.** Abbreviation for Latin *loco citato* (in the place cited). Used in a footnote to avoid repeating the title of the work already cited. *op. cit.* is increasingly preferred

**LOEX** A self-supporting, nonprofit educational clearinghouse for library instruction and information literacy information  
<http://www.emich.edu/public/loex/index.html>

**log** A record of all transactions on the computer, saved for later review

**logical record length** The length of a self-contained MARC record

**logo** An emblem or graphic design used by a company, agency, or other organization as a trade mark or symbol of its identity

**log off** To disconnect from a computer or network following an established procedure

**log on** To connect to a computer or network

**Loleta D. Fyan Public Library Research Grant** An award to a library, library school, association, unit or chapter of ALA, or an individual for the development and improvement of public libraries and the services they provide

**LOMS** See Library Organization and Management Section

**long-playing record** LP. A phonograph record that is played at 33 rpm

**loose-leaf filing** Keeping a publication up-to-date by inserting new pages and removing old ones according to instructions from the publisher

**loose-leaf publication** A serial publication in a binder that is kept up-to-date by inserting new pages and removing old ones

**Louise Seaman Bechtel Fellowship** An annual ALA award to study at the Baldwin Library of the George A. Smathers Libraries, University of Florida

**Louis Shores-Greenwood Publishing Group Award** An annual ALA award to recognize excellence in reviewing books and other materials for libraries

**lowercase** Small letter (e.g., a, b, c). Cf uppercase

**LP** See long-playing record

**LPSS** See Law and Political Science Section

**LRC** Learning resources center. See media center

**LRRT** See Library Research Round Table

**LRTS** See Library Resources & Technical Services

**LSCA** See Library Services and Construction Act

**LSSPS** See Libraries Serving Special Populations Section

**LSSRT** See Library Support Staff Interests Round Table

**lurk** To view the interaction in a chat room or online forum without participating

**Lycos** A service that locates information on the World Wide Web  
<http://www.lycos.com>

## [M]

**machine-aided indexing** Automated indexing without human intervention. Cf manual indexing

**Machine-Assisted Reference Section** MARS. A section of the Reference and User Services Association concerned with computer-based reference and information services in libraries

**machine-readable** Needing a computer to process or interpret

**Machine-Readable Bibliographic Information Committee** MARBI. An interdivisional committee of the ALA's Association for Library Collections and Technical Services, Library and Information Technology Association, and Reference and User Services Association, that reviews and evaluates proposed MARC standards  
<http://www.loc.gov/marc/marbi.html>

**machine-readable cataloging** See MARC

**macro** A sequence of actions on a computer programmed into one command

**magazine** 1. A popular serial.  
2. A holder for slides to be shown using a slide projector

**MAGERT** See Map and Geography Round Table

**magnetic tape** A plastic tape coated with iron oxide, used to record sound, images, and/or digital data by magnetizing and demagnetizing the particles of iron oxide

**mailbox** The place on a server where electronic mail is stored

**mailing list** An Internet discussion group in which messages are posted by subscribers via email

**mail merge** A program that enables a form letter to be addressed individually to many people by inserting names and addresses from a database

**main entry** The principal entry in a catalog that contains the complete record of an item. Cf added entry

**main entry heading** The term by which a main entry is filed

**mainframe** A large computer system that processes enormous quantities of data and supports many terminals that do not have their own processing capacity. Cf microcomputer, minicomputer, supercomputer

**main heading** The first part of a composite heading that includes a subheading — e.g., in the heading “Mentoring—Canada”, “Mentoring” is the main heading

**main library** See central library

**Major Benefactors Honor Award** An ALA award to recognize individuals, families or corporate bodies who have made major benefactions to public libraries

**Management and Operation of User Services Section** MOUSS. A section of the Reference and User Services Association of ALA concerned with the administration of user services in all types of libraries

**Man Booker Prize for Fiction** An annual prize for the best novel in English by a citizen of the British Commonwealth or Ireland  
<http://www.themanbookerprize.com/>

**manifestation** Used in Functional Requirements for Bibliographic Records. The physical embodiment of the expression of a work—e.g., a DVD of Shakespeare’s Hamlet. Cf expression, item, work

**manual** (adj) Without the use of a computer. (n) A book of instruction on doing, making, or performing something

**manual indexing** Content analysis and indexing done by people. Cf machine-aided indexing

**manuscript** MS. A handwritten or typescript document

**map** A representation, normally to scale, of an area of the earth’s surface or another celestial body

**Map and Geography Round Table** MAGERT. A group within ALA for people interested in map or geography librarianship

**map index** An alphabetical list of place names on a map or maps, giving the location of each. Cf index map



**map library** A library that collects mainly maps, atlases, and related cartographic material

**mapping information** Graphic representation of a discipline and its subdisciplines

**MARBI** See Machine-Readable Bibliographic Information Committee

**MARC** Machine readable cataloging. A system developed by the Library of Congress in 1966 so that libraries can share machine-readable bibliographic data

**MARC 21** Machine readable cataloging 21st century. Updated standards for the representation and communication of bibliographic and related information in machine-readable form; supersedes USMARC and CANMARC

**Margaret A. Edwards Award** An ALA award to a living author whose book(s) provide young adults with a window through which they can view their world and which will help them to understand themselves and their role in society

**Margaret B. Scott Award of Merit** An annual CLA award to an outstanding Canadian school librarian

**Margaret E. Monroe Library Adult Services Award** An annual ALA citation honoring a librarian who has made a distinguished contribution to library adult services

**Margaret Mann Citation** An annual ALA award for outstanding professional achievement in cataloging or classification

**marginalia** Notes in the margins of a book

**mark of omission** Punctuation mark (...) showing something has been left out

**markup** (n) Conversion of text into a format that can be used online, especially on the Internet. (v) To convert text into a form that can be used on the Internet, using a standard markup language (e.g., HTML)

**MARS** See Machine-Assisted Reference Section

**Marshall Cavendish Excellence In Library Programming**

**Award** An annual ALA award to recognize a school or public library that provides programs which have community impact and respond to community needs

**Marshall Cavendish Scholarship** An ALA scholarship to a U.S. or Canadian citizen or permanent resident pursuing a master's degree in library science in an ALA-accredited program

**Marta Lange/CQ Press Award** An annual ALA award to an academic or law librarian for a distinguished contribution to bibliography and information service in law or political science

**Martin Award** See Allie Beth Martin Award

**Mary V. Gaver Scholarship** An ALA award to a library support staff member specializing in youth services. Must be a U.S. citizen, Canadian citizen, or permanent resident pursuing a master's degree in library science

**masthead** Also flag. Statement of title, ownership, editors, etc., of a newspaper or periodical

**material specific details** Details of bibliographic description that are specific to a particular type of material—e.g., the scale of a map, the numbering of a serial

**mathematical data** Information for maps including statements of scale, projection, coordinates, and equinox

**Maureen Hayes Author/Illustrator Visit Award** An honorarium and travel costs for a visiting author/illustrator

**May Hill Arbuthnot Honor Lecture Award** An annual ALA lecture by an individual of distinction who presents a significant contribution to children's literature

**MB** See megabyte

**media** 1. Material in all formats that communicate information.  
2. Also audiovisual materials such as films, slides, videorecordings, compact discs, audiotapes, and computer software

**media center** Also learning resources center, LRC. A facility in a school or college that holds audiovisual material and equipment, and makes them available to staff and students

**media monitoring** A service that examines the press, radio, and television regularly for information on specific topics, and reports to requesting clients

**mediated search** A search in which a reference librarian helps clients to find the information they need, usually using electronic databases

**medical library** A special library whose users are students, researchers, and practitioners in the health sciences

**Medical Library Association** MLA. Organization that supports health sciences library and information professionals in enhancing the quality of health care, education, and research  
<http://www.mlanet.org/>

**Medical Library Association-Cunningham Memorial International Fellowship** A grant for health sciences librarians from countries outside of the U.S.

**medium** (Plural media) The physical material on which data are recorded—e.g., paper, transparencies, hard, floppy and optical disks

**MEDLINE** The U.S. National Library of Medicine's premier bibliographic database covering the fields of medicine, nursing, dentistry, veterinary medicine, the health care system, and the preclinical sciences  
[http://www.nlm.nih.gov/databases/databases\\_medline.html](http://www.nlm.nih.gov/databases/databases_medline.html)

**megabyte** Also MB, Mbyte, M-byte. About a million (exactly 1, 048, 576) bytes

**megahertz** MHz. A measurement of radio frequency, used to indicate the processing speed of a computer

**Melcher Scholarship** See Frederic G. Melcher Scholarship

**Melvil Dewey Medal** An annual award to an individual or group for recent creative professional achievement in library management, training, cataloging and classification, and the tools and techniques of librarianship

**member initiative group** MIG. A short-term grouping of ALA members with a common concern for some aspect of librarianship

**memoir, memoirs** A record of events written from personal observation

**memory** The workspace of a computer which determines the size and number of programs that can be run at the same time, as well as the amount of data that can be processed instantly

**mending** Minor repairs of a book

**mentoring** Informal guidance and encouragement from a more experienced worker

**menu** An on-screen list of functions available to a user

**menu bar** A section of a computer screen (usually at the top), that displays the names of drop-down menus

**menu-driven program** A computer program that allows users to choose options from menus. Cf command-driven program

**merge** (n) 1. A program for joining different lists, databases, etc.  
2. See mail merge. (v) To come together—e.g., when two serials join to become one new title

**Merritt Humanitarian Fund** See LeRoy C. Merritt Humanitarian Fund

**MeSH** Medical Subject Headings, maintained by the U.S. National Library of Medicine, and used for indexing articles, cataloging books and other holdings, and searching MeSH-indexed databases, including MEDLINE

<http://www.nlm.nih.gov/mesh>

**metadata** Descriptive information used to describe and provide access to information resources, especially Internet sites and documents

**meta-index** An index of indexes

**meta search engine** 1. A service which passes a query on to a number of other search engines, and then combines the results—e.g., Ixquick Metasearch, Vivismo.

2. A service on the Web which searches only metadata, such as author, title

**MHz** See megahertz

**Michael L. Printz Award for Excellence in Young Adult Literature** An ALA award for a book that exemplifies literary excellence in young adult literature

**microcomputer** A small personal computer. Cf mainframe, minicomputer, supercomputer

**microfiche** Also fiche. A microfilmed transparency about the size and shape of a filing card, that may have on it many pages of print

**microfilm** 16mm or 35mm wide film containing a sequence of microphotographs

**microform** All forms of micro-reduction on film or paper. Includes microfilm, microfiche, micro-opaques (now rare), and aperture cards

**micro-opaque** A copy of part or all of a document micro-reduced in size by photographic means and printed on a card

**MIG** See member initiative group

**Mildred L. Batchelder Award** An annual award for the most outstanding book originally published in a foreign language in another country and then published in English in the U.S.

**Miles Blackwell Outstanding Academic Librarian Award** A CLA award for an outstanding national or international contribution to academic librarianship

**MIME** Multipurpose Internet Mail Extensions. A protocol for attaching electronic documents, including nontext files, to email messages

**miniature edition** Also lilliput edition. An edition in which the copies are three inches or less in height and width, printed in very small typeface

**minicomputer** A medium-sized computer that served up to several hundred “dumb” terminals; largely replaced by PC networks. Cf mainframe, microcomputer, supercomputer

**minimal cataloging** Cataloging including only a small number of fields

**Miriam Dudley Instruction Librarian Award** An ALA award for contributing to the advancement of bibliographic instruction in a college or research institution

**Miriam L. Hornback Scholarship** An ALA scholarship awarded to a librarian or library support staff person who is a U.S. or Canadian citizen or permanent resident pursuing a master’s degree in library science

**mirror site** A copy of a website that contains the same information as the original, located in a different place on the Internet for backup and/or to provide access from a different geographical region

**mixed notation** A combination of types of symbol—e.g., numbers and letters used in Library of Congress Classification. Cf pure notation

**mixed responsibility** Different persons or bodies make different kinds of contributions to a work—e.g., author and illustrator. Cf shared responsibility

**MLA** See Medical Library Association, Music Library Association

**MLA style** A format for preparing research papers and citing references, developed by the Modern Language Association (MLA). Cf APA style, Chicago style

**MLIS** Master of Library and Information Science. A graduate qualification to become a professional librarian

**MLS** Master of Library Science. A graduate qualification to become a professional librarian

**mnemonic** Pronounced “nemoniC”. Aiding memory

**mobile library** A collection of library materials able to be transported to various locations to provide a library service

**modem** Short for modulator/demodulator. A device that converts a digital signal to an analog signal or vice versa, used to transfer data between computers along telephone lines

**modification** Alteration of a work

**modified librarian** A librarian with body modifications, including tattoos and/or piercings

<http://bmeworld.com/gailcat>

**module** Part of an automated system that can perform on its own, or within the larger system—e.g., a serials control module

**monaural** See monophonic

**monochrome plate** An illustration printed in one color

**monograph** A publication either complete in one part or in a finite number of separate parts. Cf serial

**monographic series** A series of related monographs with a collective title as well as individual titles

**monograph in series** A monograph that is part of a series with a common series title

**monograph series** See monographic series

**monophonic** Also monaural. Abbreviated mono. Using one channel for transmitting sound. Cf stereophonic

**Monroe Award** See Margaret E. Monroe Library Adult Services Award

**monthly** Issued once a month

**morgue** See newspaper library

**Mosaic** An early Web browser, now largely superseded

**motion picture** A sequence of images projected onto a screen with enough speed to give the illusion of continuous motion

**mouse** A pointing device that positions a cursor on a computer screen

**MOUSS** See Management and Operation of User Services Section

**Moys Classification** A specialized classification scheme for law, devised by Betty Moys, based on the law schedule of Library of Congress Classification

<http://www.library.uow.edu.au/eresources/subjects/law/lawmoys.html>

**Mozilla** An open source Web browser and toolkit. Products include the Mozilla browser for Windows, Linux and Mac, the Camino browser for Macintosh, and the Firefox browser and Thunderbird email client for Windows and Macintosh

<http://www.mozilla.com>

**MPEG-7** Multimedia Content Description Interface. A standard for describing multimedia content data

**MS** See manuscript

**Mudge-R.R. Bowker Award** See Isadore Gilbert Mudge-R.R. Bowker Award

**multicast** To transmit text, audio or video simultaneously to specified groups of users on a network. Cf broadcast

**multimedia** 1. Computer-based presentation of information using more than one medium—e.g., text, graphics, sound—and emphasizing interactivity.

2. In cataloging, containing more than one category of material, no one of which is predominant

**multipart item** A monograph complete, or intended to be completed, in a finite number of volumes

**multiple access** Having more than one access point to a file—e.g., a computer file of bibliographic records accessible by author, title, subject, and keyword(s)

**multiplex**

(v) To combine or interleave messages in a communications channel.

(n) The division of a single transmission medium into a number of channels supporting simultaneous sessions



**multiplexer** A communications device that allows a group of relatively slow terminals to communicate with a computer using a shared high speed line

**Multipurpose Internet Mail Extensions** See MIME

**multitasking** The capacity of a computer to use more than one application to perform more than one task at one time

**multitype library cooperative** A combination of two or more types of libraries working together to provide library and information services

**museum library** A special library maintained by a museum, that contains material related to its exhibits and fields of expertise

**music library** A special library that collects mainly music scores, recorded music, and material about music and musicians

**Music Library Association** MLA. Professional U.S. organization devoted to music librarianship  
<http://www.musiclibraryassoc.org/>

**music listening room** An area within a library equipped with players, speakers, and headsets for listening to recorded music

**musical presentation statement** A term indicating the physical presentation of the music—e.g., score, miniature score

**mutilation** Deliberate extreme damage to books and other materials

**mylar plastic** Strong, nonacidic plastic used in many library materials and coverings

## [N]

**NACO** Name Authority Cooperative Program. The name authority component of the Program for Cooperative Cataloging of the Library of Congress

<http://www.loc.gov/catdir/pcc>

**NAL** See National Agricultural Library

**name authority file** A collection of authority records containing the preferred forms of headings for names, including personal and corporate names. It can be on cards, microfiche, CD-ROM or online

**named revision** A named reissue of a particular edition containing changes from that edition

**name-title added entry** An added entry under the name of a person or corporate body and the title of an item

**name-title reference** A reference made from the name of a person or corporate body and the title of an item

**NARA** See National Archives and Records Administration

**narrower term** NT. A more specific subject heading. Cf broader term, related term

**National Agricultural Library** NAL. One of the U.S. national libraries and the library of the U.S. Department of Agriculture  
<http://www.nalusda.gov>

**national archives** The central archives of a government, preserving documents and records of historical importance to itself and its citizens

**National Archives and Records Administration** NARA. The federal agency responsible for managing all U.S. federal records  
<http://www.archives.gov/>

**national bibliography** A listing of works published in a country, about the country, by residents of the country, or in the language of the country

**national biography** 1. A work containing biographical information about notable people in or associated with a particular country.  
2. The branch of biography concerned with the lives of important people in or associated with a country

**National Book Awards** Awards given by the National Book Foundation for Fiction, Nonfiction, Poetry, and Young People's Literature, to enhance awareness of exceptional books written by Americans, and increase the popularity of reading  
<http://www.nationalbook.org/nba.html>

**National Book Foundation** A consortium of book publishing groups established in 1989 to promote the reading and appreciation of exceptional American literature to all segments of the population  
<http://www.nationalbook.org/>

**National Book Month** A month of activities to increase interest in books and reading, celebrated in the U.S. in October

**National Book Service Teacher-Librarian of the Year Award** A CLA award to a teacher-librarian for an outstanding contribution to school librarianship in Canada

**National Coalition for Literacy** An organization that aims to advance adult education, language, and literacy in the United States  
<http://www.national-coalition-literacy.org/>

**National Endowment for the Arts** NEA. An independent federal agency that supports the arts by making grants to nonprofit arts organizations and individual artists  
<http://www.nea.gov>

**National Endowment for the Humanities** NEH. A U.S. government-funded foundation that promotes knowledge of human history, thought and culture by providing grants for humanities projects, including support for libraries and their programs  
<http://www.neh.gov>

**National Forum on Information Literacy** A U.S.-based coalition that focuses attention on the importance of information literacy to individuals, to the economy, and to an informed citizenry  
<http://www.infolit.org/>

**National Information Center for Educational Media** NICEM. An organization that maintains a major database of information about educational audiovisual materials  
<http://www.nicem.com/>

**National Information Standards Organization** NISO. A body accredited by the American National Standards Institute to generate key standards in information management  
<http://www.niso.org>

**national library** A library maintained by government funds and serving the nation as a whole. It is usually the country's legal deposit library, and collects and preserves the nation's literature. The Library of Congress, the National Agricultural Library, the National Library of Medicine, and the National Library of Education are all U.S. national libraries

**National Library of Australia** NLA. The government-funded library responsible for ensuring that all Australians have access to information, and assisting all other Australian libraries through the Distributed National Collection and a wide range of support services  
<http://www.nla.gov.au>

**National Library of Canada / Bibliothèque nationale du Canada** NLC/BNC. The government-funded library whose purpose is to collect, conserve, and promote Canada's publishing history  
<http://www.collectionscanada.ca/>

**National Library of Education** NLE. One of the national libraries in the U.S., and the library of the U.S. Department of Education  
[http://ies.ed.gov/ncee/projects/nat\\_ed\\_library.asp](http://ies.ed.gov/ncee/projects/nat_ed_library.asp)

**National Library of Medicine** NLM. One of the national libraries in the U.S., and the world's largest biomedical library, it covers subjects from medical history to biotechnology  
<http://www.nlm.nih.gov>

**National Library of New Zealand / Te Puna Matauranga o**

**Aoteoroa** The government-funded cultural and information centre that collects, maintains, and makes available the literature and resources of New Zealand and the Pacific

<http://www.natlib.govt.nz>

**National Library Week** A week of celebrating the contributions of a nation's libraries, librarians and library workers and promoting library use and support

**National Research Council of Canada / Conseil National de Recherches du Canada** NRC/CNRC. Canada's primary science and research organization devoted to scientific and technical knowledge, research and innovation

<http://www.nrc-cnrc.gc.ca/>

**National School Library Media Program of the Year Award**

ALA cash awards to schools and school districts for exemplary school library media programs

**National Storytelling Network** A U.S. membership organization that offers direct services, publications and educational opportunities to individuals, local storytelling guilds and associations

<http://www.storynet.org/>

**National Technical Information Service** NTIS. U.S. Government organization that sells scientific, technical, engineering, and business related publications published by or associated with the U.S. government

<http://www.ntis.gov>

**national union catalog** A listing of the holdings of a large number of libraries in a particular country

**National Union Catalog** NUC. A record of older publications held in libraries in the United States and Canada, many of which do not appear in electronic databases. It is available in print and on microfiche

**natural language** 1. Terms used in a document without being modified.

2. Computer programming language that resembles human language. Cf computer language

**navigate** To find one's way around a computer program or network, especially the Internet or any part of it

**NCIP** NISO Circulation Interchange Protocol = Z39.83. A standard to facilitate communication between circulation and interlibrary loan systems

**n.d.** No date, used in a bibliographic record to indicate that the publication date is not known

**NEA** See National Endowment for the Arts

**NEH** See National Endowment for the Humanities

**NELINET** A cooperative of New England academic, public, and special libraries that promotes resource sharing and interlibrary cooperation  
<http://www.nelinet.net/>

**nesting** Grouping search terms so that a sequence of searches can be performed—e.g., (women or girls) and physical fitness

**Net** See Internet

**netiquette** Proper behavior on the Internet  
<http://www.albion.com/netiquette/>

**Netscape** A Web browser—that is, computer software that enables users to browse the World Wide Web, and move from one site, document, etc., to another  
<http://www.netscape.com>

**netspeak** The specialized vocabulary of the Internet  
<http://www.techweb.com/encyclopedia/>

**network** 1. A group of computers connected together to transmit information to each other.

2. Two or more libraries or other organizations that exchange information

**network server** See file server

**Newark loan system** A manual circulation system that uses a book card and a borrower card. The book card has the borrower's name or number and the date due entered on it, and it is filed in date due order and subfiled by call number

**Newbery Medal** An annual award made by the American Library Association to the author of the most distinguished contribution to children's literature

**New Leaders Travel Grant** An annual award to a new member of the Public Library Association to attend a major PLA continuing education event

**New Members Round Table** NMRT. A group within ALA to help those new to the library profession

**New Serial Titles** NST. A listing of new serial titles reported to and cataloged by the Library of Congress

**newsgroup** Also discussion group. A group communicating on the Internet that can form on any topic or subject. Messages (news) can be sent electronically to the group to read and comment on

**newsletter** A serial publication consisting of a few pages of news and information for members of an organization or interest group

**news magazine** A printed publication usually issued weekly, containing news and comment on a wide range of general interest subjects

**newspaper** A printed publication issued regularly, usually daily or weekly, containing news, comment, features, and advertising

**newspaper cutting** An article cut from a newspaper. Usually filed in a vertical file or photocopied and sent to identified library users

**newspaper library** Also morgue. A library in the office of a newspaper containing back issues and reference material used by staff members to prepare their articles

**newsprint** Paper on which newspapers are printed.; contains a high proportion of ground wood pulp that causes the paper to become yellow and brittle over time

**news release** See press release

**news summary** A weekly or monthly loose-leaf digest of news events, designed for storage in binders in chronological order

**NICEM** See National Information Center for Educational Media

**Nielsen BookData** See BookFind-Online

**Nijhoff Study Grant** See WESS Coutts Nijhoff International West European Specialist Study Grant

**NISO** See National Information Standards Organization

**NLA** See National Library of Australia

**NLC** See National Library of Canada

**NLE** See National Library of Education

**NLM** See National Library of Medicine

**NLNZ** See National Library of New Zealand

**NMRT** See New Members Round Table

**Nobel Prize for Literature** An international prize founded by Alfred Nobel (1833-1896), awarded annually for an outstanding contribution to literature

<http://nobelprize.org/>

**node** In a local area network, a connection point that can create, receive, or repeat a message

**noise** 1. Digital transmission: interruption or potential interruption to the transmission of data along analog communication lines.

2. Video: poor quality of picture—grainy, snowy

**nom de plume** See pseudonym

**nonbook material** Also nonprint material. Material other than printed materials—e.g., audiovisual material, computer software

**noncirculating** Materials available for use within the library, but which may not be borrowed

**nonfiction** Books based on factual information



**nonfiling character** A character at the start of a MARC field that is not taken into account when filing—e.g., a blank or an initial article

**nonprint material** See nonbook material

**nonresident's card** A borrower's card issued to a person who does not live in the area served by a library, usually for a fee

**North American Fuzzy Information Processing Society** A society established in 1981 concerned with fuzzy sets and related technologies

<http://www.nafips.org>

**nos** A contraction of "not on shelf". An item in a library catalog that cannot be found on the shelves

**Notable Books** An annual list compiled by the Reference and User Services Association of ALA of significant additions to the world of books, for use by the general reader and librarians who work with adult readers

**Notable Children's Books** An annual annotated list of significant children's books selected and published by the Association for Library Service to Children of ALA

**Notable Children's Recordings** An annual annotated list of significant audio recordings of interest to children, selected and published by the Association for Library Service to Children of ALA

**Notable Children's Videos** An annual annotated list of videotapes and videodiscs of interest to children, and available for use in homes and libraries, selected and published by the Association for Library Service to Children of ALA

**Notable Children's Websites** An annual annotated list of notable websites of significance to children, selected and published by the Association for Library Service to Children of ALA

**Notable Computer Software for Children** An annual annotated list of notable children's computer software and electronic media, selected and published by the Association for Library Service to Children of ALA

**notation** The series of symbols that stand for the classes, subclasses, divisions, and subdivisions of classes

**note** 1. A statement explaining a point in the text, or the source of a quotation or assertion.  
2. Descriptive information that cannot be fitted into other areas of the bibliographic description

**notebook** 1. See laptop.  
2. A book of blank pages used for taking notes

**novelization** Converting a work into a novel from another form (e.g., movie script, play)

**NRC** See National Research Council of Canada

**NST** See New Serial Titles

**NT** See narrower term

**NTIS** See National Technical Information Service

**NTSC** TV/video system used in North and South America, Japan, and parts of the Middle East

**NUC** See National Union Catalog

**number** A single issue of a serial within a volume

**number building** Construction of classification numbers not listed in the schedules, following rules given in the scheme for combining numbers

**numeric designation** Numbering of a serial—e.g., Volume 1, number 1

## [O]

**OA** See Office for Accreditation

**Oberly Award for Bibliography in the Agricultural or Natural Sciences** An ALA award for bibliography in agriculture or a related science

**Oboler Memorial Award** See Eli M. Oboler Memorial Award

**obsolete** No longer used in new or retrospective records

**occupational health and safety** OH&S. Also environmental health and safety, EH&S. Legal requirements for ensuring a safe workplace

**OCLC** Online Computer Library Center. A bibliographic network that provides cataloging, resource sharing, and reference services worldwide  
<http://www.oclc.org>

**OCLC/CLA Award for Promoting Technology in Libraries** A CLA award to a recent library school graduate for outstanding work in the field of new information technologies

**OCLC Connexion** OCLC's cataloging service, a suite of tools with built-in access to WorldCat, OCLC's bibliographic database with records from over 9000 libraries  
<http://www.oclc.org/connexion/>

**OCLC FirstSearch** Also FirstSearch. An online service that provides access to a collection of databases  
<http://www.oclc.org/firstsearch/>

**OCR** See optical character recognition

**octavo** 1. A book whose height is between 6 1/4 and 10 inches.  
2. A sheet of paper folded three times to form a section of eight leaves, or sixteen pages.  
3. A book having sections of eight leaves, or sixteen pages. Cf folio, quarto

**Office for Accreditation** OA. The office of ALA concerned with standards for accrediting educational programs for the master's degree and for continuing professional development and recognition

**Office for Human Resource Development and Recruitment**

HRDR. The office of ALA concerned with the development of librarianship as a profession

**Office for Information Technology Policy** OITP. The office of ALA concerned with electronic access to information to ensure the public's right to a free and open information society

**Office for Intellectual Freedom** OIF. The office of ALA charged with implementing ALA policies on intellectual freedom as embodied in the Library Bill of Rights

**Office for Library Personnel Resources** See Office for Human Resource Development and Recruitment

**Office for Literacy and Outreach Services** OLOS. The office of ALA that addresses literacy and equity of access in libraries

**Office for Research and Statistics** ORS. The office of ALA that collects statistics and monitors research in order to improve the effectiveness of the library profession

**offline** Not in direct communication with a computer; not connected to the Internet

**offprint** A copy of an article, chapter, or part of a larger work reprinted and issued separately, usually for the benefit of the author

**OH&S** See occupational health and safety

**OHP** See overhead projector

**OIF** See Office for Intellectual Freedom

**OITP** See Office for Information Technology Policy

**Olofson Memorial Award** See Shirley Olofson Memorial Award

**OLOS** See Office for Literacy and Outreach Services

**OLPR** See Office for Human Resource Development and Recruitment

**omnibus** A volume of reprinted works by one author or on related subjects

**on approval** (New material) obtained from a supplier to enable a client to examine it before deciding to buy

**on-approval plan** See approval plan

**on-demand publishing** Production of single copies of publications requested by a customer

**one person library** OPAL. Also sole charge library. A library managed by one person

**ongoing entity** A concept intended to include loose-leaf publications, databases etc. which do not fit the current definition of a serial

**ongoing integrating resource** A bibliographic resource that is changed by being updated; intended to continue indefinitely—e.g., an organization's website. Cf finite integrating resource

**online** Having direct access to information stored in a computer, having interactive communication with a computer

**Online Computer Library Center** See OCLC

**online public access catalog** OPAC. A computer-based catalog that library users access via terminals

**online service provider** OSP. An organization that provides access to online services, especially databases, usually for a fee

**online services** The branch of library services that selects and provides access to electronic resources

**on-order file** A listing of all items ordered by a library and not yet received

**OPAC** See online public access catalog

**opacity** The nontransparency of paper, measuring the amount of light that passes through it

**OPAL** See one person library

**op. cit.** From Latin *opere citato* (in the work cited). Used in a footnote to refer to a source that has already been cited in full. Cf *loc. cit.*

**open access** Also open stacks. Shelves in a library that users can access freely. Cf closed access

**open entry** A bibliographic record that indicates that a serial is still being published (e.g., May 1911- ). Cf closed entry

**open reserve** Also reserve collection, restricted loan, short loan. A collection of material in high demand, usually in a teaching institution, whose loan periods are shorter than normal library loans, housed in an area where users have access to the shelves. Cf closed reserve

**open source software** Software created by a development community rather than a single vendor; the source code of open source software is free and available to anyone who wants to use or modify it. Cf public domain software

**open stacks** See open access

**operating budget** Moneys allocated for costs in running a library other than purchasing library material—e.g., personnel, maintenance, supplies

**operating system** OS. Software that controls the operation of a computer and its interaction with peripheral equipment—e.g., Windows, Mac OS, UNIX

**optical character recognition** OCR. Reading printed characters with a device that converts them into electrical signals to be sent to a computer

**optical disc** A plastic disc that can be read using a light beam, including compact discs, CD-ROMs, laserdiscs, and DVDs

**optical fiber** Also fiber optics. High-speed network cabling that transmits data as pulses of light, rather than pulses of electricity

**optical scanner** See scanner

**oral history** 1. Historical information drawn from interviews.  
2. The recording or transcript of an interview with a person whose memories are regarded as significant

**order number** The number on an order when it is placed with a supplier, that identifies all the items on a particular order

**orders complete file** A listing of orders that have been processed; includes cataloged items and cancelled orders

**Organizational Support Priority Group** A group within the Association for Library Service to Children that reviews, recommends and prepares policies and budgets, and advises on issues affecting the structure of the division

**original cataloging** Cataloging done for the first time, using cataloging tools to create the record

**orphan** The first line of a paragraph that appears alone at the bottom of a page. Cf widow

**ORS** See Office for Research and Statistics

**o.s.** See out of stock

**OS** See operating system

**OSP** See online service provider

**other title information** Also subtitle. Title on an item other than the title proper or parallel or series title; also any phrase appearing in conjunction with the title proper

**out-of-date, outdated** Not current, old

**out-of-print** No longer available from the publisher for purchase

**out of stock** o.s. Not presently available from the publisher, but expected

**output** 1. The results of processing by a computer system.  
2. The signal from a video or audio player

**outreach** Library programs and services to meet the needs of special categories of users—e.g., those who are visually-impaired or immobile

**outsourcing** Contracting to an external organization services that were formerly provided internally

**overborrowing** Borrowing more items than allowed by the borrowing rules

**overdue** Kept beyond the due date

**overhead projector** OHP. A piece of equipment for projecting images on transparent material onto a screen, enabling the operator to face the audience

**overlay** Material that is placed over other material to add to or otherwise alter the information or display

**overload** The malfunction of a system as a result of heavy data traffic

**oversize** A book that is too large to be shelved in normal sequence on a library's shelves

**overuse injury** See repetitive strain injury

**OVID** An international online information provider specializing in medicine, science and biosciences, health, and related subject areas

**ownership mark** A mark indicating which library owns a particular item. It may be made with a rubber-stamp or an embossing machine or may be hand-written



## [P]

**packet** A small parcel of data that can be transmitted over a network, irrespective of differences in the hardware being used

**packet switching** A network technology that breaks a message into small packets, sends them separately as circuits become available, and reassembles them when they reach the destination

**page** 1. One side of a leaf in a manuscript, book, or other printed publication.

2. Also Web page. A screen of a website.

3. A library staff member who collects items from closed stacks and reshelves them

**pagination** 1. The number of pages or leaves (or both) of a book identified in bibliographic description of a book.

2. Dividing a document into pages

**PAL** TV/video system used in Australia, U.K., South Africa, and Western Europe

**pamphlet** A small (usually less than fifty pages) printed work on a topic of current interest

**pamphlet box, pamphlet file** A box usually made of cardboard, plastic, or metal that is used to store pamphlets and unbound serials

**paper** 1. A substance made by breaking down rags, straw, wood, or other fibrous material into pulp, processed into sheets.

2. A document, especially one prepared to be read at a public meeting or conference or published in an academic journal

**paperback, paperbound** Also pocket book, soft cover. Having paper or light card covers. Cf hard cover

**papermark** See watermark

**papers** A collection of personal and family documents, that may include correspondence

**parallel edition** See parallel texts

**parallel publishing** The simultaneous publication of a work in print and electronically

**parallel texts** Different texts of the same work printed on the same or facing pages—e.g., in an original language and in translation

**parallel title** Title proper in another language and/or script

**paraphrase** To express the same thing in other words

**paraprofessional** Having a library technician or equivalent qualification, and performing work at a paraprofessional level

**PARBICA** Pacific Regional Branch of the International Council of Archives

**Paris Principles** A set of cataloging principles developed at the International Conference on Cataloging Principles held in Paris in 1961

**parliamentary library** A library that provides materials and services to support the work of a national or federal legislature . Cf legislative library

**parliamentary paper** A document presented to a parliament and ordered by parliament to be printed, including annual reports of government departments and agencies, and reports commissioned by the government for discussion in parliament

**PARS** See Preservation and Reformatting Section

**partial title** A part of the title that is printed in full on the title page

**Partnerships Priority Group** A group within the Association for Library Service to Children that liaises with other organizations that share common interests

**PAS** See Personnel Administration Section

**passim** From Latin. Throughout a work, or very frequently within it

**password** A word or sequence of characters that authorizes a person to log on to an online system

**patchcord** Connecting cable between two machines

**patent** An official document conferring the exclusive right or privilege to the proceeds of an invention

**Patent and Trademark Depository Library** PTDL. A library authorized to disseminate patent and trademark information, and to meet related intellectual property needs of the public  
<http://www.uspto.gov/go/ptdl/>

**Patent and Trademark Depository Library Association** PTDLA. An organization that liaises between the Patent and Trademark Depository Libraries and the U.S. Patent and Trademark Office  
<http://www.ptdla.org/>

**pathfinder** Also topical guide. Directions to the resources available for a literature search

**patron** See user

**Paul Banks and Carolyn Harris Preservation Award** An annual ALA award to recognize the contribution of an outstanding professional preservation specialist

**Paul Howard Award for Courage** A biannual ALA award to a librarian, library board, library group, or individual who has exhibited unusual courage for the benefit of library programs or services

**Pay Equity Committee** A standing committee of the Council of ALA concerned with pay equity for library workers

**PC** See personal computer

**PCC** See Program for Cooperative Cataloging

**PDF** Portable Document Format. A format developed by Adobe for publishing electronic documents, which need Acrobat Reader to access them

**peer-reviewed** Also refereed. Evaluated by at least one specialist reader, as well as the editor of a scholarly journal, before it is accepted

**PEN** See International PEN

**Penguin Young Readers Group Awards** Annual awards to children's librarians to attend the ALA Annual Conference

**pen name** See pseudonym

**perfect binding** Also adhesive, thermoplastic binding. Binding in which the edges of a volume are trimmed, and adhesive is applied to the back edge before the case (cover) is attached

**performance indicator** A technique for assessing performance quantitatively (using mathematical calculations or formulae), or qualitatively (describing feedback on performance of tasks)

**Performances and Phonograms Treaty** See WIPO Performances and Phonograms Treaty

**periodical** A serial with a distinctive title intended to appear in successive parts at stated and regular intervals. Often used as a synonym for serial

**periodical index** A subject index to a group of periodicals, usually in a general subject area

**period order** An order from a supplier for items up to a certain total cost, without specifying particular titles

**peripheral** A hardware device connected to a computer—e.g., printer, keyboard, mouse

**PERL** Practical Extraction Report Language. A scripting language used to write Web server programs for tasks like automatically updating user accounts, synchronizing databases, and generating reports

**permanent loan** 1. An agreement between a library and a user for the user to retain the item “permanently”, unless it is requested by another user.

2. An arrangement for a library to house material “permanently”, without the owner donating the material

**permanent paper** See acid free paper

**permission** Authority to quote passages of text, or to reproduce illustrations, from a published work

**permuted index** Also rotated index. A subject index in which the terms are rotated to bring each word or phrase into first-word position in an alphabetical listing

**persistent identifier** A name for a resource on the Web which will remain the same regardless of where the resource is located

**personal author** See author

**personal computer** PC. 1. Any microcomputer designed for use by an individual.

2. An IBM-compatible microcomputer in which the hardware is controlled by Intel and the operating system by Microsoft

**personal papers** See papers

**Personnel Administration Section** PAS. A section of the Library Administration and Management Association of ALA concerned with personnel administration in all types of libraries

**phoenix schedule** Completely new development of a section of a classification schedule, where new numbers do not relate to their previous use

**phonetic** According to the sounds of spoken language

**phonogram** The aural record of sounds of a performance or of other sounds

**phonograph record** Also gramophone record, vinyl record. A sound disk made of vinyl plastic, with a continuous sound groove pressed into the surface of each side

**photocopier** A machine that makes copies of printed documents

**photographic material** Material composed of at least two layers: the image carrier (usually gelatine) and the support (usually paper or polyester)

**Phyllis Dain Library History Dissertation Award** An ALA award to the author of a dissertation on the history of books, libraries, librarianship, or information science

**physical carrier** The physical medium in which data, sound, images, etc., are stored—e.g., the compact disc on which music is recorded. Cf container

**physical description** Also collation. Information about the physical form of an item—e.g., pagination, type of recording, dimensions

**physical processing** See end processing

**PICS** Platform for Internet Content Selection. Infrastructure for associating metadata labels with Internet content, developed by the World Wide Web Consortium

**picture book** A book of pictures with little or no text, usually intended for children

**picture file** A collection of illustrations, art prints, photographs, and clippings usually stored in a filing cabinet

**picture library** A library that collects mainly visual documents (photographs, engravings, prints, etc.)

**Piercy Award** See Esther J. Piercy Award

**ping** A computer network service that reports on the operation of a connection

**pinyin** System of romanizing Chinese characters, generally recognized as the standard

**PIO** See Public Information Office

**pixel** A single dot (monochrome) or a combination of a red, green and blue dot (color) on a monitor

**PLA** See Public Library Association

**plagiarism** Copying or imitating the work of another, and representing it as original work

**Planning and Budget Assembly** A group of representatives of each division, committee, and round table, and councilors of ALA, that assists the Executive Board and the Budget Analysis and Review Committee

**plate** A full page illustration on paper that is usually of a different quality than the pages of text

**platform** 1. Specific computer hardware.  
2. The operating system on which an application program runs (e.g., Windows, Macintosh, UNIX)

**Platform for Internet Content Selection** See PICS

**PLR** See public lending right

**plug-in** A small software program that adds more features to another software program

**pocket book** See paperback

**pocket edition** A book small enough to be carried in a coat pocket

**point** A unit of measurement that indicates the height and width of type

**point of presence** POP. A center for connection to the Internet

**point of service** See service point

**point-of-use instruction** Advice on how to use a research tool or resource (catalog, database, index, etc.) when the user needs help

**point to point protocol** See PPP

**polling** Connecting to another system on an electronic network to check for new mail or news

**polyglot dictionary** A dictionary that provides translations of each word into more than one other language

**POP** See point of presence

**Popular Paperbacks for Young Adults** Annual annotated lists of recommended paperback titles selected by the Young Adult Library Services Association of ALA from popular reading/genre themes or topics of current interest to teens

**pop-up book** A children's book whose illustrations become three-dimensional when a page is opened

**pornography** Sexually explicit material that lacks artistic merit. Cf erotica

**port** A place where information goes in or out of a computer, including a COM (communications) port, a sound port, etc.

**portability** Capacity to operate on different hardware platforms

**Portable Document Format** See PDF

**portal** See gateway

**post** 1. To send a message to a mailing list or newsgroup.  
2. To publish information on the Internet

**post binding** Loose-leaf binding in which rigid posts are inserted through punched holes in the pages, allowing them to be added or removed. Cf ring binding

**post-coordinate** Of subject headings or other search terms, put together by the user while searching. Refers to terms used for searching an online index or database, where the computer combines the terms to carry out the search. Cf pre-coordinate

**posthumous** Published after the author's death

**postmaster** A person who oversees a network's email connection to the Internet

**power down** To turn (a computer) off by making sure all applications have been closed normally and then shutting the power

**PPO** See Public Programs Office

**PPP** Point to Point Protocol. A standard for connecting to the Internet—e.g., via a modem

**PRA** See Public Relations Assembly

**Practical Extraction and Report Language** See PERL

**practicum** A period of work in an information agency to gain practical experience

**preamble** An introductory statement to a document that describes its purpose

**precataloging** Bibliographic searching, usually done before ordering an item, to establish correct bibliographic information



**precede** To go before

**precedence order** The order in which instructions are to be followed

**precis** A summary of a book, an article, etc.

**precision** A measure of the accuracy of database searching

**pre-coordinate** Of subject headings or other search terms, put together by the cataloger or indexer. Cf post-coordinate

**preface** The author's or editor's stated reasons for creating a book. It appears after the title page and before the introduction

**prefix** A code at the beginning of a web address which indicates the protocol of the Internet resource—e.g., ftp, http, telnet

**preliminary pages** See front matter

**prepayment** Cash payment made with a purchase order

**preprint** Part of a work that is made available (often for discussion) before the whole is published—e.g., a scientific article or conference paper

**prepublication price** The price of an item ordered before publication

**prescriptive** Defining words in a dictionary and laying down standards of acceptability and usage. Cf descriptive

**presentation copy** A copy of a book that is inscribed by the author, illustrator, or editor

**preservation** Changing the state of library material in order to protect the content—e.g., microfilming newspapers. Cf conservation

**Preservation and Reformatting Section** PARS. A section of the Association for Library Collections and Technical Services of ALA concerned with preserving and reformatting library materials in all types of institutions

**presidential library** A special library whose collection consists of the papers of a former president of the United States and other relevant documents

**press clipping service** A service that examines the press, radio, and television regularly for information on specific topics, and reports to requesting clients

**press release** Also news release. An official statement intended for publication in the news media

**primary access point** The access point used as the initial element in citing a work

**primary source** A document that provides first-hand knowledge of an event, including personal papers, photographs, etc. Cf secondary source

**printer** The machine that produces the printed pages of a document. See dot matrix printer, ink-jet printer, laser printer

**printout** Document produced by printing a computer file via a printer

**Printz Award** See Michael L. Printz Award for Excellence in Young Adult Literature

**privately published** Published at the author's expense

**private sector** That part of the social structure devoted to private enterprise—e.g., for-profit corporations

**problem patron** A user who disturbs the functioning of the library

**proceedings** The published record of a conference or meeting of an academic society or other organization

**processing** See end processing

**ProCite** Computer software for converting bibliographic data to bibliographies

**professional** Having a university or equivalent qualification in librarianship or information management, and performing work at a professional level

**professional development** Increasing professional knowledge and/or skills

**Professional Development Priority Group** A group within the Association for Library Service to Children of ALA that investigates issues relating to children's services and recommends and initiates action to improve those services

**professional ethics** A statement of the ethical principles that guide professional workers in carrying out their work  
<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>  
<http://www.cla.ca/about/ethics.htm>

**profile** 1. An outline of the interest area(s) of a user or a group of users, used by the library to identify new information of interest to particular users.

2. An indication to a library supplier of the subject areas in which materials should/should not be supplied

**program-based budgeting** Financial planning that considers all the activities or programs in an area and bids for funds to run these programs

**Program for Cooperative Cataloging** PCC. An international consortium of institutions working with the Library of Congress to increase the pool of catalog records created according to mutually agreed standards, including authority records to support all access points  
<http://www.loc.gov/catdir/pcc>

**projection** A particular way of representing the earth (three-dimensional) on a map (two-dimensional)

**projection panel** See LCD panel

**Projects and Research Priority Group** A group within the Association for Library Service to Children concerned with the division's projects, activities, and research

**ProLiteracy Worldwide** A U.S.-based adult volunteer literacy organization that provides educational programs and services in the U.S. and developing countries  
<http://www.proliteracy.org/>

**prologue, prolog** An introduction to a play or other work that is part of the text. Cf epilogue

**prompt** A symbol or phrase on a computer screen that informs the user that the computer is ready to accept input

**proofing, proofreading** Checking a printer's proof for errors

**ProQuest** An online service that provides access to indexes, abstracts, full-text, and image databases in a range of subject areas  
<http://www.proquest.com>

**ProQuest Dissertations & Theses PQDT** A database providing access to full-text, long abstracts, and citations of U.S. and Canadian dissertations  
<http://wwwlib.umi.com/dissertations/>

**ProQuest/SIRS State and Regional Achievement Award** An annual ALA award to the group with the most successful and creative intellectual freedom project

**prosopography** See collective biography

**protocol** An agreed set of rules by which messages passed from one computer system to another are encoded and interpreted

**provenance** 1. The origin or source.  
2. A record of previous ownership of a work.  
3. The archival principle of not mingling records of different creators

**provincial librarian** A librarian working in a rural or provincial public library

**provincial library** A public library serving a province across local and community boundaries

**proximity operator** Also adjacency operator. A word or symbol that enables searching of terms close to each other in a title, etc.—e.g., near, with

**proxy cache** A store on your network or Internet Service Provider's proxy server of web pages that have been visited

**proxy, proxy server** A buffer between a user and the Internet that breaks the direct connection between sender and receiver. It funnels all user requests to the Internet and fans responses back out to the appropriate users, and can cache Web pages, so that the next request can be obtained locally, saving time and money

**PRS** See Public Relations Section

**pseudonym** Also non-de-plume, pen name. A fictitious name used by an author. Cf allonym

**PTDL** See Patent and Trademark Depository Library

**PTDLA** See Patent and Trademark Depository Library Association

**publication** 1. Issuing copies of a book or other item to the public.

2. A book, serial, etc. so issued

**publication date** See date of publication

**public domain** Not (or no longer) protected by copyright

**public domain software** Programs available for public use free of charge. Cf open source software

**Public Information Office** PIO. The office of ALA concerned with public awareness of libraries and librarians

**public lending right** PLR. A payment made to authors by government in respect of their works lent by public libraries

**public library** A library funded by government that provides services to all sections of the community

**Public Library Association** PLA. The division of ALA concerned with the development and effectiveness of public library staff and services

<http://www.pla.org>

**Public Programs Office** PPO. The office of ALA that promotes and supports libraries as community cultural and educational centers

**public relations** Outreach and community activities that promote the library to its users

**Public Relations Assembly** PRA. A broad group within ALA concerned with library public relations and marketing activities

**Public Relations Section** PRS. A section of the Library Administration and Management Association concerned with public relations theory and policies

**public services** Direct services to library users, including circulation, interlibrary loan, bibliographic instruction, and reference services. Cf technical services

**publish** 1. To issue in printed form—e.g., a book, serial.  
2. To issue in nonbook form—e.g., a videorecording, computer software.  
3. To make available via the Internet

**published price** See list price

**publisher** A person or body that issues copies of a book or other item to the public

**puff** See blurb

**Pulitzer Prizes in Letters** Annual U.S. prizes for fiction, biography or autobiography, poetry, U.S. history, and nonfiction, established in 1917 as willed by Joseph Pulitzer  
<http://www.pulitzer.org/>

**pull technology** Technology in which a user specifically asks for something by performing a search or requesting an existing file (e.g., when browsing the Web). Cf push technology

**pulp fiction** Sensational fictional work of no literary merit

**Pura Belpré Award** A biennial ALA award to a Latino/Latina writer and illustrator whose work best portrays, affirms, and celebrates the Latino cultural experience in an outstanding work of literature for children and youth

**purchase order** A firm order placed with a publisher or supplier by a library, bookstore, government department, or other agency

**pure notation** One type of symbol only—e.g., numbers—used as the notation of a classification scheme. Cf mixed notation

**PURL** Persistent uniform resource locator. An Internet address that is used to direct the user to an Internet site via an intermediate resolution service, even if the original URL for the site changes

<http://purl.oclc.org/>

**push technology** Technology in which selected data is automatically delivered to a user's computer at prescribed intervals or based on a specific event. Cf pull technology

**PVC** Poly vinyl chloride. Not recommended for storage of library materials as it deteriorates, giving off vapors that tarnish the material

## [Q]

**qualifier** An addition to a name, etc., enclosed in parentheses

**quarterly** (adj) Issued four times a year. (n) A publication issued four times a year

**quarto** 1. A book between 10 and 13 inches high.

2. A sheet of paper folded twice to form a section of four leaves.

3. A book having sections of four leaves, or eight pages. Cf folio, octavo

**query** A question, especially a search request put to a database

**Questel-Orbit** Online information retrieval service specializing in patents, trademarks, materials science, chemistry, energy, and earth sciences

<http://www.questel.orbit.com/>

**QuestionPoint** A Web-based virtual reference service and set of administrative tools for libraries, developed by the Library of Congress and OCLC and advised by the Global Reference Network

<http://www.questionpoint.org/>

**queuing** Arrangement of items or tasks in sequence

**Quick Picks for Reluctant Young Adult Readers** An annual annotated list selected by the Young Adult Library Services Association of recommended books appropriate for reluctant young readers

**Quill & Quire** Monthly Canadian journal of book reviews and trade news

**q.v.** Abbreviation for Latin quod vide (which see). Used in reference works to refer the user to another term in the same work

**QvtTerm** Software that uses the Internet to create remote terminal sessions



## [R]

**RAD** See Rules for Archival Description

**radio frequency identification** RFID. Technology in which clients pass their library card over a self-checking unit to register their borrower details

**RAM** Random access memory. Memory that stores the data and program instructions the computer is currently working with; the information is lost when the computer is turned off

**Randolph Caldecott Medal** See Caldecott Medal

**range** A set of shelving bays

**ranking** The arrangement of items according to a predetermined order

**rare book** A book of which very few copies still exist

**Rare Books and Manuscripts Section** RBMS. A section of the Association of College and Research Libraries that represents and promotes concerns related to special collections

**RBMS** See Rare Books and Manuscripts Section

**RDA: Resource Description and Access** New descriptive cataloging rules based on the Anglo-American Cataloging Rules (AACR), due for release in 2008  
<http://www.collectionscanada.ca/jsc/rda.html>

**RDBMS** See relational database management system

**RDF** Resource Description Framework. A framework designed to enable different applications to exchange metadata

**reader education, reader instruction** See bibliographic instruction

**reader/printer** A machine that displays, enlarges, and makes copies of microforms

**reader services** See public services

**readers' adviser** A library staff member who advises readers on their choice of books and generally assists in the use of the resources of the library

**readers' adviser's desk** See enquiry desk

**reading group** A group formed to discuss books the members have read

**reading room** An area in a library that is used mainly for reading and study

**read-only memory** ROM. Memory which can be read only and is not lost when the power is turned off

**ready reference** Standard reference books kept close to the reference desk to enable reference librarians to locate factual information

**ready reference query** A question requiring factual information from one source

**realia** Three-dimensional objects

**real-time communication** When one can see on one's computer what someone else is keying on their computer while it is being keyed

**real-time online reference service** A reference service in which librarians respond to online user enquiries immediately

**real-time processing** See transaction processing

**reasonable portion** An allowable amount to copy, according to copyright legislation: 10% of the total number of pages, or one chapter, of a published work that is of not less than 10 pages and is not an artistic work, or one or more periodical articles on the same subject

**rebinding** The complete reconstruction of a book, usually by resewing the sections and adding a new cover

**reboot** To restart a computer

**recall** (n) 1. A request for the return of a library item from loan.  
2. Retrieval of information from a database. (v) To request the return of a library item from loan

**recataloging** Revising catalog records because of a change in library policy or needs

**receiver** 1. A device that accepts signals. Cf transmitter.  
2. A unit of audio or audio/video equipment that acts as the control panel for a stereo or home theater system

**reciprocal borrowing** The exchange of borrowing privileges between two libraries

**reclassification** 1. Revision of call numbers.  
2. Converting a collection from one classification scheme to another

**recognition of prior learning** RPL. Determination of the competencies obtained by a learner through previous formal training and work and/or life experience, and the consequent advanced standing to which the learner is entitled

**recommended retail price** RRP. The price at which the publisher recommends that booksellers sell the item

**RECON** See retrospective conversion

**record** (n) 1. A document.  
2. The data relating to a document, e.g., in a catalog or database.  
(v) 1. To preserve information in writing, typescript, or coded form.  
2. To reproduce sound and/or pictures using disk or magnetic tape

**records management** The control of the administrative records of an organization

**record status** Byte 5 of the MARC leader. The most common values are n for new record and c for changed record

**record structure** The organization of the MARC record into the leader, the directory, and the variable fields

**Recruitment Assembly** A broad group within ALA that coordinates activities of ALA units and other groups related to recruiting for the profession

**recto** The right-hand page of an open book. Cf verso

**reduction** Making a classification number shorter by omitting one or more digits from the end of the number

**refer** Make a reference (to)

**refereed** See peer-reviewed

**reference** A direction from one heading or entry to another

**Reference and User Services Association** RUSA. The division of ALA concerned with the delivery of reference/information services to all groups, and of general library services and materials to adults  
<http://www.ala.org/rusa/>

**reference book** See reference work

**reference collection** A collection of books intended to be referred to rather than read cover to cover. Usually not for loan outside the library

**reference desk** See enquiry desk

**reference interview** The face-to-face, telephone, or online exchange between a librarian and a reader to communicate, refine or clarify a reference enquiry

**reference librarian** A librarian working at an enquiry desk, or otherwise delivering service to users

**reference question** A request by a library user for information or help finding it

**Reference Service Press Award** An annual ALA award to the author of the best article published in Reference and User Services Quarterly

**reference services** Services to library users including meeting requests for specific information and assistance, and facilitating user access to library material and equipment

**reference shelves** See reference stacks

**reference source** A source of authoritative information relied upon by a reference librarian to answer a query

**reference stacks** Also reference shelves. The shelves where reference books are housed

**reference strategy** Finding the fastest, most efficient way to answer reference queries

**reference work** 1. Also reference book. A work intended to be referred to for a specific piece of information, rather than read.

2. The work of the library that provides assistance to users seeking information

**REFORMA** Association established in 1971 to improve library and information services for Spanish-speaking and Latino people in the U.S.  
<http://www.reforma.org>

**regional library** A public library serving a district, usually across local government boundaries

**registration** Joining the library

**reissue** A new impression of an existing edition in which the title page is different but the text remains essentially the same

**re-keying** Re-entering data into a computer system via the keyboard

**related term** RT. A subject heading at the same level of specificity to another heading and related in subject matter. Cf broader term, narrower term

**relational database management system** RDBMS. Software that stores data in different tables and links them together as required, enabling quicker and more efficient searching

**relational operator** A word or symbol that enables a searcher to specify greater than, less than, etc.—e.g., >= 1992 means published in or after 1992

**relative index** In a classification scheme, an alphabetical list of all topics and synonyms, showing the relation of the topics to all the disciplines they are associated with. Cf specific index

**relative location** Items are placed in relationship to others depending on the subject

**relevance, relevancy** The degree to which retrieved items match the requirements of the search

**relief map** Also contour map. A map that shows elevations on the surface of the earth and beneath the oceans by means of contour lines, shading, etc.

**relocated topic** A subject that has been given a different classification number

**remainder list** 1. A list issued by a publisher or bookseller of material to be sold at or below cost price.

2. See duplicates list

**remote access** Communication via a terminal or workstation with a distant computer system

**renew** 1. To extend the period for which a library item is on loan.

2. To extend the length of a serial subscription

**rental collection** A collection whose items are lent for a fee

**repeatable** Able to be used more than once within a MARC record

**repetitive strain injury, repetitive stress injury** RSI. Also overuse injury. Damage to the hand, wrist, arm, neck, eyes, or back brought about by overuse, often from keyboarding

**replacement** A book purchased by a library to replace a lost or worn-out copy of the same title

**replica** A copy or reproduction of a work, especially one made by the creator of the original

**report** 1. A record of research findings.

2. An official record of the activities of a corporate entity.

3. A formal account of an investigation

**repository** A place where material, for example archival material, is stored

**reprint** A new printing of a work made from the original typeface

**reproduction** Photography, copying by hand, recording onto cassette or video directly or off-air

**reprographic reproduction** Copying an item, especially by photocopying

**republishing** Reissuing an existing publication by a different publisher, without altering the text

**re-purposing** Reformatting data so that it may serve other purposes

**request for comment** See RFC

**request for information** See RFI

**request for proposals** See RFP

**requisition** A formal request for the purchase of materials, supplies, or services

**research** Scholarly investigation

**Research and Statistics Assembly** A broad group within ALA concerned with library research and statistical activities

**research collection** 1. Library material that can sustain research in a particular subject.

2. Holdings of a research library

**research guide** Advice on strategies and resources for investigating a particular subject

**Research Libraries Group** See RLG

**Research Libraries Information Network** See RLIN21

**research library** A library committed to supporting long-term scholarly activity

**research query** A question requiring complex information that cannot be obtained from a single source

**reserve** To request an item as soon as it is returned from loan or otherwise made ready for borrowing

**reserve collection** Also closed reserve, open reserve, restricted loan, short loan. A collection of material in high demand, usually in a teaching institution, whose access is controlled and whose loan periods are shorter than normal library loans

**reshelve** To replace items on the shelf in order

**reshelving cart** Also book truck. A wheeled trolley used for returning books to their shelves or other areas in the library

**resolution** The degree of sharpness in text or an image on screen or in print, usually measured by the number of pixels or dots per square inch

**resolution service, resolver** A service that redirects a search on the Internet from an obsolete location to a current location

**resource center** A library in a school or other educational institution or network

**Resource Description and Access** See RDA: Resource Description and Access

**Resource Description Framework** See RDF

**resource discovery** Location of documents, especially on the World Wide Web

**resource sharing** The sharing of material between libraries—for example, where an expensive item is purchased by one library and made available to others

**response time** Also access time, turnaround time. The time an online system takes to respond to a user's command

**restricted access** Can only be seen or used by certain people

**restricted loan** See reserve collection

**restricted publication** A publication restricted to a particular category of reader, such as over 18 years (for overtly sexual material), Defense Force personnel (for classified material)

**retrospective bibliography** A list of materials published in a specified past period. Cf current bibliography

**retrospective conversion** RECON. Changing older records, usually into machine-readable form

**Reuters** 1. A major international news agency.

2. A commercial organization that offers access to online and CD-ROM databases, mainly in financial services

<http://www.reuters.com>

**review article** An article that analyzes all aspects of a topic or issue



**review publication** A journal that mainly publishes reviews of new books and other material—e.g., New York review of books

**revised edition, revision** A new edition of a work containing alterations and/or additions. Cf continuous revision

**RFC** Request for comment. A document that describes the specifications for a recommended technology. RFCs are used by the Internet Engineering Task Force (IETF) and other standards bodies

**RFI** Request for information. A request to system vendors/developers, giving a brief overview of requirements for a system, and asking if they can satisfy them

**RFID** See radio frequency identification

**RFP** Request for Proposals. A formal request to system vendors/developers to submit proposals for system development

**rhetic** 1. The art or branch of knowledge that treats the principles underlying effective composition in prose or verse.

2. The art that teaches oratory

**rhyming dictionary** A dictionary for writers of poetry, listing words of a language alphabetically by phonetic ending

**right truncation** Abbreviation of a search term, using a special symbol at the end of the term—e.g., #, \*

**ring binding** Loose-leaf binding in which pages with punched holes are placed on metal rings attached to the spine of the binder, allowing them to be added or removed. Cf post binding

**RLG** Research Libraries Group. A U.S.-based international library network of academic, research, national, and other libraries, archives, and museums

<http://www.rlg.org>

**RLIN21** A Web interface provided by RLG for locating and exporting MARC bibliographic and authority records, cataloging, archival processing, and record maintenance in the RLG Union Catalog

**Robert F. Sibert Informational Book Medal** An annual ALA award to the author of the most distinguished informational book published during the preceding year

**Robert H. Blackburn Distinguished Paper Award** A CLA award to acknowledge notable published research

**Robinson Award** See Charlie Robinson Award

**robot** See Web crawler

**role play** 1. Performing an imaginary role, especially as a method of instruction or training.

2. Acting out real-life situations

**ROM** Read-only memory. Memory whose content cannot be altered and remains after the power is turned off

**romanization** Rendering the characters or letters of another alphabet into those of the roman alphabet. Cf transliteration

**roman numeral** A number like I, II, III, IV, ... or i, ii, iii, iv ...

**rotated index** See permuted index

**round table** A membership unit of ALA established to promote a field of librarianship not within the scope of any single division

**route** The path that network traffic takes from its source to its destination

**router** A dedicated computer that sends packets of information from one place to another by the most efficient route at any given moment

**routing** 1. Circulating an item, especially an issue of a serial, to a specified list of users, each of whom sends it to the next person when they have finished with it.

2. Finding a path through a network to a computer, usually handled by the communications hardware and software

**routing slip** A list of users to whom an item, especially an issue of a serial, is to be circulated

**royalty** Payment to an author by a publisher for every book sold, based on a percentage of the price of the book

**Rozkuska Scholarship** See David Rozkuska Scholarship

**RPL** See recognition of prior learning

**rpm** Revolutions per minute. Measurement of the speed of play of a phonograph record

**RRP** See recommended retail price

**RSI** See repetitive strain injury

**RT** See related term

**Rules for Archival Description** RAD. A set of rules for describing archival material, developed by Canadian archivists and based on the Anglo-American Cataloging Rules (AACR)

**running head** See running title

**running number** A number added in the order in which the item has been received or processed

**running title** Also running head. A title or shortened title that appears at the top or bottom of the pages of a work

**rural library** A library that serves people in the countryside and in villages

**RUSA** See Reference and User Services Association

## [S]

**SACO** See Subject Authority Cooperative Program

**sacred work** A basic writing of a religion, such as The Bible, Koran, Talmud, etc., that is generally accepted by followers of the religion

**Safari** A Web browser for Mac—that is, computer software that enables users to browse the World Wide Web, and move from one site, document, etc., to another  
<http://www.apple.com/safari/>

**Sagebrush Award for a Young Adult Reading or Literature Program** Award to a member of the Young Adult Library Services Association who has developed an outstanding reading or literature program for young adults

**Sagebrush Education Resources Literature Program Grant** See ALSC/Sagebrush Education Resources Literature Grant

**sample stocktaking** Checking a sample of the collection against the record of the library's holdings—e.g., checking every 100th book

**Samuel Lazerow Fellowship for Research in Collections and Technical Services in Academic and Research Libraries** An annual ALA award to provide fellowships to librarians for travel or writing in the fields of collections or technical services

**SAN** See Standard Address Number

**SASS** See Systems and Services Section

**Saur Award for Best *College & Research Libraries* Article** See K. G. Saur Award for Best College & Research Libraries Article

**save** To preserve a file by copying it to permanent storage (e.g., a hard disc)

**scale** The ratio of distances on a map to the corresponding values on the earth

**scan** 1. To examine every item in a collection to determine usefulness for information retrieval.

2. To read a printed document into a computer

**scanner** 1. Also optical scanner. A device that converts images on paper to electronic impulses readable by a computer.  
2. Also barcode reader. A device that transmits barcode information to a computer for processing

**scatter indexing** Indexing a term under two or more headings

**schedule** The enumerated classes, divisions, etc., of a classification scheme, arranged in number order. Cf table

**Schneider Family Book Award** An ALA award to an author or illustrator for a book that expresses the disability experience for child/adolescent audiences

**scholars' centre** A dedicated area of a university library focused on the needs of postgraduate students and academic staff

**Scholastic Library Publishing Award** An award to a librarian who makes an outstanding contribution to the stimulation and guidance of reading of children and young people

**Scholastic Library Publishing National Library Week Grant** An annual ALA award to a library for the best public awareness campaign during National Library Week

**school librarian** See teacher librarian

**School Librarian's Workshop Scholarship** An annual ALA award for the professional education of a person who plans to become a school library media specialist

**school library** A library in a school that offers a library service to students and staff

**Science and Technology Section** STS. A section of the Association of College and Research Libraries concerned with librarians in scientific and technical fields

**science fiction** Fiction based on imagined scientific discoveries, major environmental and social changes, etc., including space and time travel and life on other planets

**cope** The range of subjects covered by an index, abstracting service, database, reference book, etc.

**scope note** A note describing the range and meaning of a term or classification number

**score** A written or printed version of a musical work in musical notation

**scroll** (n) A roll of parchment or other material on which text can be written. (v) To cause text or images to move horizontally or vertically across a computer screen

**SDI** See current awareness service

**seamless searching** Searching in which users are unaware that different sources of information are being accessed, since they can use the same commands, procedures, etc., and the interface does not change

**searchable** Able to be searched, usually electronically, using keywords

**search engine** Software that locates information in a database or sites on the Internet

**search history** A list of searches conducted or sites visited during a session or specified time period

**search service** An agency that finds out-of-print or rare materials

**search software** A computer program that enables a search to be carried out in an electronic database

**search statement** An information query entered in a form that specific search software can understand

**search strategy** 1. The approach adopted to finding information on a particular topic.

2. The search statements used to identify information to answer an enquiry

**search term** A word, phrase, or number entered by a user to find the records on a database that match the term

**Sears List of Subject Headings** An authoritative list of subject headings used widely in school and public libraries

**SECAM** TV/video system used in France, Russia, and parts of the Middle East

**secondary source** A work that reports or interprets an event using first-hand documents. Cf primary source

**second summary of Dewey Decimal Classification** The 100 divisions, each of which represents a broad topic

**section** 1. A component of a serial, or of a law book, published separately.

2. A distinct portion of a book, newspaper, or journal

3. A unit of library shelving

**Secure Electronic Transaction** See SET

**Secure Sockets Layer** See SSL

**security** The protection of data so that unauthorized users cannot access or copy it

**security system** An electronic alarm system at the exit of a library building to prevent the theft of materials

**see also reference** A direction from one heading to another when both are used

**see reference** A direction from one heading, which is not used, to another heading that is used

**SEES** See Slavic and East European Section

**SEFLIN** Southeast Florida Library Information Network. A nonprofit membership organization of Southeast Florida libraries that uses innovative technology to deliver optimum library services to Southeast Florida

<http://www.seflin.org/>

**segmentation** The division of classification numbers into meaningful parts, with a view to abbreviating them for a particular library

**segregated shelving** The different formats of library materials are shelved separately according to their needs

**Selected Videos for Young Adults** An annual annotated list, selected by the Young Adult Library Services Association, of videos especially significant to young adults

**selection** Deciding which items to add to a library's collection

**selection aid** A tool used to choose new library material—e.g., a book review journal

**selection criteria** The bases on which the library decides which items to add to its collection

**selection policy** The policy according to which the library decides what to add to the collection

**selective dissemination of information** See current awareness service

**self-checkout** A facility for library users to register their own loans

**semiannual** Also half yearly. Issued every six months. Cf biennial

**semimonthly** Issued twice a month. Cf bimonthly

**semiweekly** Issued twice a week. Cf biweekly

**sentencing** Deciding where and for how long records should be kept

**separately paginated** Numbering separately the pages of each volume or part, or each issue of a periodical, starting with page one. Cf continuous pagination

**serendipity** Finding by (happy) accident

**serial** A publication issued in successive parts and intended to be continued indefinitely. Cf monograph

**serial issue** A single copy of a serial title

**seriality** The concept of continuity, of successive installments of a publication

**Serial Line Internet Protocol** See SLIP

**serial record** The bibliographic and purchase details of a serial—title, publisher, holdings, supplier, cost, etc.

**Serials Directory** Trade bibliography published by EBSCO, listing all current serials published anywhere in the world



**Serials Section SS.** A section of the Association for Library Collections and Technical Services of ALA concerned with serials

**serial title** The title of all issues of a serial. Some serials also give titles to individual issues

**series** A number of works related to each other by the fact that they have a collective title, as well as each work having its own title proper

**series title** The collective title of a group of monographs, each of which also has an individual title

**series title page** An added title page bearing the series title proper

**server** A host computer that shares its resources with other computers on the network, frequently storing the main files and applications

**server-side include SSI.** A mechanism for dynamically generating parts of Web pages

**server software** Software that resides on a server and provides information and/or services to multiple users on the network. Cf client software

**service point** An area in a library where staff provide specific services—e.g., circulation desk, reference desk

**Sessions Memorial Award** See John Sessions Memorial Award

**SET** Secure Electronic Transaction. A standard for securing online credit card payments on the Internet

**SGML** Standard Generalized Markup Language. International standard language for defining the format in documents, in order to make them readable on the Web

**shared cataloging** See cooperative cataloging

**shared responsibility** Collaboration between two or more persons or bodies performing the same function in the creation of a work. Cf mixed responsibility

**shareware** Software sold for a small fee. Users may try it out before buying. Cf freeware

**shelf dummy** A piece of solid material with a label that indicates where a particular item, shelved out of the normal sequence, is located—e.g., a volume of a periodical on microfilm

**shelf guide, shelf label** A sign advising users which call numbers are in particular shelves

**shelflist** The record of works in a library in the order in which they are shelved

**shelf read** To check the order of materials on the shelves

**shelve** To place material in order on the shelves

**Shera Awards** See Jesse H. Shera Awards

**Shirley Olofson Memorial Award** An annual award to a member of the New Members Round Table to defray the cost of attending the ALA Annual Conference

**Shores-Oryx Press Award** See Louis Shores-Oryx Press Award

**shortcut** In Windows, a pointer to a program or data file. Shortcut icons can be placed on the desktop or stored in other folders

**shortcut key** A key or key combination that performs a function in Windows or Windows applications

**short loan** See reserve collection

**shout** To type words in uppercase in an email message, WHICH IS REGARDED AS RUDE

**shutter** A device in a projector or camera, made of a thin metal disk with two or three blades, that blocks the passage of light through the aperture while the film is moved or a photograph is taken

**Sibert Medal** See Robert F. Sibert Informational Book Medal

**side title** The title on the front cover or side of a bound book

**signature** 1. A signed name.

2. The identifying details of a writer at the end of an email message or UseNet article.

3. Also section. The unit of paper which, with other signatures, makes up a book

**silverfish** Small insect that eats paper

**Simple Mail Transfer Protocol** See SMTP

**simultaneous publication** Publishing the same book at the same time in different countries or regions. Cf co-publishing

**sine loco** See s.l.

**sine nomine** See s.n.

**single-layered DVD** A DVD with only one metal and data layer, on one or both sides. Cf double-layered DVD

**skills audit** A systematic process that identifies and compares the skills held by an individual or a workplace with the skills needed, including future skill needs

**s.l.** Abbreviation of Latin sine loco (without place). Place of publication not known

**SLA** See Special Libraries Association

**slang** Informal spoken language, often peculiar to a group with a shared background

**SLAS** See State Library Agency Section

**Slavic and East European Section** SEES. A section of the Association of College and Research Libraries of ALA that represents librarians and specialists in Slavic and East European studies

**sleeve** A transparent plastic cover that fits a hardcover book and protects it against wear

**slide projector** A piece of equipment used for showing small photographic transparencies on a larger screen (or wall)

**SLIP** Serial Line Internet Protocol. A communications protocol for dial-up access to TCP/IP networks; largely superseded by PPP

**slipcase** A protective box with one open end, used for storing books or other items

**smart card** A small plastic card with a built-in microprocessor and memory

**SMTP** Simple Mail Transfer Protocol. A standard used by email software for sending email

**s.n.** Abbreviation of Latin sine nomine (without name). Name of publisher not known

**snail mail** (Colloquial) Mail sent via the postal service

**Social Responsibilities Round Table** SRRT. A group within ALA concerned with the responsibilities of libraries in relation to issues of social change and equity

**soft cover** See paperback

**software** 1. Audiovisual material—e.g., slides, 16mm motion picture, etc.

2. Instructions that tell a computer what to do. Cf hardware

**sole charge librarian** A librarian in sole charge of a library

**sole charge library** See one person library

**SOLINET** Southeastern Library Network. A not-for-profit library cooperative providing resource sharing for the southeastern United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia) and the Caribbean <http://www.solinet.net/>

**SORT** See Staff Organizations Round Table

**sorting** Display of results of a search in a specified order—e.g., by publication date

**sound recording** Any format of recorded sound, including audiotape, compact disk, phonograph record

**source document** The original document from which copies are made

**spam** Unsolicited material sent by email

**SPARC** Scholarly Publishing and Academic Resources Coalition. An alliance of universities, research libraries, and organizations focused on expanding the dissemination of research information

<http://www.arl.org/sparc/>

**special collection** A collection of materials that is treated in a special way because of its subject matter, age, value, etc.

**special issue** An issue of a periodical addressing a special subject or occasion

**Special Libraries Association** SLA. An organization founded in 1909, with an international membership of information professionals who work in special libraries serving business, research, government, etc.

<http://www.sla.org/>

**special library** A library specializing in a limited subject area, usually maintained by a corporation, association, or government agency

**special-research library** A special library with a research function

**specifications** A detailed description of requirements

**specific index** An alphabetical list that gives one entry only for each topic mentioned in the schedules, together with synonyms. Cf relative index

**specific material designation** A term indicating the specific class of material—e.g., poster—to which an item belongs. Cf general material designation

**Spectrum Initiative Scholarships** Scholarships to American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino or Native Hawaiian/other Pacific Islander students to undertake an ALA-recognized program in library and information studies

**spell-checker** A feature of a word processing program that verifies the spelling of words and highlights errors

**spider** See Web crawler

**spine** The part of a book's cover that holds the front and back together

**spine label** A label on the spine of library material showing the call number

**spine title** The title on the spine of a book

**splice** To join two pieces together

**sprocket** A roller in a film projector with teeth along one edge that fit into holes at the edge of the film. Its purpose is to pull the film through the projector

**SPVS** See Supervisors Section

**SQL** Standard query language. Pronounced "s-q-l" or "see-quil". Language used to search a relational database

**SRRT** See Social Responsibilities Round Table

**SS** See Serials Section, Statistics Section

**SSI** See Server Side Include

**SSIRT** See Support Staff Interests Round Table

**SSL** Secure Sockets Layer. A protocol that secures data, especially credit card details, sent to and from a Web browser; used for Internet commerce

**stack capacity** The quantity that can be stored in a library's stacks

**stack maintenance** Keeping books and other materials in a library stack in good order

**stacks** 1. The shelves in a library where library materials are stored.  
2. An area containing seldom-used library materials, usually accessible only to library staff

**Staff Organizations Round Table** SORT. A group within ALA concerned with staff organizations

**stand-alone computer** A computer that is not connected to a network

**standard** 1. A published document that states the requirements to ensure that a product, material, or procedure will do the job it is intended to do.

2. A statement of what is expected of an individual performing a particular occupational role

**Standard Address Number SAN.** A 9-digit unique identification number assigned to an organization in, or served by, the book trade, particularly those involved in electronic transfer of information

**Standard Generalized Markup Language** See SGML

**standardize** Make standard by applying a set of rules

**standard list** A list of works recommended for inclusion in the collection of a particular category of library

**standard number** An ISBN, ISSN, or any other internationally agreed upon number that identifies the item uniquely

**Standard Query Language** See SQL

**standards** See standard

**standard subdivision** 1. An auxiliary number in Dewey Decimal Classification that represents a standard form or treatment of a subject—e.g., -09 for historical treatment.

2. Also free-floating subdivision. A subheading in Library of Congress Subject Headings that is applied to one or more categories of main headings—e.g., “Periodicals”

**standard title** See uniform title

**standard work** A work recognized as a fine example in its field

**standing order** Also continuation order. An order for all future issues of a serial title or multi-volume monograph until the publisher is notified that no more issues or volumes are required

**state library** The government-funded library of a state, province, or territory, that provides library services to the whole region, sometimes including support of public and/or school libraries

**state library agency** An organization authorized by a state government to promote library services in the state through the organization and coordination of a variety of library services

**State Library Agency Section** SLAS. A section of the Association of Specialized and Cooperative Library Agencies of ALA concerned with the role and functions of state library agencies in fostering the delivery of library services

**state manual** Also blue book. A publication by a U.S. state government containing the state charter and/or constitution, election statistics, and other details of the government structure and personnel

**statement of responsibility** A statement taken from the item that describes the person(s) or corporate body(ies) responsible for the intellectual or artistic content of the item

**statistics** Numerical facts often presented in a table

**Statistics Canada / Statistique Canada** The federal office that compiles and disseminates statistical data on Canada's economy, land, people, and government  
<http://www.statcan.ca/>

**Statistics New Zealand / Tatauranga Aotearoa** New Zealand's major source of official statistics, including information about people, households, businesses, and economy  
<http://www.stats.govt.nz/>

**Statistics Section** SS. A section of the Library Administration and Management Association of ALA concerned with needs for, and uses of, statistical measurement of library resources, services, and facilities

**statutory copy** See deposit copy

**steady state** Also zero growth. A library collection in which the number of items added each year is balanced by withdrawing the same number

**stemming** Searching in which only the stem of the word is looked for, and the result includes every term with the same word stem—e.g., enter quaker and find quake, quaking, etc.



**stereophonic** Recorded and played back through two separate sound channels.

Cf monophonic

**stocktaking** See inventory

**Stonewall Book Awards** Annual ALA awards to honor books of exceptional merit relating to the gay/lesbian/bisexual/transgendered experience

**stop list** The set of stop words of a particular searching system or software

**stop word** A very common word (e.g., and, but, the) that a computer ignores when searching by keyword. Cf keyword

**storage** Keeping data indefinitely, such as on hard disk or floppy disk

**story hour** A scheduled time for reading and telling stories to children

**storytelling** Telling or reading stories, especially to children

**strategic planning** Developing long-term objectives, and considering how to achieve them

**string searching** Matching a sequence of characters within a body of text

**strip** Automatically edit a record or records by removing unwanted fields

**STS** See Science and Technology Section

**student assistant** A student in a school or academic institution who is employed part-time in the library

**style manual** A set of rules to ensure consistency of spelling, abbreviations, citation style, etc.

**style sheet** 1. A list of the rules of spelling, punctuation, and citation that a publisher requires authors to apply.

2. A master page layout used in creating documents electronically; it stores margins, tabs, fonts, headers, footers, etc.

**stylus** The needle used to obtain sound from a phonograph record

**subdivision** A section of a classification scheme or subject heading

**subfield** 1. Part of the MARC record that contains an element of description or other small piece of information.

2. Part of a field

**subfield code** The two-character code that precedes a data element in a MARC record—e.g., \$a

**subfield delimiter** The character introducing a subfield in a MARC record— e.g., \$

**subheading** A secondary heading added to a subject heading or descriptor

**subject** The theme or themes of a work

**Subject Authority Cooperative Program** SACO. The subject authority component of the Program for Cooperative Cataloging of the Library of Congress

<http://www.loc.gov/catdir/pcc>

**subject bibliography** A publication listing references on a topic

**subject cataloging** Describing the content of a work using subject headings and a classification number

**subject encyclopedia** A publication of comprehensive information on a specific subject or field. Cf general encyclopedia

**subject entry** An entry under the heading for the subject

**subject gateway** See gateway

**subject heading** A heading that describes a subject and provides subject access to a catalog

**subject specialist** A librarian with specialized knowledge of a subject area

**subordinate body** A corporate body that is part of a larger corporate body

**subrecord** An analytical entry for part of an item for which a comprehensive catalog record already exists

**subscription** An order for all issues of a serial published within a certain time, usually one or two years. Payment is made in advance for the whole period

**subscription agent** A person or company that provides services to libraries wanting to purchase serials. The services include ordering subscriptions, arranging payments and invoicing the library, following up missing issues, etc.

**subscription work** A work that is published only after enough people and/or organizations have agreed to subscribe in order to cover part of the cost

**subsidiaries** See back matter

**subsystem** Part of an integrated system—e.g., the circulation subsystem

**subtitle** See other title information

**SuDocs number** The call number of a U.S. government publication, assigned according to a special classification system maintained by the U.S. Superintendent of Documents—e.g., SBA 1.1/2-2 (Small Business Economic Indicators)

**Sullivan Award for Public Library Administrators Supporting Services to Children Award** An annual ALA award to a library administrator for exceptional understanding and support of public library service to children

**summary** See abstract

**Summary Object Interchange Format** See SOIF

**summer reading program** A program offered by a school library or the children's section of a public library, to keep children reading during the long vacation

**supercomputer** The fastest computer available. Cf mainframe, minicomputer, microcomputer

**super record** A concept of a catalog record that links all the records of different manifestations of a work into one record

**Supervisors Section** SPVS. A section of the American Association of School Librarians of ALA concerned with all phases of school library supervision

**supplement** 1. An item issued separately that brings a monograph up to date or otherwise adds to the work.

2. Extra issues of a serial title

**supplier** A company whose primary function is to obtain material from publishers and supply it to information agencies

**support staff** Library employees who perform clerical, technical, or maintenance tasks

**Support Staff Interests Round Table** SSIRT. An arena within ALA for issues of concern to library support staff

**surf** To navigate the World Wide Web using search engines and links

**surrogate** 1. A copy of an item, sometimes in another format—e.g., microform, photocopy—generally for preservation.

2. A bibliographic record that represents the item

**synchronous** Synchronized, or coordinated, in time. Cf asynchronous

**synchronous digital reference service** See digital reference

**syndetic** Connected by cross references

**synonym** A word with the same meaning as another. Cf antonym, homonym

**synoptic journal** A journal that publishes only brief reports and abstracts (synopses)

**syntax** 1. The rules that apply to the construction of a computer program language.

2. The order of entering computer search terms, which governs the order in which the operations are carried out.

3. Rules for constructing grammatically correct sentences

**syntax error** A mistake in formulating an instruction to a computer

**synthetic classification** Classification that allows the classifier to construct (synthesize) numbers for composite subjects—e.g., Colon Classification, Universal Decimal Classification

**Systems and Services Section** SASS. A section of the Library Administration and Management Association of ALA concerned with the application and management of new technology in library services

**systems integration** Combining inhouse systems with external systems

**systems librarian** A librarian responsible for a library's computer systems

## [T]

**table** Also auxiliary table. A list of numbers and/or letters that can be added to notation in the schedules to make a classification number more specific. Cf schedule

**table of contents** TOC. A list of the contents of a publication, with corresponding page numbers

**tag** A label that identifies each field of a MARC record—e.g., 245 identifies the title and statement of responsibility field

**tagged image file format** See TIFF

**talking book** See book-on-tape

**tattle tape** Magnetic tape inserted in a library item that activates an alarm if the item is removed from the library without being charged out correctly

**TB** See terabyte

**TCP/IP** Transmission Control Protocol / Internet Protocol. The de facto international standard for data transmission and error correction that allows transfer of data from one Internet-linked computer to another

**teacher librarian** Also school librarian. A librarian who manages a school library and offers a library service to students and staff of a school

**technical processing** See technical services

**technical report** A scientific record of research findings

**technical services** Library services that deal with the bibliographic control—including acquisition, cataloging, and endprocessing—of library material. Cf public services

**telecommunications** Use of communication systems—e.g., telephone lines—to send data over a long distance

**Telecommunities Canada / Télécommunautés Canada** A federal body that promotes community networking and electronic information services

<http://www.tc.ca/>

**teleconferencing** Conducting audio and/or video conferences between remote sites via telephone lines

**telnet** A protocol for access to text-only databases on the Internet, especially used for access to library catalogs

**temporary copy** An electronic copy made for transmission, stored briefly in case the transmission fails and it needs to be sent again, then deleted to comply with copyright regulations

**Te Puna National Bibliography** Monthly online listing of material published in New Zealand, by New Zealanders, and/or about New Zealand

**terabyte** Also TB Tbyte, T-byte. A trillion bytes

**terminal** An input/output device for a computer, consisting of a keyboard for input and a monitor or printer for output. Cf dumb terminal, intelligent terminal

**terminal server** A computer or controller that allows multiple terminals to connect to a network or host computer

**terms of availability** Terms on which the item is available, including price

**tertiary source** A guide to the literature of a particular field—e.g., a bibliography of bibliographies, a directory of directories, etc.

**tête-bêche** A work with text in one language and the same text in another language when the work is turned upside-down

**textbase** A computer program that combines word processing with a database, so that users can add to the database as well as retrieve information

**TGN** See Getty Thesaurus of Geographic Names

**Theatre Library Association** TLA. A U.S. organization that promotes the collection, preservation, and use of theatrical and performing arts materials  
<http://tla.library.unt.edu/>

**Theodor Seuss Geisel Award** An annual ALA award to the author(s) and illustrator(s) of the most distinguished contribution to American beginning reader books

**thesaurus** 1. A work containing synonymous and related words and phrases.

2. A list of controlled terms used in a database

**thesis** See dissertation

**third summary of Dewey Decimal Classification** The 1000 sections, each of which is a whole number, and represents a specific topic

**Thomson Gale Award for Excellence in Business Librarianship** An annual ALA award to an individual who has made a significant contribution to business librarianship

**Thomson Gale Award for Excellence in Reference and Adult Library Services** An annual ALA award to a library or library system for developing an imaginative and unique resource to meet patrons' reference needs

**Thomson Gale Financial Development Award** An annual ALA award to a library for securing new funds for a public or academic library

**thumbnail** A small image that represents a larger image

**TIFF** Tagged image file format. A graphic file format widely used for scanned images

**tilde** The symbol ~ used to indicate a person's home directory or home page on the Web

**till-forbid order** See standing order

**timeout** A computer routine that disconnects a user who has not made a response within a specified period

**tipped in** (A single sheet) glued into a book with adhesive on the inside edge of the page

**title** 1. A word or phrase that names an item.

2. A work, as in "a list of titles"



**title page** The page that provides the most complete information about the author and title, and is used as the primary source of cataloging data

**title proper** The main name of an item, including alternative title(s) but excluding parallel titles and other title information

**TLA** See Theatre Library Association

**TOC** See table of contents

**Tom C. Drewes Scholarship** A scholarship to a library support staff person who is a U.S. or Canadian citizen or permanent resident, pursuing a master's degree in library science

**tone** A book, especially a large or scholarly one

**Tony B. Leisner Scholarship** A scholarship to a library support staff person who is a U.S. or Canadian citizen or permanent resident, pursuing a master's degree in library science

**toolbar** A narrow band, usually on the top of a computer screen, with buttons which can be clicked to access menus and other windows

**topic** A subject for investigation or debate

**topical** 1. Relating to matters of interest of the day.

2. Relating to a subject

**topical guide** See pathfinder

**Toronto Centre for the Book** A center that fosters interdisciplinary research and professional activity in bibliographic issues  
<http://www.library.utoronto.ca/tcb/>

**Toronto Conference** International Conference on the Principles and Future Development of AACR, Toronto, Canada, 1997. The conference made recommendations to the Joint Steering Committee on priorities for revising AACR

**total quality management** See TQM

**touchpad** A small flat surface connected to a computer that a user can activate with the touch of a finger, rather than pressing keys or using a mouse

**touch screen** A computer screen that allows users to select from the screen by touching one of the options displayed

**TQM** Total quality management. Comprehensive management method that covers recruitment, staff development and training, systems, and processes

**traced series** A series for which an added entry is made

**tracing, tracing note** A record of the heading(s) under which an item is entered in a catalog

**trade bibliography, trade catalog** A listing of books available for sale, together with details of price, publisher, etc., needed for purchase

**trade journal** A periodical of interest to a specific industry or trade

**trade list** See trade bibliography

**transaction log** See log

**transaction processing** Also real-time processing. Updating the appropriate records as soon as a transaction (order, payment, etc.) is entered into the computer. Cf batch processing

**transcript** A written record or copy

**transcription** Writing down

**transformer** A device that changes electricity supply from one voltage to a higher or lower voltage

**translation** A work rendered in another language

**transliteration** Rendering of the letters or characters of one alphabet into those of another—e.g., romanization

**Transmission Control Protocol / Internet Protocol** See TCP/IP

**transmitter** A device that generates signals. Cf receiver

**trap** A procedure in an automated circulation system that interrupts certain transactions—e.g., not allowing a user to borrow a not-for-loan item

**Trojan horse** Apparently legitimate software that does something destructive when run

**truncation** Abbreviation of a search term using a special symbol (e.g., #, \*) in order to include variants of the term such as plurals, adjectives, etc. Cf wildcard

**trustee** See library trustee

**tuner** A radio that needs to be connected to an amplifier and speakers

**turnaround time** 1. The time between requesting and receiving an interlibrary loan.

2. See response time

**turnkey system** A computer system developed for a specific application, installed by a single supplier and delivered ready to run

**twisted pair** Cable made up of a pair of insulated copper wires wrapped around each other to cancel the effects of electrical noise

**typeface** The design of a set of printed characters—e.g., Helvetica, Times Roman

**typescript** (adj) Written on a typewriter. (n) A typed manuscript

## [U]

**UCC** See Universal Copyright Convention

**UDC** See Universal Decimal Classification

**UF** Used for. A term to introduce a nonpreferred term for a subject or name, to refer users to a preferred term

**UKMARC** U.K. machine-readable cataloging. The machine-readable cataloging format developed by the British Library; now largely superseded by MARC 21

**UKOLN** U.K. Office for Library and Information Networking, based at the University of Bath. A national center of expertise in digital information management  
<http://ukoln.bath.ac.uk/>

**ULC** See Urban Libraries Council

**ULL** See upline loading

**Ulrich's Periodical Directory** Trade bibliography published by Bowker, listing all current serials published anywhere

**ULS** See University Libraries Section

**ultrafiche, ultra microfiche** Microfiche with extremely small images, allowing more material to be reproduced on a single piece of fiche

**U-matic** 3/4-inch-wide videotape

**unabridged** Not shortened

**unbound** Not bound (with other issues of the periodical to form a volume)

**uncontrolled** Not verified in an authority file

**undergraduate library** A university library that serves the information and research needs of its undergraduate students and teaching programs

**unexpurgated** Complete, not censored

**UNICODE** A superset of ASCII code; a 16-bit international character code that enables coding of the main scripts of the world, including nonroman scripts

**uniform edition** A series of books printed and bound in the same style

**uniform resource locator** See URL

**uniform resource name** See URN

**uniform title** 1. A title chosen to identify a monograph appearing under varying titles—e.g., Bible.

2. A title used to distinguish the heading for one serial or series from the heading for another—e.g., Bulletin (UNESCO)

**UNIMARC** UNIversal MAchine-Readable Cataloging. The version of the MARC format for cataloging bibliographic items developed by IFLA, widely used in Europe, and now managed by the National Library of Portugal

**union catalog** Catalog of the holdings of more than one library

**unique call number** A number on a library item consisting of a classification number, a book number, and often a location symbol, that differs from every other call number in the library

**United States Agricultural Information Network** USAIN. An organization for information professionals interested in agricultural information matters, and the formation of a national information policy as related to agriculture  
<http://usain.org/>

**United States Government Printing Office** GPO, USGPO. The federal government's primary centralized resource for gathering, cataloging, producing, providing, authenticating, and preserving published information in all its forms  
<http://www.gpo.gov/>

**Universal Copyright Convention** UCC. An international convention that came into effect in 1955, and provides reciprocal protection of copyright in the member countries, simply by using the symbol ©, the name of the copyright owner, and the year of first publication

**Universal Decimal Classification** UDC. A classification scheme developed by the International Federation for Information and Documentation (FID) by expanding Dewey Decimal Classification. It offers the most specific classification for specialized collections and is widely used in special libraries

**University Libraries Section** ULS. A section of the Association of College and Research Libraries concerned with university librarianship and library service, and the development of university libraries with graduate programs

**university library** A library or library system established by a university to meet the needs of its students, faculty, and staff

**university press** A publishing house associated with a university, that publishes scholarly books and periodicals

**Unix** An operating system used on computers including mainframes and personal computers. Used in many large organizations. Cf Linux

**unmediated search** A search performed by an end user without the authorization or assistance of a library

**unpaged** Not having its individual pages numbered

**untraced series** A series for which no added entry is made

**unzip** To decompress a compressed file so that it can be manipulated by a computer

**updated version** A new version of a work which has been brought up to date

**updating loose-leaf** An integrating resource consisting of one or more base volumes that are updated by adding, removing and/or substituting pages

**upgrade** (v) To enhance computer hardware or software. (n) A new and usually improved version of a computer application

**upline loading, uploading** ULL. Copying data (e.g., bibliographic records) from one's own computer to a remote database (e.g., a shared network). Cf downloading

**uppercase** Capital letter (e.g., A, B, C). Cf lowercase

**Urban Libraries Council** ULC. An association of public libraries in metropolitan areas and the corporations that serve them, founded in 1971

<http://www.urbanlibraries.org/>

**URL** Uniform resource locator. The address of a site on the World Wide Web

**URN** Universal resource name. A unique, location-independent designation for an object or service, for example ISBN, ISSN. Generally consists of a string containing the naming authority and the string—e.g., ISBN/082478431X

**usability** The ease with which a computer application can be used

**USAIN** See United States Agricultural Information Network

**UseNet** A public access network on the Internet that provides user news and group e-mail

**user** Also patron. A person who uses the services of a library

**user education** See bibliographic instruction

**user-friendly** Easy to use, even by inexperienced users

**user group** 1. The people who make regular use of a library's services and collections.

2. The users of particular software or hardware, organized to share experiences, improve their understanding of the product, and communicate ideas about it

**user ID, user name** An online identity, either a real or a made-up name

**user pays** A situation in which a client (including organizations, government departments, etc.) pays for services provided by an information agency

**USGPO** See United States Government Printing Office

**USMARC** U.S. MACHine-Readable Cataloging. The format for storing and exchanging bibliographic data developed in the U.S. and used also in many other countries; superseded by MARC 21

**utility** A specialized program within the operating system of a computer



## [V]

**validation** Authorizing the use of

**valuable consideration** A fee

**vanilla text** See ASCII text

**vanity press, vanity publisher** A publisher specializing in books that the author pays to have published

**vaporware** Computer software that is marketed while still being developed, when no-one knows whether its development problems will be solved

**variable control field** See control field

**variable field** A field containing either control or bibliographic data

**variable length field** A field that does not have its length determined in advance, and is therefore only as long as it needs to be. Cf fixed length field

**variant edition** An edition that includes textual changes made by the author

**variant title** A different form of the title

**VCR** See video cassette recorder

**VDU** See visual display unit

**vendor** A company that provides serials, supplies, databases, and other services

**verification** Checking data to confirm bibliographic details

**vernacular** The native speech or language of a place

**version** A different edition, manifestation, or adaptation of a work

**verso** The left-hand page of an open book; the back of a leaf of a book—e.g., verso of the title page. Cf recto

**vertical file** A collection of current material including pamphlets and newspaper clippings, usually arranged in subject order in a filing cabinet

**vesicular microfilm** A new form of microfilm in which the image is contained in bubbles within the film, protecting the image from damage

**VHS** 1/2-inch-wide videotape. Now the standard home and library format

**VI** See visible index

**VIAF** See Virtual international authority file

**video cassette** Videotape in plastic housing

**video cassette recorder** VCR. Equipment that enables videorecordings to be made and played back

**video conferencing** A means of providing audio and video communication between remote sites in order to conduct a conference

**video disc** See LaserDisc

**Video Round Table** VRT. A group within ALA for members who are interested in and/or responsible for video collections

**videotape** Strip of mylar plastic tape covered with iron oxide that can be magnetized. Sound and pictures are encoded as magnetic signals

**vinyl record** See phonograph record

**vinyl tape** Nonacidic plastic tape used for covering and repairing library material

**Virginia Boucher-OCLC Distinguished ILL Librarian Award** An annual ALA award to recognize and honor a librarian for outstanding professional achievement, leadership and contributions to interlibrary loan and document delivery

**virtual** Electronic

**Virtual International Authority File** VIAF. A joint project of Die Deutsche Bibliothek, the Library of Congress, and OCLC to develop a virtual international authority file by linking national personal name authority files

**virtual library** A library whose primary resources are electronic, and which provides access for its users to databases, images, etc., including via other information providers

**Virtual Private Network** VPN. A secure computer network for the exchange of confidential information

**Virtual Reference Desk** VRD. An online service to library clients who post questions and have access to an FAQ database and other resources

**virus** A malicious software program that infects other programs with copies of itself, in order to destroy data or programs

**visible index** VI. A manual file of all the information about a library's serials

**visual display unit** VDU. A monitor used to display data from a computer

**voice mail** A computerized telephone answering system that digitizes and stores incoming voice messages

**volume** 1. What is contained in one binding of a monograph.  
2. A number of issues of a serial, usually those published in one twelve-month period

**VPN** See Virtual Private Network

**VRD** See Virtual Reference Desk

**VRT** See Video Round Table

## [W]

**W3** See World Wide Web

**W3C** See World Wide Web Consortium

**Wade Giles** System of romanizing Chinese characters

**waiting list** See want list

**wall shelving** Shelving placed against or fixed to a wall. Cf free-standing shelving

**WAN** See wide area network

**wand** Also light pen. A device that reads a barcode and sends the signal to a barcode reader, which transmits the data to a computer

**want list** Also desiderata, waiting list. A list of books and other materials wanted by a library, to be accepted when offered, or purchased when funds are available

**WAP** See Wireless Application Protocol

**warping** The bending of a book cover after binding

**Warwick Framework** An mechanism developed at the Warwick Metadata Workshop in 1996, for aggregating logically, and perhaps physically, distinct packages of metadata

**watermark** Also papermark. A faint mark that can be seen in good quality paper when held up to the light

**WCT** See WIPO Copyright Treaty

**Web** See World Wide Web

**Web browser** A program that enables the user to access the World Wide Web—e.g., Netscape, Internet Explorer, Mosaic, Lynx

**Web cache** A store of Web pages that have been visited

**Web crawler** Also robot, spider. A program that follows hypertext links on the World Wide Web and collects information to be searched by Web users

**Web directory** A web search tool in which websites are collected and evaluated by human beings, and organized under appropriate subject headings or categories—e.g., Yahoo!, Academic Info, Infomine

**webmaster** A person who has administrative and editorial control of a website for an organization

**Web page** A document on the World Wide Web, usually containing hypertext links to other documents on the Web

**Web robot** See Web crawler

**Web server** 1. A program that stores documents on the World Wide Web and associated files, databases, and scripts, and makes them available via a Web browser.

2. A computer that provides World Wide Web services on the Internet

**website** A location on the Internet that houses a set of linked pages or screens

**Web-zine** See e-zine

**weeding** Removing unwanted items and their records from the collection

**weekly** Issued once a week

**WESS** See Western European Studies Section

**WESS Coutts Nijhoff International West European Specialist Study Grant** An annual ALA grant to conduct research on the acquisition, organization, or use of library materials from or relating to Western Europe

**Western European Studies Section** WESS. A section of the Association of College and Research Libraries that promotes the improvement of library services supporting study and research in Western European affairs

**white paper** An official government report. Cf green paper

**wholesaler** See jobber

**wide area network** WAN. A network spanning hundreds or thousands of kilometers. Cf local area network

**widow** The last line of a paragraph that appears alone at the top of the next page. Cf orphan

**Wiki** Server software that allows users freely to create and edit Web page content using any Web browser  
<http://wiki.org/>

**Wikipedia** A multilingual, Web-based free content encyclopedia project, written collaboratively by volunteers, and allowing most articles to be changed by almost anyone with access to the website  
<http://wikipedia.org/>

**wildcard** A symbol that replaces one character in a search term—e.g., organi#ation. Cf truncation

**Wilder Medal** See Laura Ingalls Wilder Medal

**Wilson Library Staff Development Grant** An annual ALA award to a library organization to assist in a program to further its staff development goals

**WILU** Workshop on Instruction in Library Use. A grassroots Canadian conference for librarians to meet and share best practices in library instruction

**window** A rectangular viewing area on a computer screen, displaying all or part of an application

**Windows** A PC operating system that provides a graphical user interface and a desktop environment in which applications are displayed in resizable, movable windows on screen, developed by Microsoft

**WinMASS** Software which enables nonroman characters to display on a computer

**WinQVT** Software which enables one computer using Windows to connect to another computer and act as a dumb terminal

**Winsock** WINDOWS SOCKets. Software that enables Windows applications to communicate with Internet software

**Winsor Prize** See Justin Winsor Prize

**WIPO** See World Intellectual Property Organization

**WIPO Copyright Treaty** WCT. An international treaty concluded in 1996 to protect intellectual creations of new technology, especially computer programs and databases that constitute intellectual creations

**WIPO Performances and Phonograms Treaty** WPPT. An international treaty concluded in 1996 to protect the intellectual property rights of performers (actors, singers, musicians, etc.), and producers of phonograms

**Wireless Application Protocol** WAP. An international standard for Internet communication without cables

**withdrawal** 1. Removing an item from a library collection.  
2. Removing the record from the catalog when the item it represents has been lost or withdrawn

**W. Kaye Lamb Award for Service to Seniors** A biennial CLA award to recognize a library that has provided outstanding service to seniors

**WLN** A cataloging network and provider of bibliographic services in the U.S. that merged with OCLC to become OCLC Western

**WNBA-Ann Heidbreder Eastman Grant** An annual cash grant to a librarian to take a course or participate in an institute devoted to aspects of publishing as a profession

**Women and Gender Studies Web Sites** WSSLINKS. A website maintained by the Women's Studies Section of the Association of College and Research Libraries of ALA to provide access to resources that support women's studies  
<http://libr.org/wss/WSSLinks/index.html>

**Women's Studies Section** WSS. A section of the Association of College and Research Libraries of ALA that discusses, promotes, and supports women's studies collections and services in academic and research libraries

**woodworm** A worm or larva that is bred in or bores in wood

**word-by-word alphabetization** Strict alphabetical order within each word—e.g., New England before Newbery. Cf letter-by-letter alphabetization

**word processing** Creating text documents using a computer and word processing software such as Microsoft Word or WordPerfect

**work** Used in Functional Requirements for Bibliographic Records. A distinct intellectual or artistic creation—e.g., Shakespeare's Hamlet. Cf expression, item, manifestation

**workflow** The sequence in which work is passed from one work area to another

**work mark** A letter used in Cutter-Sanborn numbers to distinguish different titles by the same author

**Workshop on Instruction in Library Use** See WILU

**workstation** A area in an office or workroom with a desktop computer and other relevant resources

**World Bibliographies on CD-ROM** Series of bibliographies, created by the Research Libraries Group and Saur, of all titles published since the 15th century in major European languages

**World Book-ALA Goal Award** A cash award for a program that promotes public, academic, and/or school library services and librarianship

**World Book Graduate Scholarship in Library and Information Science** A scholarship awarded annually to a Canadian citizen or landed immigrant for study in an advanced degree in library and information science

**World Intellectual Property Organization** WIPO. An intergovernmental organization responsible for promoting the protection of intellectual property throughout the world, and for administering multilateral treaties dealing with legal and administrative aspects of intellectual property  
<http://www.wipo.int>



**World Wide Web** Also the Web, WWW, W3. A collection of sites on the Internet in which users can move easily from one document or site to another by means of hypertext links

**World Wide Web Consortium** W3C. An international industry consortium that works on developing standards for the Web

**worm** A destructive computer program that replicates itself throughout disk and memory, gradually using up all the computer's resources

**WORM** Write once read many. An optical storage device (e.g., CD-ROM) that can be "written" on once, and then becomes "read only"

**WPPT** See WIPO Performances and Phonograms Treaty

**wrapper** See dust jacket

**WSS** See Women's Studies Section

**WSS Achievement in Women's Studies Librarianship Awards** Annual ALA awards to honor distinguished academic librarians who have made outstanding contributions to women's studies

**WSSLINKS** See Women and Gender Studies Web Sites

**WWW** See World Wide Web

**W.Y. Boyd Literary Award** An annual ALA award to an author for a military novel that honors the service of American veterans during a time of war

**WYSIWYG** Pronounced "wizzy-wig". What You See Is What You Get. The display of text and graphics on a screen in the same form as they appear when printed

## [X]

**X.500** An ISO protocol for managing online directories of users and resources

**XML** eXtensible Markup Language. A streamlined version of SGML designed for use on the Internet

**XSL** eXtensible Stylesheet Language. A stylesheet format for XML documents, made up of style rules that tell a Web browser how to present a document

## [Y]

**Yahoo!** A service that locates information on the World Wide Web  
<http://www.yahoo.com>

**YALSA** See Young Adult Library Services Association

**yearbook, year book** An annual publication summarizing current descriptive and/or statistical information

**young adult book** A book intended for adolescents

**Young Adult Library Services Association** YALSA. The division of ALA concerned with service to young adults

<http://www.ala.org/yalsa/>

**young adult services** Library services for adolescents

## [Z]

**Z39.50** Information retrieval protocol for library applications. A standard specifying a client/server-based protocol designed to aid retrieval from distributed servers, issued by the American National Standards Institute/National Information Standards Organization (ANSI/NISO Z39.50)

**Z39.50 compliant** Meeting the specifications of the Z39.50 protocol, so that information can be retrieved from most library databases

**Z39.50 Implementors' Group** ZIG. A group of international experts responsible for the development of the Z39.50 standard

**Z39.50 target** A server that supports the Z39.50 standard

**zero-based budgeting** ZBB. Financial planning that requires managers to evaluate all their programs each year and to budget as if they were starting from scratch, or base zero, for the coming year's costs

**zero growth** See steady state

**ZIG** See Z39.50 Implementors' Group

**zine** See e-zine

**zip** To compress a file so that it takes up less space on a disk

**zip disk** A portable computer disk that stores 100+ MB of data

**zip drive** A portable computer drive used to read a zip disk



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and the websites of the many organizations included in *LibrarySpeak*

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*LibrarySpeak* Author

c/- Mary Mortimer

203/40 Refinery Drive

Pymont NSW 2009

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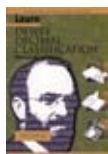


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