

second edition

# Dictionary of Information & Library Management

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## **Preface**

This dictionary provides a basic vocabulary of terms used in the information and records management industries. It is ideal for all students of librarianship, information science and related subjects, as well as those working for the first time in library, archiving, knowledge management, databasing and research jobs.

Each headword is explained in clear, straightforward English and quotations from specialist publications show how the words are used in context. There are also supplements including a list of major library classification systems, copyright and data protection law, details of book awards and prizes and a list of helpful resources on the Web.

Many thanks to Diana Dixon for her invaluable help and advice during the production of this book.

# Pronunciation Guide

The following symbols have been used to show the pronunciation of the main words in the dictionary.

Stress is indicated by a main stress mark ( ' ) and a secondary stress mark ( , ). Note that these are only guides, as the stress of the word changes according to its position in the sentence.

## *Vowels*

æ	<b>back</b>
ɑ:	<b>harm</b>
ɒ	<b>stop</b>
aɪ	<b>type</b>
aʊ	<b>how</b>
aɪə	<b>hire</b>
aʊə	<b>hour</b>
ɔ:	<b>course</b>
ɔɪ	<b>annoy</b>
e	<b>head</b>
eə	<b>fair</b>
eɪ	<b>make</b>
eʊ	<b>go</b>
ɜ:	<b>word</b>
i:	<b>keep</b>
i	<b>happy</b>
ə	<b>about</b>
ɪ	<b>fit</b>
ɪə	<b>near</b>
u	<b>annual</b>
u:	<b>pool</b>
ʊ	<b>book</b>
ʊə	<b>tour</b>
ʌ	<b>shut</b>

## *Consonants*

b	<b>buck</b>
d	<b>dead</b>
ð	<b>other</b>
dʒ	<b>jump</b>
f	<b>fare</b>
g	<b>gold</b>
h	<b>head</b>
j	<b>yellow</b>
k	<b>cab</b>
l	<b>leave</b>
m	<b>mix</b>
n	<b>nil</b>
ŋ	<b>sing</b>
p	<b>print</b>
r	<b>rest</b>
s	<b>save</b>
ʃ	<b>shop</b>
t	<b>take</b>
tʃ	<b>change</b>
θ	<b>theft</b>
v	<b>value</b>
w	<b>work</b>
x	<b>loch</b>
ʒ	<b>measure</b>
z	<b>zone</b>

# A

**A3** *adjective* European standard size paper, twice the size of A4: 297 x 420mm

**A4** *adjective* European standard size paper, 210 x 297mm

**A5** *adjective* European standard size paper, half the size of A4: 148 x 210mm

**AACR 2 Rev** *noun* Anglo-American cataloguing rules, revised second version

**A&I** *abbreviation* abstracting and indexing

**ABA** *abbreviation* American Booksellers' Association

**abbreviate** /ə'brɪ:vɪət/ *verb* to make shorter by leaving out some letters or by using only the first few letters of each word

**abbreviated entry** /ə,brɪ:vɪətɪd 'entri/ *noun* a shortened form of a bibliographic entry usually giving author, title and date only

**abbreviated text** /ə,brɪ:vɪətɪd 'tekst/ *noun* text which is shorter than the original

**abbreviation** /ə,brɪ:'vi:ɪf(ə)n/ *noun* a short form of a word

**ability** /ə'bɪlɪti/ *noun* a quality or skill which makes it possible to do something

**-ability** /ə'bɪlɪti/ *suffix* added to adjectives ending in *-able* to form nouns referring to a quality or state, e.g. readability

**able** /'eɪb(ə)l/ *adjective* quick to learn in an educational environment

**abridge** /ə'brɪdʒ/ *verb* to make something shorter

**abridged document** /ə,brɪdʒd 'dɒkjʊ:mənt/ *noun* a written document

which has been made shorter while keeping the main points

**abridged edition** /ə'brɪdʒd ɪ ,dɪf(ə)n/ *noun* a shortened text but keeping the main points or story

**abridgement** /ə'brɪdʒmənt/ *noun* a shortened version of a book

**abstract** *noun* /'æbstrækt/ a summary of the contents of a document  
■ *verb* /æb'strækt/ to summarise the main points of a document

**abstracting and indexing** /,æbstræktɪŋ ənd 'ɪndeksɪŋ/ *noun* the making of summaries and indexes for articles and books. Abbr **A&I**

**abstracting journal** /əb'stræktɪŋ ,dʒɜ:nəl/ *noun* a journal containing summaries of documents or articles in a given field

**ac** *abbreviation* **1.** in Internet addresses, the top-level domain for academic organisations **2.** in Internet addresses, the top-level domain for Ascension Island

**academic** /,ækə'demɪk/ *adjective* relating to studying ■ *noun* a person who teaches or does research usually in higher education

**academic library** /,ækədemɪk 'laɪbrəri/ *noun* a library which serves an academic community such as a university or college

**academic session** /,ækədemɪk 'seʃ(ə)n/ *noun* a school or university year, or one complete part of a year, e.g. a term or semester

**academy** /ə'kædəmi/ *noun* **1.** an educational institution devoted to a particular subject **2.** a secondary school which has been set up in cooperation



with private organisations such as businesses or voluntary groups

**accent** /'æksənt/ *noun* a mark put above or below a letter in writing or printing to show how it should be pronounced

**access** /'ækses/ *noun* the opportunity or right to use something ○ *They were given access to all relevant information.*  
 ■ *verb* to obtain, examine or be able to reach something ○ *You can access this information in a library or on a computer.*

**access code** /'ækses kəʊd/ *noun* a code used for information retrieval to show where something can be found

**access course** /'ækses kɔ:s/ *noun* a course of study designed for people without formal educational qualifications, so that they can gain entry to higher education

**accessibility** /ək,sesɪ'bɪlɪti/ *noun* the quality of being able to be found and used

**accessible** /ək'sesɪb(ə)l/ *adjective* easy to find and use

**accession** /ək'seɪʃ(ə)n/ *noun* a new addition to a library or collection

**accession list** /ək'seɪʃ(ə)n lɪst/ *noun* a list of new purchases or additions to a library

**accession number** /ək'seɪʃ(ə)n ,nʌmbə/ *noun* a consecutive number used to identify new additions to a library or collection in an inventory system

**accession register** /ək'seɪʃ(ə)n ,redʒɪstə/ *noun* a physical record of new purchases or additions to a library or collection

**access name** /'ækses neɪm/ *noun* a unique name that identifies an object in a database

**access number** /'ækses ,nʌmbə/ *noun* the telephone number used to link to an Internet service provider or other network provider using a dial-up connection

**access point** /'ækses pɔɪnt/ *noun* a transceiver in a wireless local area network that connects a wired local area network to wireless devices or that connects wireless devices to each other

**access time** /'ækses taɪm/ *noun* the time taken to get into a computer program

**accompany** /ə'kʌmp(ə)ni/ *verb* to play a musical instrument to provide a second part for a piece of music

**account** /ə'kaʊnt/ *verb* □ **to take account of something, to take something into account** to consider something when you are thinking about a situation

**accountant** /ə'kaʊntənt/ *noun* a person whose job is to keep the financial accounts for a business

**accounting** /ə'kaʊntɪŋ/ *noun* the process of keeping financial records for a company or organisation

**accounting period** /ə'kaʊntɪŋ ,pɪəriəd/ *noun* a period of time at the end of which a company's accounts are closed for checking

**accounting year** /ə'kaʊntɪŋ ,jɪə/ *noun* any period of twelve months which an organisation uses to control its money ○ *Many universities have an accounting year from August to August.*

**accounts** /ə'kaʊnts/ *plural noun* detailed records of money received and spent by a business or person

**accreditation** /ə,kredɪ'teɪʃ(ə)n/ *noun* the granting of official approval to a person or organisation, or the condition of having received this approval

'...the exams, certificates and other pieces of paper that go with CILIP education and accreditation really benefit info pros; raising their profile, and that of the whole profession.'  
 [Information World Review]

**accumulate** /ə'kju:mjuleɪt/ *verb* to collect things over a period of time ○ *We have accumulated a large collection of reference materials.*

**accumulation** /ə,kju:mju'leɪʃ(ə)n/ *noun* the act of collecting items gained over a period of time

**accurate** /'ækjʊrət/ *adjective* capable of providing information in accordance with an accepted standard

**acetate** /'æsiteɪt/ *noun* transparent plastic used for writing or drawing on, for use with an overhead projector

**achievement** /ə'tʃi:vmənt/ *noun* something which somebody has succeeded in doing, often after considerable effort

**acid-free paper** /,æsid fri: 'peɪpə/ *noun* paper which has had certain acid chemicals removed, so that it will not become yellow and brittle with age

**acidic paper** /ə,sɪdɪk 'peɪpə/ *noun* paper which is made from naturally acidic wood pulp or chemicals used in the manufacturing process, which deteriorates quickly

**acid process** /'æsid ,prəʊses/ *noun* the process of making chemical paper pulp using acid

**acknowledge** /ək'nɒlɪdʒ/ *verb* to inform the sender that a message or object has been received

**acknowledgement** /ək'nɒlɪdʒmənt/ *noun* a piece of text printed at the beginning of a written document thanking people who have helped in its production (NOTE: **Acknowledgement** is usually used in the plural.)

COMMENT: The acknowledgements may also include references to institutions which have given permission to quote copyright material or to use copyright photographs. The acknowledgements are usually placed after the verso of the title page and before the preface; if short, they can be listed at the end of the preface itself.

**acoustic hood** /ə,kʊ:stɪk 'hʊd/ *noun* a soundproof covering placed over such things as public telephones or computer printers, to cut out noise

**acquiescence** /,ækwi'es(ə)ns/ *noun* agreement with what somebody wants to do

**acquire** /ə'kwɪə/ *verb* **1.** to obtain or buy something ○ *to acquire the paperback rights to a new novel* **2.** to gain a skill

**acquisition** /,ækwi'zɪʃ(ə)n/ *noun* **1.** an object or item which is obtained, purchased or received as a donation to a library **2.** learning or obtaining a skill ○ *The acquisition of a new language is a long process.*

**acquisition policy** /,ækwi'zɪʃ(ə)n ,pɒlɪsi/ *noun* a plan for what types of stock will be bought by a library

'The British Library is to stop collecting every book, magazine and journal printed in Britain because it has nowhere to store them... The government's decision to review the library's acquisition policy follows news that shelves at its new £450m St Pancras site will be full before the building opens.' [*Sunday Times*]

**acquisition register** /,ækwi'zɪʃ(ə)n ,redʒɪstə/ *noun* a list of all books and materials obtained by a library

**Acrobat** /'ækroʊbæt/ a trademark for a file format developed by Adobe Systems, which describes a graphics, text and indexing system that allows the same screen image or page layout file to be displayed on different hardware

**acronym** /'ækronɪm/ *noun* a word made from the initial letters of other words, e.g. DIANE Direct Information Access Network Europe

**action shot** /'ækʃən ʃɒt/ *noun* a still photograph showing an action taking place

**activate** /'æktɪveɪt/ *verb* to cause something to start working

**active** /'æktɪv/ *adjective* busy, being used, working

**active database** /,æktɪv 'deɪtəbeɪs/ *noun* a database file currently being accessed by a database management program

**active vocabulary** /,æktɪv vəʊ'kæbjʊləri/ *noun* the range of words that somebody normally uses in speech or writing, as opposed to words he or she understands when used by others

**activity** /æk'tɪvɪti/ *noun* a job or task you spend time doing

**activity log** /æk'tɪvɪti lɒɡ/ *noun* a written account of things that are done in a given period of time ○ *She kept an activity log of her daily tasks for one week.*

**Act of Parliament** /,ækt əv 'pɑ:ləmənt/ *noun* in the UK, a decision which has been approved by Parliament and so becomes law (NOTE: The US equivalent is **Act of Congress**.)

**acute accent** /ə,kju:t 'æksənt/ *noun* a mark usually over the letter e (é) to show how it should be pronounced