

INTERNATIONAL STANDARD

**ISO
5127**

First edition
2001-10-15

Information and documentation — Vocabulary

Information et documentation — Vocabulaire



Reference number
ISO 5127:2001(E)

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Foreword

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

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 5127 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 3, *Terminology of information and documentation*.

It cancels and replaces ISO 5127-1:1983, ISO 5127-2:1983, ISO 5127-3:1988, ISO 5127-3a:1981, ISO 5127-6:1983, ISO 5127-11:1987 of which it constitutes a technical revision. It also replaces ISO/DIS 5127-1:1996, ISO/DIS 5127-2:1998, ISO/DIS 5127-4:1983, ISO/DIS 5127-5:1997, ISO/DIS 5127-7:1998, ISO/DIS 5127-8:1984, ISO/DIS 5127-9:1997, ISO/DIS 5127-10:1998, ISO/DIS 5127-12:1998 and ISO/DIS 5127-14:1996.

Introduction

The available parts of the ISO 5127 series were published in the 1980s. Since then, developments in the field of information and documentation have been so extensive that a revision of the ISO 5127 series was felt to have become necessary. Consequently, ISO/TC 46/SC 3 resolved, in May 1994 at its 26th meeting, to revise ISO 5127.

This International Standard (the revision) has the following structure:

- 1 Basic and framework terms
- 2 Documents, data media and their parts
- 3 Documentation institutions and their holdings
- 4 Documentation process
 - 4.1 Collection planning, development and acquisition
 - 4.2 Analysis, representation and content description
 - 4.3 Storage, search and retrieval
- 5 Use of information and documents
- 6 Preservation of documents
- 7 Legal aspects of information and documentation

This International Standard is published in English only but gives French equivalents for the English terms.

Information and documentation — Vocabulary

Scope

This International Standard is intended to facilitate international communication in the field of information and documentation. It presents terms and definitions of selected concepts relevant to the field and identifies relations between the entries.

The scope of this International Standard corresponds to that of ISO/TC 46, *Standardization of practices relating to libraries, documentation and information centres, indexing and abstracting services, archives, information science and publishing*.

Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 704:1987, *Principles and methods of terminology*

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

ISO 10241:1992, *International terminology standards — Preparation and layout*

Principles and rules followed

Entries

This International Standard comprises a number of entries; the term entry is to be understood as follows: "Set of elements consisting of an index number, a preferred term, admitted synonyms and a definition. In addition, a set may include examples and notes to facilitate the understanding of the concept or to refer to other terminological use in other fields". Terms dealing with terminology work are used with the meanings defined in ISO 1087.

Organization of an entry

The entries are organized according to ISO 10241.

Classification of an entry

Each entry is numbered according to the logical structure given in the introduction.

Selection of terms and wording of definitions

The selection of terms and the wording of definitions follows the rules established in ISO 704.

Spelling

Terms, definitions, examples and notes are given in what may be considered as the preferred spelling in the United Kingdom.

Indexes

At the end of clause 7, two alphabetical indexes, in English and French, include all the terms defined and their French equivalents. Multiple-word terms appear in alphabetical order both by natural order of words and by inverted order.

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1 Basic and framework terms

1.1 Basic terms of related fields

1.1.1 General terms

1.1.1.01

concept

unit of **knowledge** (1.1.3.14) created by a unique combination of characteristics

[ISO 1087-1:2000]

NOTE Concepts are not bound to particular languages. They are, however, influenced by the social or cultural background.

1.1.1.01

fr **notion**, f

1.1.1.02

object

anything perceivable or conceivable

[ISO 1087-1:2000]

1.1.1.02

fr **objet**, m

NOTE Objects may be material (e.g. an engine, a sheet of paper, a diamond), immaterial (e.g. conversion ratio, a project plan) or imagined (e.g. a unicorn).

1.1.1.03

set

assembly of **objects** (1.1.1.02) or **concepts** (1.1.1.01) considered as a whole

1.1.1.03

fr **ensemble**, m

1.1.1.04

element

object (1.1.1.02) constituting part of a **set** (1.1.1.03)

1.1.1.04

fr **élément**, m

1.1.1.05

relation

intellectual connection between two or more **elements** (1.1.1.04)

1.1.1.05

fr **relation**, f

1.1.1.06

system

set (1.1.1.03) of interrelated **concepts** (1.1.1.01) or **objects** (1.1.1.02)

1.1.1.06

fr **système**, m

1.1.1.07

subject field

field of special **knowledge** (1.1.3.14)

[ISO 1087-1:2000]

1.1.1.07

fr **domaine**, m

NOTE The borderlines of a subject field are defined from a purpose-related point of view.

1.1.1.08

order

state of a **set** (1.1.1.03) in which the **relations** (1.1.1.05) between the different **elements** (1.1.1.04) have been recognized or established

1.1.1.08

fr **ordre**, m

1.1.2 Language and terminology

1.1.2.01

language

system (1.1.1.06) of **signs** (1.1.3.02) for **communication** (1.1.3.01), usually consisting of a **vocabulary** (2.2.1.17) and rules

1.1.2.01

fr **langue**, f

1.1.2.02

natural language

language (1.1.2.01) which is or was in active use in a community of people, and the rules of which are mainly deduced from the usage

cf. **special language** (ISO 1087-1:2000)

1.1.2.02

fr **langue naturelle**, f

1.1.2.03

artificial language

language (1.1.2.01) whose rules are explicitly established prior to its use

[ISO/IEC 2382-1:1993]

1.1.2.03

fr **langage artificiel**, m

1.1.2.04

text

data (1.1.4.01) in the form of **characters** (1.1.2.09), **symbols** (1.1.2.11), **words (1)** (1.1.2.07), phrases, paragraphs, sentences, **tables** (2.2.1.32) or other character **arrangements (2)** (4.3.1.1.06), intended to convey a **meaning** (1.1.3.04) and whose interpretation is essentially based upon the reader's **knowledge** (1.1.3.14) of some **natural language** (1.1.2.02) or **artificial language** (1.1.2.03)

[ISO/IEC 2382-1:1993]

1.1.2.04

fr **texte**, m

1.1.2.05

terminological phrase

word (1) (1.1.2.07) combination containing at least one **term** (1.1.2.12) and a number of other lexical items, the choice of which being restricted by the term in question

EXAMPLE Book a flight; commit an infringement.

1.1.2.05

fr **phrase terminologique**, f

1.1.2.06

string

sequence of **elements** (1.1.1.04) of the same nature, considered as a whole

[ISO 1087-2:2000]

EXAMPLE Characters; bits; pulses.

1.1.2.06

fr **chaîne (1)**, f

1.1.2.07

word (1)

orthographic word

smallest linguistic unit conveying a specific **meaning** (1.1.3.04) and capable of existing as a separate unit in a sentence

cf. **word (2)** (1.1.2.08)

NOTE A word **(1)** is marked off by spaces or punctuation before and after.

1.1.2.07

fr **mot (1)**, m

1.1.2.08 word (2)

character (1.1.2.09) **string** (1.1.2.06) that is considered as a unit for a given purpose

cf. **word (1)** (1.1.2.07)

NOTE 1 Adapted from ISO/IEC 2382-4:1999.

NOTE 2 ISO/IEC 2382-4:1999 also gives a definition for "alphabetic word" (04.06.02).

1.1.2.09 character

member of a **set** (1.1.1.03) of **elements** (1.1.1.04) that is used for the representation, organization or control of **data** (1.1.4.01)

[ISO 1087-2:2001]

NOTE Characters may be categorized as graphic characters or as control characters.

1.1.2.10 designation

representation of a **concept** (1.1.1.01) by a **sign** (1.1.3.02) which denotes it

[ISO 1087-1:2000]

NOTE In terminology work, three types of designations are distinguished: symbols, terms and names.

1.1.2.11 symbol

designation (1.1.2.10) by means of letters, numerals, pictograms or any combination thereof

1.1.2.12 term

verbal **designation** (1.1.2.10) of a general **concept** (1.1.1.01) in a specific **subject field** (1.1.1.07)

[ISO 1087-1:2000]

NOTE A term may contain symbols and can have variants, e.g. different forms of spelling.

1.1.2.13 name

designation (1.1.2.10) of an individual **concept** (1.1.1.01) by a linguistic expression

NOTE Adapted from ISO 1087-1:2000.

1.1.2.14 terminology

set (1.1.1.03) of **designations** (1.1.2.10) belonging to one special **language** (1.1.2.01)

[ISO 1087-1:2000]

1.1.2.08

fr **mot (2)**, m

1.1.2.09

fr **caractère**, m

1.1.2.10

fr **désignation**, f

1.1.2.11

fr **symbole**, m

1.1.2.12

fr **terme**, m

1.1.2.13

fr **nom**, m

1.1.2.14

fr **terminologie**, f

1.1.2.15

nomenclature

terminology (1.1.2.14) structured according to pre-established naming rules

NOTE 1 Adapted from ISO 1087-1:2000.

NOTE 2 Nomenclatures are elaborated for various fields, such as biology, medicine, physics and chemistry.

1.1.2.16

synonymy

relation (1.1.1.05) between or among **terms** (1.1.2.12) in a given **language** (1.1.2.01) representing the same **concept** (1.1.1.01)

[ISO 1087-1:2000]

EXAMPLE Category-class; deuterium-heavy hydrogen.

1.1.2.17

quasi-synonymy

relation (1.1.1.05) between or among **terms** (1.1.2.12) in a given **language** (1.1.2.01) representing different **concepts** (1.1.1.01) with similar **meanings** (1.1.3.04) which for some purposes may be considered synonyms

1.1.2.18

polysemy

relation (1.1.1.05) between **designations** (1.1.2.10) and **concepts** (1.1.1.01) in a given **language** (1.1.2.01) in which one designation represents two or more concepts sharing certain characteristics

[ISO 1087-1:2000]

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

1.1.2.19

homonymy

relation (1.1.1.05) between **designations** (1.1.2.10) and **concepts** (1.1.1.01) in a given **language** (1.1.2.01) in which one designation represents two or more unrelated concepts

[ISO 1087-1:2000]

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

1.1.2.20

homography

quality (1.3.02) of two or more **terms** (1.1.2.12) having the same graphic form but unrelated **meanings** (1.1.3.04)

NOTE A different wording of the definition is given in ISO 1087-2:2000.

1.1.2.21

homophony

quality (1.3.02) of two or more **terms** (1.1.2.12) having the same phonic form but unrelated **meanings** (1.1.3.04)

1.1.2.15

fr **nomenclature**, f

1.1.2.16

fr **synonymie**, f

1.1.2.17

fr **quasi-synonymie**, f

1.1.2.18

fr **polysémie**, f

1.1.2.19

fr **homonymie**, f

1.1.2.20

fr **homographie**, f

1.1.2.21

fr **homophonie**, f

1.1.2.22**transcription**

representation of the pronunciation of a given **language** (1.1.2.01) by the **characters** (1.1.2.09) of a writing **system** (1.1.1.06) or by a specially devised system of **notations (2)** (4.2.2.4.17)

NOTE These special systems can be alphabetic [e.g. International Phonetic Association's (IPA) symbols] or analphabetic (e.g. Kenneth Fike's notation in his classic book "Phonetics", 1943).

1.1.2.23**transliteration**

representation of the **characters** (1.1.2.09) of one writing **system** (1.1.1.06), alphabetic or syllabic, in terms of corresponding characters of a second writing system

1.1.2.24**romanization**

representation of non-Latin writing **systems** (1.1.1.06) in the Latin alphabet by means of **transliteration** (1.1.2.23), **transcription** (1.1.2.22) or both

1.1.2.25**translation**

conversion from one **language** (1.1.2.01) into another language

NOTE Usually such a language is a natural language.

1.1.2.26**notation (1)**

set (1.1.1.03) of **symbols** (1.1.2.11) representing numbers, quantities, pitch and duration of sound used in music

[BSI-DD 247:1998]

cf. **notation (2)** (4.2.2.4.17)

1.1.2.22

fr **transcription**, f

1.1.2.23

fr **translittération**, f

1.1.2.24

fr **romanisation**, f

1.1.2.25

fr **traduction**, f

1.1.2.26

fr **notation (1)**, f

1.1.3 Communication and information**1.1.3.01****communication**

transfer of **meaning** (1.1.3.04) by means of transmission of **signals** (1.1.3.03)

1.1.3.02**sign**

any physical phenomenon interpreted to convey a **meaning** (1.1.3.04)

1.1.3.03**signal**

variation of a physical quantity used to represent **data** (1.1.4.01)

[ISO/IEC 2382-1:1993]

1.1.3.04**meaning**

interpretation of a **concept** (1.1.1.01) associated with a **sign** (1.1.3.02)

1.1.3.01

fr **communication**, f

1.1.3.02

fr **signe**, m

1.1.3.03

fr **signal**, m

1.1.3.04

fr **signification**, f

1.1.3.05

message

data (1.1.4.01) prepared for **communication** (1.1.3.01) purposes

1.1.3.06

communication theory

scientific discipline concerned with the study of **communication** (1.1.3.01) processes and **communication systems** (1.1.3.07)

1.1.3.07

communication system

system (1.1.1.06) of managing **communication** (1.1.3.01) processes

1.1.3.08

information (1)

knowledge (1.1.3.14) that is communicated

cf. **information (2)** (1.1.3.09)

NOTE 1 Adapted from ISO 1087-2:2000.

NOTE 2 **Information (1)** concerns facts, concepts, objects, events, ideas, processes, etc.

1.1.3.09

information (2)

(general) **message** (1.1.3.05) used to represent **information (1)** (1.1.3.08) within a **communication** (1.1.3.01) process in order to increase **knowledge** (1.1.3.14)

cf. **information (1)** (1.1.3.08)

1.1.3.10

recorded information

information (1) (1.1.3.08) stored in, on, or by a **data medium** (1.1.4.02)

1.1.3.11

record (1)

set (1.1.1.03) of **data** (1.1.4.02) on one person or **object** (1.1.1.02), selected and presented for a predefined specific purpose

cf. **record (2)** (2.2.1.08)

1.1.3.12

information system

communication system (1.1.3.07) enabling the **communication** (1.1.3.01) and processing of **information (2)** (1.1.3.09)

1.1.3.13

access

right, opportunity or means of obtaining **information (1)** (1.1.3.08) from **documents** (1.2.02)

1.1.3.14

knowledge

cognizance which is based on reasoning and passes verification

1.1.3.05

fr **message**, m

1.1.3.06

fr **théorie de la communication**, f

1.1.3.07

fr **système de communication**, m

1.1.3.08

fr **information (1)**, f

1.1.3.09

fr **information (2)**, f

1.1.3.10

fr **information enregistrée**, f

1.1.3.11

fr **notice (1)**, f

1.1.3.12

fr **système d'information**, m

1.1.3.13

fr **accès**, m

1.1.3.14

fr **connaissance**, f

1.1.4 Data processing

1.1.4.01

data, pl

representation of **information (1)** (1.1.3.08) in a formalized manner suitable for **communication** (1.1.3.01), interpretation and processing

[ISO 1087-2:2000]

1.1.4.02

data medium

support

physical medium in or on which **data** (1.1.4.01) can be recorded and from which data can be retrieved

[ISO 1087-2:2000]

1.1.4.03

data processing

DP

systematic performance of operations upon **data** (1.1.4.01)

[ISO 1087-2:2000]

EXAMPLE Arithmetic or logic operations upon data, merging or sorting of data, assembling or compiling of programs, or operations on text, such as text editing, sorting, merging, storing, retrieving, displaying or printing.

1.1.4.04

data transformation

switching of **data** (1.1.4.01) from one **data medium** (1.1.4.02) to another

EXAMPLE Paper to microform; computer input microfilm (CIM).

1.1.4.05

data conversion

changing **data** (1.1.4.01) from one form of representation to another

1.1.4.06

code (1)

set (1.1.1.03) of rules for the transformation of a **language** (1.1.2.01) into another language

cf. **code (2)** (1.1.4.07)

NOTE This definition differs from the one given in ISO/IEC 2382-4:1999 which refers to a special application.

1.1.4.07

code (2)

set (1.1.1.03) of **data** (1.1.4.01) transformed or represented in different forms according to a pre-established set of rules

cf. **code (1)** (1.1.4.06)

NOTE In ISO 1087-2:2000, "code" (1.1.4.07) is called an "identifier".

1.1.4.01

fr **données**, f, pl

1.1.4.02

fr **support de données**, m

1.1.4.03

fr **traitement de données**, m

1.1.4.04

fr **transformation (de données)**, f

1.1.4.05

fr **conversion (de données)**, f

1.1.4.06

fr **code (1)**, m

1.1.4.07

fr **code (2)**, m

1.1.4.08

coding

process of **data transformation** (1.1.4.04) or data representation

1.1.4.08

fr **codage**, m

1.1.4.09

format (1)

predetermined **arrangement (2)** (4.3.1.1.06) of **data** (1.1.4.01) on a **data medium** (1.1.4.02)

cf. **format (2)** (4.2.1.1.17)

1.1.4.09

fr **format**, m

NOTE 1 Adapted from ISO 1087-2:2000.

NOTE 2 Formats can be subdivided into input formats, storage formats and output formats.

1.1.4.10

data bank

set (1.1.1.03) of **files (2)** (2.3.4.10) or **databases** (1.1.4.11) combined with a **storage (1)** (4.3.1.1.01) **system** (1.1.1.06), a processing system and a **retrieval system** (4.3.2.1.02)

NOTE This definition differs considerably from that given in ISO/IEC 2382-1:1993.

1.1.4.10

fr **banque de données**, f

1.1.4.11

database

set (1.1.1.03) of related **data** (1.1.4.01) sufficient for a given purpose or for a given **data processing** (1.1.4.03) **system** (1.1.1.06)

NOTE This definition differs considerably from that given in ISO/IEC 2382-1:1993.

1.1.4.11

fr **base de données**, f

1.1.4.12

full text database

source **database** (1.1.4.11) containing complete **documents** (1.2.02) or fundamental parts of documents

1.1.4.12

fr **base de données de texte intégral**, f

1.1.4.13

host

computer holding **databases** (1.1.4.11) accessible to other computers through a **communication** (1.1.3.01) network

1.1.4.13

fr **serveur**, m

1.1.4.14

internet

worldwide interlinked computer **systems** (1.1.06) and computer networks connected via gateways that enable the transfer of **data** (1.1.4.01) between them

1.1.4.14

fr **internet**, m

1.2 Basic terms for information and documentation

1.2.01

documentation

continuous and systematic compilation and processing of **recorded information** (1.1.3.10) for the purpose of **storage (1)** (4.3.1.1.01), **classifying** (4.2.2.4.02), **retrieval** (4.3.2.1.01), utilization, or transmission

1.2.01

fr **documentation**, f

1.2.02**document**

recorded information (1.1.3.10) or material **object** (1.1.1.02) which can be treated as a unit in a **documentation** (1.2.01) process

1.2.02

fr **document**, m

1.2.03**secondary document**

derived document

document (1.2.02) containing **data** (1.1.4.01), **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) about other documents

1.2.03

fr **document
secondaire**, m

1.2.04**information management**

planning, control and exploitation of **information (1)** (1.1.3.08) sources within an institution

1.2.04

fr **gestion de
l'information**, f

1.2.05**information retrieval**

process of recovering specific **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) from a store

1.2.05

fr **recherche de
l'information**, f

1.2.06**document retrieval**

process of recovering specific **documents** (1.2.02) from a store

1.2.06

fr **recherche de
documents**, f

1.2.07**reference retrieval**

information retrieval (1.2.05) limited to **references** (4.2.1.3.07)

1.2.07

fr **recherche de
référence**, f

1.2.08**information science**

study of functions, structure, and transmission of **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) and the management of **informations systems** (1.1.3.12)

1.2.08

fr **science de
l'information**, f

1.2.09**archival science**

branch of **information science** (1.2.08) applied to the organization, administration and operations of **archives (1)** (3.1.01) or **archives (2)** (3.1.02)

1.2.09

fr **archivistique**, f

1.2.10**library science**

branch of **information science** (1.2.08) concerned with the organization, administration and operations of **libraries (1)** (3.1.03) or **libraries (2)** (3.1.04)

1.2.10

fr **bibliothéconomie (1)**, f

1.2.11**librarianship**

professional application of **library science** (1.2.10)

1.2.11

fr **bibliothéconomie (2)**, f

1.2.12

museology

theory, activities and techniques of the organization of **museums (1)** (3.1.05) or **museums (2)** (3.1.06) and the application of museum legislation

1.2.13

museography

techniques of identifying and describing **documents** (1.2.02) preserved in **museums (1)** (3.1.05) or **museums (2)** (3.1.06)

1.2.14

bibliography (1)

theories, activities and techniques of identifying and describing **documents** (1.2.02)

cf. **bibliography (2)** (4.3.2.1.07)

1.2.15

bibliology

study of the techniques of the production and the dissemination of **books (1)** (2.1.12) and **volumes** (2.4.01)

1.2.16

reprography

reproduction (2.1.03) of the image of a **document** (1.2.02) by technical means

1.2.17

printing

taking of an impression on a surface from inked type, plates, blocks, cylinders, or from an **ink** (6.5.22) jet

1.2.18

telecommunication

theory and techniques of the transmission of **signals** (1.1.3.03) by electromagnetic or electronic means

1.2.19

terminology work

work concerned with the systematic collection, description, processing and presentation of **concepts** (1.1.1.01) and their **designations** (1.1.2.10)

[ISO 1087-1:2000]

NOTE Terminology work should preferably be carried out on the basis of established principles and methods. Terminology work includes term excerption, concept harmonization, term harmonization and terminography.

1.3 Administrative and professional terms

1.3.01

evaluation

assessment of the effectiveness or the results of a candidate, an employee, a programme, an institution, an operation or the resources which contribute to the realization of the targets of an organization

1.2.12

fr **muséologie**, f

1.2.13

fr **muséographie**, f

1.2.14

fr **bibliographie (1)**, f

1.2.15

fr **bibliologie**, f

1.2.16

fr **reprographie**, f

1.2.17

fr **impression**, f

1.2.18

fr **télécommunication**, f

1.2.19

fr **travail terminologique**, m

1.3.01

fr **évaluation**, f

1.3.02 quality

entirety of features and characteristics of a product or **service** (5.5.01) that bear on its ability to satisfy stated or implied needs

NOTE Adapted from ISO 8402:1994.

1.3.03 bibliometrics

mathematical and statistical methods applied to the **use** (6.1.25) of **documents** (1.2.02) and the patterns of publication

1.3.04 infometrics

mathematical and statistical methods applied to **communication** (1.1.3.01) of the **use of information** (5.1.01)

1.3.05 archivist

person trained in **archival science** (1.2.09)

1.3.06 conservator

person professionally or technically trained in the **knowledge** (1.1.3.14) and skills required to perform the physical operations necessary to maintain the integrity and value of **objects** (1.1.1.02)

1.3.07 curator

person responsible for a **collection (2)** (3.1.07), the **accessions** (4.1.2.02) to it and the maintenance of its integrity

1.3.08 documentalist

person trained in **documentation** (1.2.01)

1.3.09 information broker

person that commercially undertakes to locate, to retrieve and to provide **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) about any **object** (1.1.1.02)

1.3.10 information manager

information officer US
person responsible for **information management** (1.2.04)

1.3.11 librarian

person who has received professional training in **librarianship** (1.2.11)

NOTE All library education is subject to national curricula.

1.3.02 fr **qualité**, f

1.3.03 fr **bibliométrie**, f

1.3.04 fr **infométrie**, f

1.3.05 fr **archiviste**, m

1.3.06 fr **conservateur (1)**, m

1.3.07 fr **conservateur (2)**, m

1.3.08 fr **documentaliste**, m

1.3.09 fr **courtier en information**, m

1.3.10 fr **gérant d'information**, m

1.3.11 fr **bibliothécaire**, m

1.3.12

records manager

person concerned with achieving economy and efficiency in the creation, use (6.1.25), maintenance and **disposal** (4.1.1.24) of **records (1)** (1.1.3.11)

1.3.13

preparator

person responsible for the preparation, handling and physical placement of **objects** (1.1.1.02) to be exhibited in an institution

1.3.14

publisher

corporate body or individual **printing** (1.2.17) and issuing **publications** (2.1.11)

1.3.15

subject specialist

staff member of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization responsible, by virtue of an academic education in and superior **knowledge** (1.1.3.14) of a subject or discipline, for selection and subject **cataloguing** (4.2.1.1.03) of **accessions** (4.1.2.02) in relevant **subject fields** (1.1.1.07) and for the associated **information service** (5.5.02)

1.3.16

registrar

head of the **registry** (3.3.13) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

1.3.12

fr **gestionnaire du dépôt des actes**, m

1.3.13

fr **préparateur**, m

1.3.14

fr **éditeur**, m

1.3.15

fr **(bibliothécaire) spécialiste**, m

1.3.16

fr **préposé au registre**, m

2 Documents, data media and their parts

2.1 General terms

2.1.01

original document

initially created **document** (1.2.02) as distinguished from any **copy (2)** (2.1.06) thereof

2.1.02

master

copy (3) (2.1.14) of a **document** (1.2.02) or the **original document** (2.1.01) from which other **copies (2)** (2.1.06) can be made

2.1.03

reproduction

document (1.2.02) copied from and resembling another document which is recognized as being the **original document** (2.1.01)

2.1.04

facsimile

reproduction (2.1.03) that approximates as nearly as possible to the content, form and appearance of the **original document** (2.1.01), but is not necessarily of the same size

2.1.01

fr **document original**, m

2.1.02

fr **matrice**, f

2.1.03

fr **reproduction**, f

2.1.04

fr **fac-similé**, m

2.1.05**copy (1)**

document (1.2.02) which serves as the original matter from which a **reproduction** (2.1.03) or a more finished document is eventually prepared

cf. **copy (2)** (2.1.06), **copy (3)** (2.1.14)

NOTE In general language, copy **(1)** often is referred to as “original”.

2.1.06**copy (2)**

reproduction (2.1.03) or transcript of a **document** (1.2.02)

cf. **copy (1)** (2.1.05), **copy (3)** (2.1.14)

2.1.07**hard copy**

copy (2) (2.1.06), usually on **paper** (6.5.01), which can be read without the assistance of a technical device

2.1.08**form**

document (1.2.02), printed or otherwise produced, with predesignated spaces for the recording of specific **information (1)** (1.1.3.08)

2.1.09**adaptation**

work derived from another, especially when intended for a different medium or in a different literary or musical form

[BSI-DD 247:1998]

2.1.10**arrangement (1)**

musical **adaptation** (2.1.09) of a work for performance by voices or instruments other than those for which it was originally composed or by musicians or singers of a different level of ability from that originally intended

[BSI-DD 247:1998]

cf. **arrangement (2)** (4.3.1.1.06)

2.1.11**publication**

document (1.2.02) offered for general distribution and usually produced in multiple **copies (2)** (2.1.06)

2.1.12**book (1)**

intellectual work (7.2.1.01) published either in written, printed or electronic form, usually paginated and forming a physical unit

cf. **book (2)** (2.4.01)

2.1.05

fr **original**, m

2.1.06

fr **copie (1)**, f

2.1.07

fr **copie imprimée**, f

2.1.08

fr **formulaire**, m

2.1.09

fr **adaptation**, f

2.1.10

fr **arrangement (1)**, m

2.1.11

fr **publication**, f

2.1.12

fr **livre**, m

2.1.13

archival unit

item

single **document** (1.2.02) or **set** (1.1.1.03) of documents in an **archives** (2) (3.1.02), treated as an entity

2.1.14

copy (3)

single specimen of a **document** (1.2.02) which exists in more specimens

cf. **copy (1)** (2.1.05), **copy (2)** (2.1.06)

2.1.15

piece

smallest physically indivisible **archival unit** (2.1.13)

2.1.16

iconic document

document (1.2.02) in which pictorial representation is the prominent feature

2.1.17

picture

primarily two-dimensional presentation of one or more **objects** (1.1.1.02) or shapes

2.1.18

illustration

representation, added to a **text** (1.1.2.04), which visualizes matters of that text mainly by non-script means

2.1.19

audio-visual document

document (1.2.02), consisting of a sequence of related images, with or without accompanying sounds, requiring the use of equipment in order for its contents to be viewed or heard

2.1.20

transparency

sheet of material bearing **information** (2) (1.1.3.09), revealed when viewed against a light source or projected on a screen

2.1.21

stereograph

pair of **pictures** (2.1.17) of the same **object** (1.1.1.02) taken from slightly different points of view, together conveying a three-dimensional impression when viewed simultaneously with a stereoscope or special glasses

2.1.13

fr **unité archivistique (1)**, f

2.1.14

fr **copie (2)**, f

2.1.15

fr **pièce**, f

2.1.16

fr **document iconique**, m

2.1.17

fr **image**, f

2.1.18

fr **illustration**, f

2.1.19

fr **document audiovisuel**, m

2.1.20

fr **transparent**, m

2.1.21

fr **stéréogramme**, m

2.2 Documents and their parts

2.2.1 Documents

2.2.1.01

draft

preliminary version of a **document** (1.2.02)

2.2.1.01

fr **projet**, m

2.2.1.02

supplement

material complementing the body of a **document** (1.2.02)

2.2.1.02

fr **supplément**, m

2.2.1.03

abridgement

document (1.2.02) resulting from the condensation of another document to its essence

2.2.1.03

fr **abrégé**, m

2.2.1.04

brief (1)

summary (4.2.2.2.05), **abstract** (4.2.2.2.01) or **abridgement** (2.2.1.03) of the contents of a **document** (1.2.02)

2.2.1.04

fr **résumé**, m

cf. **brief (2)** (2.2.1.34)

2.2.1.05

collection (1)

document (1.2.02) bringing together, normally under a **common title** (4.2.1.4.09), works by one or more **authors** (4.2.1.5.03) or **editors** (4.2.1.5.07) on one or more subjects

2.2.1.05

fr **recueil**, m

cf. **collection (2)** (3.1.07), **collection (3)** (3.1.12)

2.2.1.06

anthology

selected extracts

document (1.2.02) consisting of a **collection (1)** (2.2.1.05) of documents or **extracts** (4.2.2.2.06), usually of literary works

2.2.1.06

fr **anthologie**, f;
morceaux choisis, m, pl

2.2.1.07

file (1)

organized unit of **documents** (1.2.02) grouped together either for current **use** (6.1.25) by the creator or in the process of archival **arrangement (2)** (4.3.1.1.06), because they relate to the same subject, activity or transaction

2.2.1.07

fr **dossier (1)**, m

cf. **file (2)** (2.3.4.10)

2.2.1.08

record (2)

document (1.2.02) created or received and maintained by an agency, organization or individual in pursuance of legal obligations or in the transaction of business

2.2.1.08

fr **dossier (2)**, m

cf. **record (1)** (1.1.3.11)

2.2.1.09

minutes, pl

official **record (2)** (2.2.1.08) of what was said and done at a meeting or conference

2.2.1.10

proceedings, pl

transactions, pl

documents (1.2.02) containing the **texts** (1.1.2.04) of papers submitted to a conference and generally also reporting discussion arising from the papers and business transacted in connection with them

[BSI-DD 247:1998]

2.2.1.11

report

document (1.2.02) containing a presentation of facts or the **record (2)** (2.2.1.08) of some proceeding, investigation or event

2.2.1.12

journal (1)

chronological **record (2)** (2.2.1.08) containing impersonal accounts of daily occurrences, transactions or proceedings in an organization or legislative body

cf. **journal (2)** (2.4.09)

2.2.1.13

memorandum

document (1.2.02) recording **information (1)** (1.1.3.08) used for internal **communication** (1.1.3.01) and intended as a reminder

2.2.1.14

letter

document (1.2.02) addressed to named individuals or institutions

2.2.1.15

reference work

document (1.2.02) providing rapid **access** (1.1.3.13) to specific **information (1)** (1.1.3.08) on a given subject

2.2.1.16

dictionary

list of **words (2)** (1.1.2.08) or a **category** (4.2.2.4.07) of words from a **language** (1.1.2.01), arranged alphabetically or systematically and explained in that language or translated into one or more other languages

2.2.1.17

vocabulary

dictionary (2.2.1.16) which contains **designations** (1.1.2.10) and definitions from one or more specific **subject field** (1.1.1.07)

NOTE 1 Adapted from ISO 1087-1:2000.

NOTE 2 The vocabulary may be monolingual, bilingual or multilingual.

2.2.1.09

fr **procès-verbal**, m

2.2.1.10

fr **actes**, m, pl;
comptes rendus, m, pl

2.2.1.11

fr **rapport**, m

2.2.1.12

fr **journal (1)**, m

2.2.1.13

fr **note (1)**, f

2.2.1.14

fr **lettre**, f

2.2.1.15

fr **ouvrage de
référence**, m

2.2.1.16

fr **dictionnaire**, m

2.2.1.17

fr **vocabulaire**, m

2.2.1.18**glossary**

list of technical **terms** (1.1.2.12) or of abstruse, obsolete or dialect **words** (2) (1.1.2.08)

NOTE The definition differs considerably from that given in ISO 1087-1:2000.

2.2.1.19**encyclopedia**

document (1.1.02) synthesizing **knowledge** (1.1.3.14) on all subjects or a group of subjects, arranged alphabetically or systematically, and usually consisting of extended **articles** (2.4.24)

2.2.1.20**guide (1)**

document (1.2.02) containing introductory **information** (1) (1.1.3.08) comprehensive enough for a user to carry out an operation

cf. **guide** (2) (4.2.2.2.08)

2.2.1.21**handbook**

reference work (2.2.1.15) presenting basic **knowledge** (1.1.3.14) on specific subjects

2.2.1.22**manual**

detailed **guide** (1) (2.2.1.20) to practice, manufacture, use or repair

[BSI-DD 247:1998]

2.2.1.23**calendar (1)**

list, usually in chronological **order** (1.1.1.08), of single **documents** (1.2.02) in the same **series** (2) (4.3.1.1.16) or **class** (4.2.2.4.03) or of a specified kind from a variety of sources, with a **summary** (4.2.2.2.05) description of each document

cf. **calendar** (2) (2.2.1.24)

2.2.1.24**calendar (2)**

document (1.2.02) giving **information** (1) (1.1.3.08) on the measuring of time

cf. **calendar** (1) (2.2.1.23)

NOTE Usually this is done by enumerating days, weeks, months and years, often accompanied by additional information of any kind.

2.2.1.25**yearbook**

serial (2.4.06) containing reference material intended to be revised at annual intervals

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2.2.1.18

fr **glossaire**, m

2.2.1.19

fr **encyclopédie**, f

2.2.1.20

fr **guide** (1), m

2.2.1.21

fr **manuel**, m

2.2.1.22

fr **manuel d'instruction**, m

2.2.1.23

fr **inventaire analytique**, m

2.2.1.24

fr **calendrier**, m

2.2.1.25

fr **annuaire**, m

2.2.1.26

directory

reference work (2.2.1.15), arranged in alphabetical, chronological or systematic **order** (1.1.1.08), which gives itemized **information (1)** (1.1.3.08) for the identification or location of persons, **objects** (1.1.1.02), organizations or places

2.2.1.27

atlas

collection (1) (2.2.1.05) of **maps** (2.2.1.28)

2.2.1.28

map

conventional representation, on a reduced scale and usually flat, of phenomena which can be localized in space and time

2.2.1.29

plan

large-scale **map** (2.2.1.28) of a limited area

2.2.1.30

globe

spheric representation of a celestial body

2.2.1.31

chart

document (1.2.02) showing tabulated or methodically arranged **information (1)** (1.1.3.08) in graphic form

2.2.1.32

tables, pl

document (1.2.02) containing ordered **data** (1.1.4.01) typically in rows and **columns (2)** (2.4.23) and possibly with an accompanying **text** (1.1.2.04)

2.2.1.33

roll (1)

document (1.2.02), drawn up for a specified purpose, listing the **names** (1.1.2.13) of persons

cf. **roll (2)** (2.3.1.04)

2.2.1.34

brief (2)

open **letter** (2.2.1.14) issued by the papal chancellery, sealed with a wax **seal (1)** (7.1.11)

cf. **brief (1)** (2.2.1.04)

2.2.1.35

bull (1)

document (1.2.02) of great formality either sealed with a round metal **bull (2)** (7.1.13) or having such a bull as an attachment

cf. **bull (2)** (7.1.13)

2.2.1.26

fr **répertoire**, m

2.2.1.27

fr **atlas**, m

2.2.1.28

fr **carte**, f

2.2.1.29

fr **plan**, m

2.2.1.30

fr **globe**, m

2.2.1.31

fr **graphique**, m

2.2.1.32

fr **tables**, f, pl

2.2.1.33

fr **liste (des noms)**, f

2.2.1.34

fr **bref pontifical**, m

2.2.1.35

fr **bulle (1)**, f

2.2.1.36 stamp (1)

mark added to a **document** (1.2.02) to unambiguously identify a certain feature of it

cf. **stamp (2)** (7.1.14)

NOTE Such features may be origin, ownership, time of creation, version, etc.

2.2.1.37 score

document (1.2.02) containing **notation (1)** (1.1.2.26) for a musical work, with the staves of the parts arranged on the **page** (2.4.22) so that notes sounded simultaneously are vertically aligned

[BSI-DD 247:1998]

2.2.1.38 libretto

document (1.2.02) containing the **words (1)** (1.1.2.07) of an extended musical work

NOTE 1 Adapted from BSI-DD 247:1998.

NOTE 2 Such a musical work may be an opera.

2.2.1.39 blurb

publisher's (1.3.14) description of a **document** (1.2.02)

[BSI-DD 247:1998]

2.2.1.36

fr **estampille**, f

2.2.1.37

fr **partition**, f

2.2.1.38

fr **libretto**, m

2.2.1.39

fr **publicité**
(**apparaissant sur la couverture**), f

2.2.2 Parts of documents

2.2.2.01 title page

page (2.4.22) in a **volume** (2.4.01) which contains full bibliographic information (1) (1.1.3.08)

2.2.2.02 incipit

opening **word (1)** (1.1.2.07) or phrase of a **manuscript (1)** (2.3.1.01), **incunabulum** (2.4.19) or early printed **volume** (2.4.01), sometimes giving the **title** (4.2.1.4.01) and **author's** (4.2.1.5.03) **name** (1.1.2.13)

[BSI-DD 247:1998]

2.2.2.03 colophon

combined statement in a **volume** (2.4.01) of its authorship, **copyright** (7.2.2.02) holders, details of production and publication, either on the **title page** (2.2.2.01) verso or at the end of the volume

NOTE In a newspaper, the colophon contains information about its editors.

2.2.2.01

fr **page de titre**, f

2.2.2.02

fr **incipit**, m

2.2.2.03

fr **colophon**, m;
souscription, f

2.2.2.04

table of contents

list of **headings** (4.2.1.3.01) and **subheadings** (4.2.1.3.05) of the parts of a **document** (1.2.02) in the order in which they appear, usually giving the **page** (2.4.22) or **column** (2) (2.4.23) where they begin

2.2.2.05

preface

statement at the beginning of a **document** (1.2.02) that, in general, gives the history and the objectives of the work

2.2.2.06

introduction

preliminary **text** (1.1.2.04) of a **document** (1.2.02) that gives general **information** (1) (1.1.3.08) on its background, content or structure

2.2.2.07

figure

illustration (2.1.18) intended to explain or complete a **text** (1.1.2.04)

2.2.2.08

caption

text (1.1.2.04) accompanying an **illustration** (2.1.18) and explaining the subject represented

2.2.2.09

note

indication placed at the bottom of a **page** (2.4.22) or at the end of a **document** (1.2.02) or part of a document to clarify or complete the **information** (1) (1.1.3.08) given in the main **text** (1.1.2.04)

2.2.2.10

bookplate

label indicating ownership when fixed into a **document** (1.2.02)

2.2.2.11

appendix

matter complementing the main **text** (1.1.2.04), placed at the end of the **document** (1.2.02)

2.2.2.12

addenda, pl

part of a **document** (1.2.02) produced subsequently but intended to accompany it, completing or correcting the **text** (1.1.2.04) and clearly stating its intended function

NOTE Occasionally the term may be found in the singular.

2.2.2.04

fr **table des matières**, f

2.2.2.05

fr **préface**, f

2.2.2.06

fr **introduction**, f

2.2.2.07

fr **figure**, f

2.2.2.08

fr **légende**, f

2.2.2.09

fr **note** (2), f

2.2.2.10

fr **ex-libris**, m

2.2.2.11

fr **appendice**, m;
annexe, f

2.2.2.12

fr **addenda**, m

2.2.2.13**errata**, pl

corrigenda, pl

part of a **document** (1.2.02) printed subsequently but intended to accompany it, listing errors in the **text** (1.1.2.04) and their corrections

NOTE Occasionally the term may be found in the singular.

2.2.2.13fr **errata**, m, pl;

corrigenda, m, pl

2.3 Documents by medium**2.3.1 Manually produced documents****2.3.1.01****manuscript (1)**

document (1.2.02) written or copied by hand

cf. **manuscript** (2.3.1.03)**2.3.1.01**fr **manuscrit (1)**, m**2.3.1.02****typescript**printed **document** (1.2.02) produced by means of a typewriter or a computer**2.3.1.02**fr **exemplaire****dactylographié**, m;

manuscrit (3), m

2.3.1.03**manuscript (2)**

manuscript (1) (2.3.1.01) or **typescript** (2.3.1.02) prepared for publication in multiple **copies (2)** (2.1.06) or **copies (3)** (2.1.14)

cf. **manuscript (1)** (2.3.1.01)**2.3.1.03**fr **manuscrit (2)**, m**2.3.1.04****roll (2)**

document (1.2.02) consisting of one or more sheets of **parchment** (6.5.37) or **paper** (6.5.01) sewn together end to end and rolled

cf. **roll (1)** (2.2.1.33)**2.3.1.04**fr **rouleau**, m**2.3.1.05****drawing**

picture (2.1.17) made with a solid mineral substance or a pointed tool

2.3.1.05fr **dessin (1)**, m**2.3.1.06****tracing (1)**

picture (2.1.17) obtained by placing a translucent sheet of **paper** (6.5.01) over another picture and drawing on it selected **elements** (1.1.1.04) of the latter

cf. **tracing (2)** (4.2.1.3.06)**2.3.1.06**fr **calque**, m**2.3.1.07****transfer (1)**

picture (2.1.17) obtained by moving its **pigments** (6.5.21) from one surface to another by direct contact

cf. **transfer (2)** (4.1.2.04)**2.3.1.07**fr **décalcomanie**, f

2.3.1.08

rubbing

picture (2.1.17) obtained by placing **paper** (6.5.01) over a raised, incised or textured surface exercising friction and pressure over the paper with a coloured substance

2.3.1.09

watercolour

picture (2.1.17) in sepia, bistre or water-diluted **colours** (6.2.30)

2.3.1.10

wash drawing

drawing (2.3.1.05) in pencil or **ink** (6.5.22) with a **watercolour** (2.3.1.09) wash

2.3.1.11

cartoon (1)

preparatory **drawing** (2.3.1.05) for a **painting** (2.3.1.12), mosaic or decoration which is usually of the same size as the finished work

cf. **cartoon (2)** (2.4.16)

2.3.1.12

painting

picture (2.1.17) made with **paint** (6.5.24)

2.3.1.13

monotype

unique **picture** (2.1.17) produced by making a **transfer (1)** (2.3.1.07) of a **painting** (2.3.1.12) through the application of pressure

2.3.1.14

miniature (1)

picture (2.1.17) painted in a **manuscript (1)** (2.3.1.01) or a **volume** (2.4.01)

cf. **miniature (2)** (2.3.1.15)

2.3.1.15

miniature (2)

highly detailed **picture** (2.1.17) on ivory or **vellum** (6.5.38), most often a portrait, rarely exceeding a height of 50 mm

cf. **miniature (1)** (2.3.1.14)

2.3.1.16

collage

artistic **object** (1.1.1.02) composed of various materials

2.3.1.08

fr **frottis**, m

2.3.1.09

fr **aquarelle**, f

2.3.1.10

fr **lavis**, m

2.3.1.11

fr **carton (1)**, m

2.3.1.12

fr **peinture (1)**, f

2.3.1.13

fr **monotype**, m

2.3.1.14

fr **miniature (1)**, f

2.3.1.15

fr **miniature (2)**, f

2.3.1.16

fr **collage**, m

2.3.2 Printed documents

2.3.2.01**print**

copy (3) (2.1.14) of an image transferred to a sensitive material

2.3.2.01

fr **estampe**, f

2.3.2.02**impression**

all **copies (3)** (2.1.14) of a **document** (1.2.02) printed at one time

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2.3.2.02

fr **tirage**, m

2.3.2.03**proof**

trial or extra careful **impression** (2.3.2.02) of a **print** (2.3.2.01)

2.3.2.03

fr **épreuve**, f

2.3.2.04**relief print**

print (2.3.2.01) from raised and inked areas of a plate, block or cylinder

2.3.2.04

fr **impression en relief**, f

2.3.2.05**intaglio print**

print (2.3.2.01) from a plate or cylinder, the printing areas of which have been lowered and subsequently inked in, as compared to the surrounding non-printing areas

2.3.2.05

fr **impression intaglio**, f

2.3.2.06**lithograph (1)**

print (2.3.2.01) either from a water-absorbent stone, or from a specially treated metal or bimetallic plate on which printing **ink** (6.5.22) adheres to areas only where the image has been designed, due to properties of the printing surface which either attracts or repels ink

cf. **lithograph (2)** (2.3.2.29)

2.3.2.06

fr **lithographie (1)**, f

2.3.2.07**screen print**

print (2.3.2.01) through a gauze of silk or synthetic **tissue** (6.5.39), the printing areas of which are permeable to liquid **colours** (6.2.30)

2.3.2.07

fr **sérigraphie**, f

2.3.2.08**stencil print**

print (2.3.2.01) obtained either by passing **ink** (6.5.22) through apertures in a template or by inking the areas surrounding it and the parts of which may be held together by a net

2.3.2.08

fr **impression au stencil**, f

2.3.2.09**dot matrix print**

print (2.3.2.01) produced by a printing head consisting of a number of printing **elements** (1.1.1.04) in **columns (2)** (2.4.23) or rows and under the control of an electronic logic which forms the dots to make the graphical presentation

2.3.2.09

fr **impression matricielle**, f

2.3.2.10

ink jet print

print (2.3.2.01) produced by a computer-assisted printing device with **ink** (6.5.22) sprayed onto **paper** (6.5.01) sheets according to typesetting and other graphical instructions

2.3.2.11

laser print

print (2.3.2.01) produced with a laser beam on a computer-assisted printing device with powdered toner burnt onto the **paper** (6.5.01) sheets according to typesetting and other graphical instructions

NOTE "Laser" is the acronym for "light amplification by stimulated emission of radiation".

2.3.2.12

security print

print (2.3.2.01) produced by means of a combination of graphic processes or some secret method of production in order to prevent counterfeit copying

2.3.2.13

woodcut

print (2.3.2.01) from a woodblock, usually sawn along the grain, the non-printing areas of which have been cut away leaving the image to be printed standing in relief

2.3.2.14

metal relief cut

print (2.3.2.01) from a plate of metal, the non-printing areas of which have been cut away leaving the image to be printed standing in relief

2.3.2.15

metal relief etching

print (2.3.2.01) from a plate of metal, the non-printing areas of which have been etched away leaving the image to be printed standing in relief

2.3.2.16

relief half-tone print

metal relief etching (2.3.2.15) in which variation in tone is represented by dots in different sizes

2.3.2.17

wood-engraving

print (2.3.2.01) from a woodblock cut across the grain, the non-printing areas of which have been engraved, leaving the image to be printed standing in relief

2.3.2.18

linocut

print (2.3.2.01) from a piece of linoleum (lino), the non-printing areas of which have been cut away, leaving the image to be printed standing in relief

2.3.2.10

fr **impression à jet d'encre**, f

2.3.2.11

fr **impression laser**, f

2.3.2.12

fr **impression de sécurité**, f

2.3.2.13

fr **gravure sur bois**, f;
xylographie, f

2.3.2.14

fr **gravure sur métal**, f

2.3.2.15

fr **eau-forte sur métal**, f

2.3.2.16

fr **impression en relief en demi-teinte**, f

2.3.2.17

fr **gravure sur bois debout**, f

2.3.2.18

fr **linogravure**, f

2.3.2.19**engraving (1)**

print (2.3.2.01) made from any kind of intaglio plate, whether engraved with hand-tools or a machine, or etched with acid, so that the printing areas are lower than the non-printing areas

cf. **engraving (2)** (2.3.2.22)

2.3.2.20**copper engraving**

print (2.3.2.01) from a plate of copper, or of copper faced with steel, the printing areas of which have been engraved so that they are lower than the non-printing areas

2.3.2.21**steel engraving**

print (2.3.2.01) from a plate of steel, the printing areas of which have been engraved so that they are lower than the non-printing areas

2.3.2.22**engraving (2)**

print (2.3.2.01) from a plate of metal, the printing areas of which have been cut with tools so that they are lower than the non-printing areas

cf. **engraving (1)** (2.3.2.19)

2.3.2.23**line engraving**

print (2.3.2.01) from a plate of metal, the printing areas of which have been cut with a graver (burin) so that they are lower than the non-printing areas

2.3.2.24**mezzotint**

print (2.3.2.01) from a plate of metal initially roughened all over, traditionally with a rocker, and subsequently reburnished in places where the printing areas call for white parts or half-tone effects

2.3.2.25**dry point**

print (2.3.2.01) from a plate of metal, the **printing** (1.2.17) areas of which have been scratched with a steel point

2.3.2.26**etching**

print (2.3.2.01) from a plate of metal initially coated with an acid-resistant ground in which subsequently the **design** (7.2.3.1.08) has been drawn, exposing the plate to varying degrees of etching with acid so that the printing areas are lower than the non-printing areas

2.3.2.27**soft ground etching**

etching (2.3.2.26) in which the **design** (7.2.3.1.08) has been drawn by tracing through a **paper** (6.5.01) overlay, thus exposing the plate to varying degrees of etching with acid

2.3.2.19

fr **gravure (1)**, f;
gravure en taille-douce, f

2.3.2.20

fr **gravure sur cuivre**, f

2.3.2.21

fr **gravure sur acier**, f

2.3.2.22

fr **gravure (2)**, f

2.3.2.23

fr **gravure au trait**, f;
gravure au burin, f

2.3.2.24

fr **mezzotinto**, m;
gravure à la manière
noire, f

2.3.2.25

fr **pointe sèche**, f

2.3.2.26

fr **eau-forte**, f

2.3.2.27

fr **gravure au vernis
mou**, f

2.3.2.28

aquatint

print (2.3.2.01) from a plate of metal initially coated with powdered resin or asphalt, in which the **design** (7.2.3.1.08) has been made by partially removing and adding extra powder, thus exposing the plate to varying degrees of etching with acid

2.3.2.29

lithograph (2)

planographic **print** (2.3.2.01) from a lithographic (Solnhofen) stone on which the **design** (7.2.3.1.08) of the image has been drawn directly or as a **transfer (1)** (2.3.1.07) from specially prepared **paper** (6.5.01)

cf. **lithograph (1)** (2.3.2.06)

2.3.2.30

collotype print

print (2.3.2.01) from a plate initially coated with bichromated gelatin which, when exposed to light under a reversed photographic negative, hardens in proportion to the amount of light each part receives, and thus forms a planographic printing surface on which the **ink** (6.5.22) adheres in proportion to its degree of hardness

2.3.2.28

fr **aquatinte**, f

2.3.2.29

fr **lithographie (2)**, f

2.3.2.30

fr **impression en collotypie**, f;
impression en phototypie, f

2.3.3 Photographic and other optical documents

2.3.3.01

photograph

photo

picture (2.1.17) obtained by a process which fixes a direct and durable image on a sensitized surface by the action of electromagnetic radiation

NOTE Radiation may be light, X-rays, etc.

2.3.3.01

fr **photographie**, f;
photo, f

2.3.3.02

daguerreotype

positive **photograph** (2.3.3.01) on a silver-coated copper plate

2.3.3.02

fr **daguerréotype**, m

2.3.3.03

carbon print

print (2.3.2.01) transferred during development onto **paper** (6.5.01) or any other firm support from a carbon **tissue** (6.5.39) initially exposed to light through a photographic negative

2.3.3.03

fr **impression sur carbone**, f

2.3.3.04

collodion print

print (2.3.2.01) obtained in a **coating** (6.3.01) of collodion which is made light sensitive with silver salts and exposed to light through a photographic negative

2.3.3.04

fr **impression au collodion**, f

2.3.3.05

albumen print

print (2.3.2.01) obtained in a **coating** (6.3.01) of albumen which is made light sensitive with silver salts and exposed to light through a photographic negative

2.3.3.05

fr **impression à l'enduit d'albumine**, f

2.3.3.06**vitrotype**

positive **photograph** (2.3.3.01) on a glass plate coated with collodion or albumen

2.3.3.07**ferrotype**

positive **photograph** (2.3.3.01) on a black or dark brown enamelled iron sheet coated with collodion

2.3.3.08**pannotype**

positive **photograph** (2.3.3.01) on oilcloth coated with collodion

2.3.3.09**filmstrip**

filmstrip, US

short length of **cinematographic film** (2.3.3.10) carrying photographic images intended for projection as still **pictures** (2.1.17)

2.3.3.10**cinematographic film**

film

motion picture

series of **pictures** (2.1.17) recorded on a strip of transparent material, or on an electronic **data medium** (1.1.4.02), which, when projected or produced rapidly one after another on a screen, give the illusion of natural and continuous movement

2.3.3.11**photocopy**

hard copy (2.1.07) produced on or via sensitized material by the action of electromagnetic radiation

NOTE There are proprietary techniques like photostat and xerox.

2.3.3.12**microform**

photographic **document** (1.2.02), usually photographic film, that contains microimages

NOTE Adapted from ISO 6196-1:1993.

2.3.3.13**microcard**

microform (2.3.3.12) on an opaque sheet in which the microimages are arranged in a grid

2.3.3.14**microfilm**

microform (2.3.3.12) in the shape of a strip or roll

[ISO 6196-4:1998]

2.3.3.06

fr **vitrotype**, m

2.3.3.07

fr **ferrotypie**, f

2.3.3.08

fr **linotype**, m

2.3.3.09

fr **film fixe**, m

2.3.3.10

fr **film cinématographique**, m;
film, m

2.3.3.11

fr **photocopie**, f

2.3.3.12

fr **microforme**, f

2.3.3.13

fr **microcarte**, f;
micro-opaque, m

2.3.3.14

fr **microfilm**, m

2.3.3.15

microfiche

microform (2.3.3.12) in the shape of a rectangular sheet having one or more microimages usually arranged in a grid pattern with a heading area across the top

[ISO 6196-4:1998]

2.3.3.16

ultrafiche

microfiche (2.3.3.15) with images reduced more than 90 times

2.3.3.17

hologram

three-dimensional photographic representation produced by an arranged interference between coherent light beams

2.3.3.15

fr **microfiche**, f

2.3.3.16

fr **ultrafiche**, f

2.3.3.17

fr **hologramme**, m

2.3.4 Electromagnetic and electronic documents and their carriers

2.3.4.01

disc

disk, US

data medium (1.1.4.02) in flat circular form on which the **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) is impressed or compressed on the surface and from which it can be recovered by special devices

2.3.4.02

gramophone record

disc (2.3.4.01), usually of plastic material, on which sound is recorded in the form of a helical groove and from which playback is possible

2.3.4.03

magnetic tape

tape, usually of plastic material, the surfaces of which are covered with a magnetized layer permitting the recording of **data** (1.1.4.01)

2.3.4.04

videotape

magnetic tape (2.3.4.03) for recording and playback of a cinematographic film (2.3.3.10)

2.3.4.05

magnetic disc

flat **disc** (2.3.4.01), the surfaces of which are covered with a magnetized layer permitting the recording of **data** (1.1.4.01)

2.3.4.06

diskette

floppy disc

portable **magnetic disc** (2.3.4.05) of flexible material and standardized size for **storage (1)** (4.3.1.1.01) of digital **data** (1.1.4.01) which are produced on a computer

2.3.4.01

fr **disque**, m

2.3.4.02

fr **disque phonographique**, m

2.3.4.03

fr **bande magnétique**, f

2.3.4.04

fr **bande vidéo**, f

2.3.4.05

fr **disque magnétique**, m

2.3.4.06

fr **disquette**, f

2.3.4.07**optical disc**

disc (2.3.4.01) for recording, playback or **retrieval** (4.3.2.1.01) of **data** (1.1.4.01) by means of a laser scanner

2.3.4.07

fr **disque optique**, m

2.3.4.08**compact disc**

CD

small **optical disc** (2.3.4.07)

2.3.4.08

fr **disque compact**, m

NOTE Normally a compact disc has a diameter of 11,989 cm (4,72 inches).

2.3.4.09**CD-ROM**

compact disc (2.3.4.08) for read-only purposes

2.3.4.09

fr **CD-ROM**, m

NOTE CD-ROM is short for "compact disc read-only memory".

2.3.4.10**file (2)**

set (1.1.1.03) of **records (1)** (1.1.3.11) stored together and treated as a unit

cf. **file (1)** (2.2.1.07)

2.3.4.10

fr **fichier**, m

2.3.4.11**screen image**

graphic representation of analog or digital **data** (1.1.4.01) on a monitor or other appropriate equipment

2.3.4.11

fr **image sur écran**, f

2.3.4.12**homepage**

screen image (2.3.4.11) acting as an **access point** (4.2.1.1.12) for **information (1)** (1.1.3.08) supplied by a provider of **data** (1.1.4.01) which are accessible on the **internet** (1.1.4.14) or any other network based on a **hypertext** (4.3.1.1.19) **system** (1.1.1.06)

2.3.4.12

fr **page d'accueil**, f

2.4 Documents by status**2.4.01****volume**

book (2)

stack of **leaves** (2.4.21) forming a physical unit which is held together by **binding (2)** (6.8.01)

cf. **book (1)** (2.1.12)

2.4.01

fr **volume**, m;
livre (2), m

2.4.02**monograph**

monographic publication

publication (2.1.11) in print or non-print form, either complete in one **volume** (2.4.01) or complete or intended to be completed in a finite number of volumes

2.4.02

fr **monographie**, f

2.4.03

pamphlet

monograph (2.4.02) having not more than 48 **pages** (2.4.22)

2.4.04

edition

all **copies** (3) (2.1.14) of the same **impression** (2.3.2.02) characterized by common qualification

NOTE Such qualification may be format, revision, etc.

2.4.05

chapter

numbered or titled division of a **document** (1.2.02) which is in general self-sufficient but is related to the divisions that precede or follow it

2.4.06

serial

serial publication

publication (2.1.11) in print or in non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever its periodicity

2.4.07

periodical

serial (2.4.06), generally characterized by variety of contents and contributors, both within the **publication** (2.1.11) and from one issue to another

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2.4.08

series (1)

serial (2.4.06) comprising a group of **volumes** (2.4.01), numbered or not, each with its own **title** (4.2.1.4.01), grouped under a **common title** (4.2.1.4.09) and appearing for an indefinite period of time

cf. **series (2)** (4.3.1.1.16)

2.4.09

journal (2)

serial (2.4.06) addressing readers interested in a specific subject or profession

cf. **journal (1)** (2.2.1.12)

2.4.10

newsletter

serial (2.4.06) from an organization, generally to its members, to give current **information** (1) (1.1.3.08) in its sphere of activity

2.4.11

newspaper

serial (2.4.06) appearing at very frequent intervals and giving the latest **information** (1) (1.1.3.08) on current events, normally with comments

2.4.03

fr **brochure**, f;
opuscule, m

2.4.04

fr **édition**, f

2.4.05

fr **chapitre**, m

2.4.06

fr **publication en série**, f

2.4.07

fr **périodique**, m

2.4.08

fr **collection** (1), f

2.4.09

fr **revue**, f;
journal (3), m

2.4.10

fr **bulletin de liaison**, m;
lettre, f

2.4.11

fr **journal** (2), m

2.4.12**column (1)**

article (2.4.24) which appears regularly in a **serial** (2.4.06)

cf. **column (2)** (2.4.23)

2.4.13**ephemera**, pl

documents (1.2.02) produced for a specific event, or series of events, ceasing to serve their original purpose after a period of time or in another context

2.4.14**brochure**

pamphlet (2.4.03) of an ephemeral nature

2.4.15**poster**

singlefaced **print** (2.3.2.01) for display on a flat surface

2.4.16**cartoon (2)**

strip cartoon

pictures (2.1.17), forming a story, usually accompanied by a short **text** (1.1.2.04)

cf. **cartoon (1)** (2.3.1.11)

2.4.17**postcard**

card for conveyance by post, often with a **picture** (2.1.17) on one side

2.4.18**sheet music**

printed music issued without **covers** (6.8.13), whether actually printed on single sheets or not

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2.4.19**incunabulum**

volume (2.4.01) printed in Europe from moveable type and dating from before 1501-01-01

NOTE The name of a printer of an incunabulum can be concluded from the font used for the printing.

2.4.20**offprint**

document (1.2.02), which is part of a more comprehensive **publication** (2.1.11), produced from the latter's type image but made available separately

2.4.12

fr **chronique**, f

2.4.13

fr **éphémères**, m, pl

2.4.14

fr **dépliant**, m

2.4.15

fr **affiche**, f

2.4.16

fr **bande dessinée**, f

2.4.17

fr **carte postale**, f

2.4.18

fr **feuilles de musique**, f, pl

2.4.19

fr **incunable**, m

2.4.20

fr **tirage à part**, m;
tiré à part, m

2.4.21

leaf

sheet of **paper** (6.5.01) or similar thin material on which **information (1)** (1.1.3.08) has been or may be recorded

2.4.22

page

one side of a **leaf** (2.4.21)

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2.4.23

column (2)

vertical division of a **page** (2.4.22)

NOTE Adapted from BSI-DD 247:1998.

cf. **column (1)** (2.4.12)

2.4.24

article

independent **text** (1.1.2.04) forming a part of a **publication** (2.1.11)

2.4.25

binding (1)

book binding

covers (6.8.13) attached to one edge of the **book block** (6.8.02)

cf. **binding (2)** (6.8.01)

NOTE For binding types, cf. clause 6.

2.4.21

fr **feuillet**, m

2.4.22

fr **page**, f

2.4.23

fr **colonne**, f

2.4.24

fr **article**, m

2.4.25

fr **reliure (1)**, f

3 Documentation institutions and their holdings

3.1 General terms

3.1.01

archives (1), pl

records (2) (2.2.1.08) of the same **provenance** (4.1.1.10) accumulated by an organization or person in the course of the conduct of affairs, and preserved because of their enduring value

cf. **archives (2)** (3.1.02)

3.1.02

archives (2), pl

record office

organization or part of an organization responsible for selection, **acquisition** (4.1.2.01), **preservation** (6.1.01) and **availability** (5.6.06) of one or more **archives (1)** (3.1.01)

cf. **archives (1)** (3.1.01)

NOTE Archives (2) is sometimes treated as a singular noun.

3.1.01

fr **archives (1)**, f, pl

3.1.02

fr **archives (2)**, f, pl

3.1.03**library (1)**

organized **collection (2)** (3.1.07) of **documents** (1.2.02) selected and possessed for **use** (6.1.25) by a predefined **target population** (5.1.04)

cf. **library (2)** (3.1.04)

3.1.04**library (2)**

organization or part of an organization in which **libraries (1)** (3.1.03) are built up, maintained and made available by the **services** (5.5.01) of a staff

cf. **library (1)** (3.1.03)

3.1.05**museum (1)**

organized **collection (2)** (3.1.07) of artefacts or naturalia of cultural or scientific interest, stored permanently for intended display

cf. **museum (2)** (3.1.06)

3.1.06**museum (2)**

organization or part of an organization responsible for collecting, preserving, and exhibiting **museum (1)** (3.1.05) **documents** (1.2.02)

cf. **museum (1)** (3.1.05)

3.1.07**collection (2)**

gathering of **documents** (1.2.02) assembled on the basis of some common characteristic, without regard to their **provenance** (4.1.1.10)

cf. **collection (1)** (2.2.1.05), **collection (3)** (3.1.12)

3.1.08**comprehensive collection**

collection (2) (3.1.07) aiming at completeness for a specified **subject field** (1.1.1.07), time or **provenance** (4.1.1.10)

3.1.09**classified collection**

collection (2) (3.1.07) of restricted access records (7.3.5.04)

3.1.10**special collection**

part of a **collection (2)** (3.1.07) compiled on the basis of form, kind, subject, period or geographical area and which is administered separately

3.1.11**reference collection**

on-site collection

collection (2) (3.1.07) or part of a collection (2) (3.1.07), mainly of **reference works** (2.2.1.15) and other frequently needed **documents** (1.2.02), to which **access** (1.1.3.13) is easy and which are usually not available for **loan** (5.4.03)

3.1.03

fr **bibliothèque (1)**, f

3.1.04

fr **bibliothèque (2)**, f

3.1.05

fr **musée (1)**, m

3.1.06

fr **musée (2)**, m

3.1.07

fr **collection (2)**, f

3.1.08

fr **collection exhaustive**, f

3.1.09

fr **collection classifiée**, f

3.1.10

fr **collection spéciale**, f

3.1.11

fr **collection de référence**, f

3.1.12

collection (3)

total **holdings** (3.1.13) of a **manuscript (1)** (2.3.1.01) repository

cf. **collection (1)** (2.2.1.05), **collection (2)** (3.1.07)

3.1.13

holdings

totality of **documents** (1.2.02) in the **custody** (6.1.02) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

3.1.14

basic collection

basic level collection

basic stock

collection (2) (3.1.07) that supplies the basic **knowledge** (1.1.3.14) of one or more **subject fields** (1.1.1.07)

3.1.15

reserve collection (1)

off-site collection

storage collection

part of a **collection (2)** (3.1.07) stored separately because of its infrequent **use** (6.1.25)

cf. **reserve collection (2)** (3.2.12)

3.1.16

exhibition

assembly of artistic, historical, scientific or technical **documents** (1.2.02) through which visitors move in a planned sequence based on educational intention or aesthetics

3.1.17

gallery

organization or part of an organization exhibiting **paintings** (2.3.1.12), sculptures and other works of art

3.1.18

information centre

institution providing **information services** (5.5.02)

3.1.19

documentation centre

organization carrying out **documentation** (1.2.01) functions

3.1.20

clearing-house

service point charged with the supply of the **documents** (1.2.02) produced or assembled by an organization

3.1.12

fr **collection**, f

3.1.13

fr **fonds (1)**, m, pl;
collections, f, pl

3.1.14

fr **collection de base**, f

3.1.15

fr **collection réservée (1)**, f

3.1.16

fr **exposition**, f

3.1.17

fr **galerie**, f

3.1.18

fr **centre d'information (1)**, m

3.1.19

fr **centre de documentation**, m

3.1.20

fr **centre d'information (2)**, m

3.2 Libraries

3.2.01

general library

library (1) (3.1.03) or **library (2)** (3.1.04) covering, in principle, all **subject fields** (1.1.1.07)

3.2.01

fr **bibliothèque générale**, f

3.2.02

national library

library (1) (3.1.04) with special responsibility for acquiring and conserving **copies (1)** (2.1.05) of the **publications** (2.1.11) of a country

3.2.02

fr **bibliothèque nationale**, f

3.2.03

copyright library

legal deposit (4.1.2.07) **library (2)** (3.1.04) in a country in which **copyright** (7.2.2.02) depends or formerly depended upon the formal act of **deposit** (4.1.2.08) in a designated library (2)

3.2.03

fr **bibliothèque de droits d'auteur**, f

3.2.04

special library

library (1) (3.1.03) or **library (2)** (3.1.04) covering one discipline or particular **subject field** (1.1.1.07) or meeting the needs of a particular **user group** (5.1.08)

3.2.04

fr **bibliothèque spéciale**, f

NOTE The same basic definition applies for terms using other names of types of libraries, such as "medical library" or "children's library".

3.2.05

main subject library

library (2) (3.1.04) that nationally has a special responsibility for acquiring **documents** (1.2.02) in a particular **subject field** (1.1.1.07)

3.2.05

fr **bibliothèque de sujet principal**, f

3.2.06

research library

library (1) (3.1.03) or **library (2)** (3.1.04) where exhaustive investigation in a particular **subject field** (1.1.1.07) can be carried out

3.2.06

fr **bibliothèque de recherche**, f

3.2.07

central library (1)

library (2) (3.1.04) providing specified **services** (5.5.01) to other libraries (2) within a region or organization

3.2.07

fr **bibliothèque centrale (2)**, f

cf. **central library (2)** (3.2.08)

3.2.08

central library (2)

main library

part of a **library (2)** (3.1.04) where the central administrative resources and usually its largest and most important **holdings** (3.1.13) are located

3.2.08

fr **bibliothèque centrale (2)**, f

cf. **central library (1)** (3.2.07)

3.2.09

branch library

part of a **library (2)** (3.1.04) other than the **central library (2)** (3.2.08)

3.2.10

deposit library

library (2) (3.1.04) in which **documents** (1.2.02) are deposited under certain conditions

3.2.11

reference library

library (1) (3.1.03) for **use** (6.1.25) on the premises of a **library (2)** (3.1.04) only

3.2.12

reserve collection (2)

reserve books collection

reference collection (3.1.11) compiled for a transitory period on a given subject matter, for a certain event and mainly for the **use** (6.1.25) of the participants of that event

cf. **reserve collection (1)** (3.1.15)

3.2.13

loan collection

collection (2) (3.1.07) of **documents** (1.2.02) that can be borrowed on home **loan** (5.4.03)

3.2.14

short loan collection

loan collection (3.2.13) of textbooks or textbook-like basic **publications** (2.1.11), usually in multiple **copies (3)** (2.1.14), for the **use** (6.1.25) of students for a limited period of time

3.2.15

public library

general library (3.2.01) serving a local community

NOTE The same basic definition applies for terms using other names of types of libraries, such as "city library", "municipal library".

3.2.16

mobile library

library (2) (3.1.04), sometimes a division of a **public library** (3.2.15), using a vehicle specially equipped and furnished to provide **documents** (1.2.02) direct to the user

3.2.17

travelling library

collection (2) (3.1.07) that is temporarily kept in one **service** (5.5.01) point, from which it is sent on to another, and so on, according to a predefined schedule

3.2.09

fr **bibliothèque succursale**, f

3.2.10

fr **bibliothèque de dépôt**, f

3.2.11

fr **bibliothèque de référence**, f

3.2.12

fr **collection réservée (2)**, f

3.2.13

fr **collection de prêt**, f

3.2.14

fr **collection de prêt à court terme**, f

3.2.15

fr **bibliothèque populaire**, f

3.2.16

fr **bibliothèque mobile**, f

3.2.17

fr **bibliothèque itinérante**, f

3.2.18**private library**

library (1) (3.1.03) or **library (2)** (3.1.04) owned by a person or corporate body

3.2.18

fr **bibliothèque privée**, f

3.2.19**academic library**

library (2) (3.1.04) established and administered by an institution of higher education and research

3.2.19

fr **bibliothèque universitaire**, f

NOTE The same definition applies for terms using other names of types of higher educational institutions, such as "college library", "departmental library".

3.2.20**administrative library**

library (1) (3.1.03) or **library (2)** (3.1.04) established within a governmental body and mainly intended for **use** (6.1.25) by staff

3.2.20

fr **bibliothèque administrative**, f

3.2.21**rare book library**

rare book collection

library (1) (3.1.03) or **special collection** (3.1.10) consisting mainly of **books (1)** (2.1.12) of great age or scarcity

3.2.21

fr **bibliothèque de raretés**, f

3.2.22**art library**

collection (2) (3.1.07) of original art and **reproductions** (2.1.03) and of relevant literature

3.2.22

fr **bibliothèque d'art**, f

3.3 Archives**3.3.01****national archives**

central **archives (1)** (3.1.01), mainly emanating from the central government of a state, or the **archives (2)** (3.1.02) responsible for them

3.3.01

fr **archives nationales**, f, pl

3.3.02**regional archives**

archives (1) (3.1.01), mainly emanating from the intermediate levels of government, or the **archives (2)** (3.1.02) responsible for them

3.3.02

fr **archives provinciales**, f, pl
archives
départementales, f, pl

3.3.03**local archives**

archives (1) (3.1.01), mainly emanating from municipalities or other local government authorities, or the **archives (2)** (3.1.02) responsible for them

3.3.03

fr **archives municipales**, f, pl

3.3.04**departmental archives**

archives (1) (3.1.01) or **archives (2)** (3.1.02) of a government department or administrative agency, institution or organization

3.3.04

fr **archives ministérielles**, f, pl

NOTE The same basic definition applies for terms using other names of types of institutions, such as "hospital archives", "company archives".

3.3.05

current records

records (1) (1.1.3.11) regularly used for the conduct of the current business of an agency, institution or organization

3.3.06

semicurrent records

records (1) (1.1.3.11) required infrequently in the conduct of current business

3.3.07

noncurrent records

records (1) (1.1.3.11) no longer needed by their **office of origin** (3.3.10) to conduct current business

3.3.08

public records

records (1) (1.1.3.11) or **archives (1)** (3.1.01) created or received, and accumulated by government agencies in the conduct of public business

cf. **public records** (7.1.01)

3.3.09

papers, pl

personal papers, pl

private archives, pl

natural **accumulation** (4.1.2.05) of personal or family **documents** (1.2.02)

3.3.10

office of origin

controlling agency

organization or part of an organization in which a group of **records (1)** (1.1.3.11) is created or received and accumulated in the conduct of business

3.3.11

departmental records office

part of an organization managing **current records** (3.3.05) or **semicurrent records** (3.3.06) in their **office of origin** (3.3.10)

3.3.12

records centre

facility for the low-cost **storage (1)** (4.3.1.1.01), maintenance and **reference** (4.2.1.3.07) **use** (6.1.25) of **semicurrent records** (3.3.06) pending their ultimate **disposal** (4.1.1.24)

3.3.13

registry

part of an organization responsible for the creation and control of **current records** (3.3.05)

3.3.05

fr **archives**

courantes, f, pl

3.3.06

fr **archives**

intermédiaires (1),

f, pl

3.3.07

fr **archives non**

courantes, f, pl;

archives intermédiaires (2),

f, pl;

archives définitives, f, pl

3.3.08

fr **archives**

publiques (1), f, pl

3.3.09

fr **archives personnelles**

et familiales, f, pl

3.3.10

fr **service producteur**, m

3.3.11

fr **service d'archives**, m

3.3.12

fr **centre de**

préarchivage, m;

dépôt intermédiaire, m

3.3.13

fr **bureau d'ordre**, m

3.4 Museums

3.4.01

general museum

museum (1) (3.1.05) or **museum (2)** (3.1.06) covering, in principle, all fields of knowledge (1.1.3.14)

3.4.01

fr **musée général**, m

3.4.02

national museum

museum (2) (3.1.06) responsible for acquiring and conserving significant **museum (1)** (3.1.05) **documents** (1.2.02) in a country

3.4.02

fr **musée national**, m

3.4.03

specialized museum

museum (1) (3.1.05) or **museum (2)** (3.1.06) where all aspects of a single theme are represented or the needs of a particular group are met

3.4.03

fr **musée spécialisé**, m

NOTE The same basic definition applies for terms using other names of types of institutions, such as "maritime museum", "children's museum".

3.4.04

provincial museum

general museum (3.4.01) serving a province or equivalent administrative unit and responsible for acquiring and conserving **museum (1)** (3.1.05) **documents** (1.2.02) of significance to the province

3.4.04

fr **musée provincial**, m

3.4.05

regional museum

general museum (3.4.01) serving a specific territory and responsible for acquiring and conserving **museum (1)** (3.1.05) **documents** (1.2.02) of significance to the territory

3.4.05

fr **musée régional**, m

3.4.06

city museum

municipal museum

general museum (3.4.01) serving a local community and responsible for acquiring and conserving **museum (1)** (3.1.05) **documents** (1.2.02) of significance to the community

3.4.06

fr **musée de ville**, m;
musée municipal, m

3.4.07

private museum

museum (1) (3.1.05) or **museum (2)** (3.1.06) owned by a person or a corporate body

3.4.07

fr **musée privé**, m

3.4.08

university museum

museum (2) (3.1.06) established and administered by a university

3.4.08

fr **musée d'université**, m

NOTE The same definition applies for terms using other names of types of higher educational institutions, such as "college museum", "academy museum".

3.4.09

art museum

art gallery

museum (1) (3.1.05) or **museum (2)** (3.1.06) containing original art and reproductions (2.1.03)

3.4.09

fr **musée d'art**, m

3.4.10

open air museum

museum (1) (3.1.05) or **museum (2)** (3.1.06) in which the **collection (2)** (3.1.07) is developed outdoors within a defined geographic area

NOTE An open air museum may exhibit pieces of architecture and other artefacts within a building which forms part of the collection (3.1.07).

3.4.11

industrial museum

factory museum

museum (1) (3.1.05) or **museum (2)** (3.1.06) where the main museum (3.1.05) **document** (1.2.02) is the plant with its installations and equipment kept intact

3.4.10

fr **musée en plein air**, m

3.4.11

fr **musée d'industrie**, m

4 Documentation process

4.1 Collection planning, development and acquisition

4.1.1 Collection planning and development

4.1.1.01

collection development

field of application of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization embracing the planning, establishment, growth and maintenance of a **collection (2)** (3.1.07)

4.1.1.01

fr **développement des collections**, m

4.1.1.02

collection policy

statement by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization of the strategies to be followed for the effective use of the resources allocated to **collection development** (4.1.1.01)

4.1.1.02

fr **politique des collections**, f

4.1.1.03

collection management

planning and execution of operations required to implement the **collection policy** (4.1.1.02)

4.1.1.03

fr **gestion des collections**, f

4.1.1.04

subject scope

range of the **subject fields** (1.1.1.07) included in a **collection policy** (4.1.1.02)

4.1.1.04

fr **domaine matières**, m

4.1.1.05

collection breadth

degree of completeness of a **collection (2)** (3.1.07) in relation to its **subject scope** (4.1.1.04)

4.1.1.05

fr **degré de couverture des collections**, m

4.1.1.06

collection depth

degree of completeness of a **collection (2)** (3.1.07) in each **subject field** (1.1.1.07) covered

4.1.1.06

fr **intégralité des collections**, f

4.1.1.07**collection currency**

degree to which **documents** (1.2.02) in a **collection (2)** (3.1.07) reflect up-to-date **knowledge** (1.1.3.14)

4.1.1.08**coverage**

degree of completeness of a **collection (2)** (3.1.07) by **collection breadth** (4.1.1.05), **collection depth** (4.1.1.06) and **collection currency** (4.1.1.07)

4.1.1.09**coverage ratio**

measure of **collection depth** (4.1.1.06) in relation to the estimated totality of **documents** (1.2.02) in a given **subject field** (1.1.1.07)

4.1.1.10**provenance**

organization or individual that created, accumulated, maintained and used **records (2)** (2.2.1.08)

4.1.1.11**appraisal**

process of determining the value and thus the **disposal** (4.1.1.24) of **records (2)** (2.2.1.08) or the **acquisition** (4.1.2.01) of other **documents** (1.2.02)

4.1.1.12**primary value**

value that **records (2)** (2.2.1.08) or **archives (1)** (3.1.01) possess, by virtue of their contents and for the continued transaction of the business that gave rise to their creation

4.1.1.13**administrative value**

primary value (4.1.1.12) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for the conduct of administrative business

4.1.1.14**fiscal value**

financial value

primary value (4.1.1.12) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for the conduct of financial or fiscal business or evidence thereof

4.1.1.15**legal value**

primary value (4.1.1.12) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for the conduct of legal business or as legal evidence

4.1.1.16**secondary value**

archival value

value that **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) possess, by virtue of their contents, for persons or organizations other than their creator

4.1.1.07

fr **état à jour des collections**, m

4.1.1.08

fr **couverture (1)**, f

4.1.1.09

fr **taux de couverture**, m

4.1.1.10

fr **provenance**, f

4.1.1.11

fr **tri**, m

4.1.1.12

fr **valeur primaire**, f

4.1.1.13

fr **utilité administrative**, f

4.1.1.14

fr **valeur fiscale**, f

4.1.1.15

fr **valeur légale**, f

4.1.1.16

fr **valeur secondaire**, f;
valeur archivistique, f

4.1.1.17

evidential value

secondary value (4.1.1.16) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for providing evidence of the creator's origins, functions and activities

4.1.1.18

informational value

secondary value (4.1.1.16) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) for reference and research deriving from the **information (1)** (1.1.3.08) they contain

4.1.1.19

intrinsic value

inherent value of a **document** (1.2.02) other than as a source of **information (1)** (1.1.3.08)

NOTE Such value may derive from age, usage, circumstances of creation, signature or attached seals.

4.1.1.20

records survey

process of gathering basic **information (1)** (1.1.3.08) on the **records (2)** (2.2.1.08) of an organization for the purpose of planning records management or archival operations and activities

4.1.1.21

records schedule

disposal schedule

retention schedule

document (1.2.02) describing the **records (2)** (2.2.1.08) of an organization establishing **retention periods** (4.1.1.23) and providing authorization for their **disposal** (4.1.1.24)

4.1.1.22

general records schedule

general schedule

common records schedule

records schedule (4.1.1.21) governing specified **series (2)** (4.3.1.1.16) of **records (2)** (2.2.1.08) common to several or all agencies or administrative units of an organization

4.1.1.23

retention period

period of time that **records (2)** (2.2.1.08) should be retained in their **offices of origin** (3.3.10) or in **records centres** (3.3.12) before they are transferred to an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization or otherwise disposed of

4.1.1.24

disposal

disposition

actions taken with regard to **records (2)** (2.2.1.08) following their **appraisal** (4.1.1.11) and the expiration of their **retention periods** (4.1.1.23)

NOTE Such actions include destruction or transfer to archives (3.1.01).

4.1.1.17

fr **valeur évidentielle**, f

4.1.1.18

fr **valeur d'information**, f

4.1.1.19

fr **valeur intrinsèque**, f

4.1.1.20

fr **revue des documents**, f

4.1.1.21

fr **tableau de gestion**, m

4.1.1.22

fr **tableau général de conservation**, m

4.1.1.23

fr **délai de conservation**, m

4.1.1.24

fr **élimination (1)**, f

4.1.1.25 sampling

selection of items from a body of **records (2)** (2.2.1.08) to express the whole

4.1.1.26 temporary record

record (2) (2.2.1.08) appraised as lacking **secondary value** (4.1.1.16) and approved for **disposal** (4.1.1.24) either immediately or after a **retention period** (4.1.1.23)

4.1.1.27 frozen record

temporary record (4.1.1.26) that cannot be destroyed in accordance with a **records schedule** (4.1.1.21) because special circumstances require a temporary extension of the specified **retention period** (4.1.1.23)

EXAMPLE Such a special circumstance may be a court order.

4.1.2 Acquisition

4.1.2.01 acquisition

operations for establishing, enlarging or updating the **holdings (3.1.13)** of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

4.1.2.02 accession

document (1.2.02) or group of documents added to the **holdings (3.1.13)** of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

4.1.2.03 accrual

accession (4.1.2.02) to a **series (2)** (4.3.1.1.16) already held by an **archive (1)** (3.1.02)

4.1.2.04 transfer (2)

act involved in a change of physical **custody** (6.1.02) of **records (2)** (2.2.1.08) and **archives (1)** (3.1.01), with or without change of legal title, and the records **(2)** (2.2.1.08) and archives **(1)** (3.1.01) so transferred

cf. **transfer (1)** (2.3.1.07)

4.1.2.05 accumulation

process by which **records (2)** (2.2.1.08) and **archives (1)** (3.1.01) are created in the conduct of affairs of any kind, or the result of that process

4.1.2.06 pre-order search

checking procedure to avoid duplicate **acquisition** (4.1.2.01) of **documents** (1.2.02)

4.1.1.25 fr **échantillonnage**, m

4.1.1.26 fr **éliminable**, adj

4.1.1.27 fr **document gelé**, m

4.1.2.01 fr **acquisition**, f

4.1.2.02 fr **entrée**, f

4.1.2.03 fr **accroissement**, m

4.1.2.04 fr **versement**, m

4.1.2.05 fr **accumulation**, f

4.1.2.06 fr **contrôle de duplication**, m

4.1.2.07

legal deposit

copyright deposit

process by which **documents** (1.2.02) are added to the **holdings** (3.1.13) of a **copyright library** (3.2.03), in accordance with law, or the documents so deposited

4.1.2.08

deposit

permanent loan (deprecated)

transfer (2) (4.1.2.04) of **documents** (1.2.02) to an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization without change of ownership or legal title, or the documents acquired by such a transfer

4.1.2.09

exchange

acquisition (4.1.2.01) by barter or payments in kind

4.1.2.10

donation

gift

acquisition (4.1.2.01) without monetary consideration and with change of ownership and legal title

4.1.2.11

request (1)

action taken to acquire **documents** (1.2.02) by **exchange** (4.1.2.09), **donation** (4.1.2.10) or **deposit** (4.1.2.08)

cf. **request (2)** (5.1.11)

4.1.2.12

desiderata, pl

documents (1.2.02) sought by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization on the **request (2)** (5.1.11) of a specific user

4.1.2.13

acquisition number

unique number assigned by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization to identify a **document** (1.2.02) or group of documents on an order

4.1.2.14

collating

checking procedures to ascertain that a **document** (1.2.02) is complete and without production **faults** (6.1.16)

4.1.2.15

authentication

act of verifying that a **document** (1.2.02) is what it purports to be

4.1.2.16

accessioning

operations of integrating an **accession** (4.1.2.02) into the **holdings** (3.1.13) of a **collection (2)** (3.1.07)

4.1.2.07

fr **dépôt légal**, m

4.1.2.08

fr **dépôt**, m

4.1.2.09

fr **échange**, m

4.1.2.10

fr **don**, m

4.1.2.11

fr **demande**, f

4.1.2.12

fr **desiderata**, m, pl

4.1.2.13

fr **numéro d'acquisition**, m

4.1.2.14

fr **collationnement**, m

4.1.2.15

fr **authentification**, f

4.1.2.16

fr **enregistrement**, m

4.1.2.17**accession register**

accession record

register of all **accessions** (4.1.2.02) arranged in chronological **order** (1.1.1.08) by date of receipt

NOTE In some cases, the order may be alphabetical.

4.1.2.17

fr **registre d'entrée**, m

4.1.2.18**accession list**

list of **documents** (1.2.02) recently added to the **holdings** (3.1.13) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

4.1.2.18

fr **liste des nouvelles entrées**, f

4.1.2.19**transfer list**

list of **records (2)** (2.2.1.08) or **archives (1)** (3.1.01) included in a single **transfer (2)** (4.1.2.04)

4.1.2.19

fr **bordereau de versement**, m

4.1.2.20**accession number**

unique number or **code (2)** (1.1.4.07) assigned to a **document** (1.2.02) or group of documents in an **accession register** (4.1.2.17) to identify them permanently

4.1.2.20

fr **numéro d'entrée**, m

4.1.2.21**stamping**

action of placing an identifying **stamp (1)** (2.2.1.36) upon a **document** (1.2.02) or its **leaves** (2.4.21) to denote that it is the property of, or in the legal **custody** (6.1.02) of, an organization or an individual

4.1.2.21

fr **estampillage**, m

4.1.2.22**shelf life (1)**

ideal period of time a **document** (1.2.02) should be exposed to the user of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

cf. **shelf life (2)** (5.6.09), **shelf life (3)** (6.1.21)

4.1.2.22

fr **durée de vie (1)**, f

4.1.2.23**weeding**

action to remove individual **documents** (1.2.02) from a **collection (2)** (3.1.07) or an **accumulation** (4.1.2.05) on the basis of pre-established criteria

NOTE The criteria may be the lack of secondary value, lack of currency, or physical condition.

4.1.2.23

fr **épuration**, f

4.1.2.24**duplicate**

copy (2) (2.1.06) of a **document** (1.2.02) already in a **collection (2)** (3.1.07)

4.1.2.24

fr **double**, m;
duplicata, m

4.1.2.25**added copy**

duplicate (4.1.2.24) acquired for, or retained in, a **collection (2)** (3.1.07)

4.1.2.25

fr **copie supplémentaire**, f

4.1.2.26

continuation record

list of all **documents** (1.2.02), issued in parts, received in response to standing orders

4.1.2.27

dead file

acquisition (4.1.2.01) **file** (1) (2.2.1.07) containing **information** (1) (1.1.3.08) on **documents** (1.2.02) ordered or requested but never received

4.1.2.28

reappraisal

re-evaluation of the **holdings** (3.1.13) or part of the holdings of an **archive** (2) (3.1.02) to determine what should and what should not be de-accessioned

4.1.2.29

de-accessioning

elimination of a **document** (1.2.02) from a **collection** (2) (3.1.07) or an **accumulation** (4.1.2.05)

4.1.2.30

alienation

transfer (2) (4.1.2.04) or loss of **custody** (6.1.02) of **records** (2) (2.2.1.08) or **archives** (2) (3.1.02) by their custodian or owner to someone not legally entitled to them

4.1.2.31

de-accession register

discards register

record (2) (2.2.1.08) of **documents** (1.2.02) eliminated from a **collection** (2) (3.1.07) or an **accumulation** (4.1.2.05)

4.1.2.32

removed archives

migrated archives

archives (1) (3.1.01) no longer in official **custody** (6.1.02) or transferred from the country where they were originally accumulated

4.1.2.33

withdrawal

return of **documents** (1.2.02) from the physical and legal **custody** (6.1.02) of **archives** (2) (3.1.02) to the **office of origin** (3.3.10) or its successor, or, in the case of **deposits** (4.1.2.08), to their owner

4.1.2.34

replevin

legal action for the recovery of **documents** (1.2.02) by an organization or an individual claiming ownership

4.1.2.26

fr **registre des suites**, m

4.1.2.27

fr **fichier mort**, m

4.1.2.28

fr **réévaluation**, f

4.1.2.29

fr **élimination** (2), f

4.1.2.30

fr **aliénation**, f

4.1.2.31

fr **registre des livres éliminés**, m

4.1.2.32

fr **archives déplacées**, f, pl

4.1.2.33

fr **sortie définitive**, f

4.1.2.34

fr **replevin**, m;
réintégration, f

4.2 Analysis, representation and content description

4.2.1 Formal representation

4.2.1.1 Description and cataloguing

4.2.1.1.01

description (1)

document description

operations, or results thereof, including capturing, analysing, organizing and recording of **data** (1.1.4.01) on **documents** (1.2.02) in order to ensure their identification and control

cf. **description (2)** (7.2.3.4.02)

4.2.1.1.01

fr **description (1)**, f

4.2.1.1.02

bibliographic description

description (1) (4.2.1.1.01) of **bibliographic units** (4.2.1.1.08) according to established rules, based on **data** (1.1.4.01) transcribed from specific sources mainly within the **document** (1.2.02)

4.2.1.1.02

fr **notice bibliographique**, f

4.2.1.1.03

cataloguing

cataloging US

preparation and maintenance of **catalogues** (4.3.2.1.06)

4.2.1.1.03

fr **catalogage**, m;
cataloguement, m
BE **cataloguement**
CH **cataloguement**

4.2.1.1.04

cataloguing in publication

CIP

description (1) (4.2.1.1.01) prepared by the **publisher** (1.3.14) or a bibliographic agency when, or sometimes before, issuing the **document** (1.2.02)

4.2.1.1.04

fr **catalogage dans la publication**, m;
CIP, m

NOTE CIP may include subject headings, index terms, class numbers.

4.2.1.1.05

shared cataloguing

cataloguing (4.2.1.1.03) done by two or more **information (1)** (1.1.3.08) and **documentation** (1.2.01) organizations to avoid duplication of efforts

4.2.1.1.05

fr **catalogage en coopération**, m;
catalogage partagé, m

4.2.1.1.06

centralized cataloguing

cataloguing (4.2.1.1.03) done by one designated bibliographic agency or **library (2)** (3.1.04)

4.2.1.1.06

fr **catalogue centralisé**, m

4.2.1.1.07

unit of description

document (1.2.02) and its parts or aggregations treated as an entity

4.2.1.1.07

fr **unité de signalement**, f;
unité archivistique (2), f

4.2.1.1.08

bibliographic unit

unit of description (4.2.1.1.07) used in bibliographic description (4.2.1.1.02)

4.2.1.1.08

fr **unité**

bibliographique, f

4.2.1.1.09

bibliographic element

smallest logical unit of data (1.1.4.01) used in bibliographic description (4.2.1.1.02)

4.2.1.1.09

fr **élément**

bibliographique, m

4.2.1.1.10

entry

record (1) (1.1.3.11) of a document (1.2.02)

4.2.1.1.10

fr **notice (2)**, f

NOTE Entry is frequently used in combination with such terms as "catalogue", "bibliographic" and various types of finding aids.

4.2.1.1.11

bibliographic entry

entry (4.2.1.1.10) containing bibliographic description (4.2.1.1.02)

4.2.1.1.11

fr **notice signalétique**, f

4.2.1.1.12

access point

every element (1.1.1.04) under which a bibliographic entry (4.2.1.1.11) may be searched and identified

4.2.1.1.12

fr **point d'accès**, m

NOTE Access points may be names, terms, codes, etc.

4.2.1.1.13

descriptive entry

bibliographic entry (4.2.1.1.11) with detailed description (1) (4.2.1.1.01) of a document (1.2.02)

4.2.1.1.13

fr **notice descriptive**, f

NOTE Descriptive entries apply, in general, to rare and ancient documents.

4.2.1.1.14

catalogue entry

entry (4.2.1.1.10) in a catalogue (4.3.2.1.06)

4.2.1.1.14

fr **notice**

catalographique, f

NOTE Catalogue entries normally contain data, bibliographic or not, relating a document to a specific collection.

4.2.1.1.15

main entry

bibliographic entry (4.2.1.1.11) in which the most complete bibliographic description (4.2.1.1.02) is given

4.2.1.1.15

fr **notice principale**, f;

entrée principale, f

4.2.1.1.16

authority record

entry (4.2.1.1.10) in an authority file (4.2.1.1.21)

4.2.1.1.16

fr **notice d'autorité**, f

4.2.1.1.17**format (2)**

prescribed sequence of elements of **description (1)** (4.2.1.1.01) with their corresponding **codes (2)** (1.1.4.07) and rules of application

cf. **format (1)** (1.1.4.09)

4.2.1.1.18**international standard bibliographic description****ISBD**

internationally standardized rules for **bibliographic description** (4.2.1.1.02)

4.2.1.1.19**international standard for archival description****ISAD**

internationally standardized rules for the **description (1)** (4.2.1.1.01) of archival **documents** (1.2.02)

4.2.1.1.20**authority control**

operations to ensure standardized allocation of **access points** (4.2.1.1.12) to **documents** (1.2.02) in **retrieval systems** (4.3.2.1.02)

4.2.1.1.21**authority file**

standardized listing of **access points** (4.2.1.1.12), including **names** (1.1.2.13), in a **vocabulary** (2.2.1.17)

4.2.1.1.22**markup language**

coding (1.1.4.08) **system** (1.1.1.06) permitting identification of the properties of the various elements of a machine-readable **text** (1.1.2.04)

4.2.1.1.23**standard generalized markup language****SGML**

standard for **markup language** (4.2.1.1.22) application

NOTE Adapted from ISO 8879:1986.

4.2.1.1.24**hypertext markup language****HTML**

standardized general markup language (4.2.1.1.23) application permitting linking of **documents** (1.2.02) through selected **access points** (4.2.1.1.12)

NOTE HTML is a subset of SGML.

4.2.1.1.17

fr **format réel**, m;
format bibliographique, m

4.2.1.1.18

fr **ISBD** (sigle de langue anglaise), m;
description bibliographique internationale normalisée, f

4.2.1.1.19

fr **ISAD** (sigle de langue anglaise), m;
description archivistique internationale normalisée, f

4.2.1.1.20

fr **contrôle d'autorité**, m

4.2.1.1.21

fr **fichier d'autorité**, m;
liste des mots vedettes, f

4.2.1.1.22

fr **langage d'annotation typographique**, m

4.2.1.1.23

fr **SGML** (sigle de langue anglaise), m;
langage normalisé de balisage généralisé, m

4.2.1.1.24

fr **langage de balisage hypertexte**, m

4.2.1.1.25

**universal resource identifier
URI**

code (1) (1.1.4.06) identifying the address of a single copy (2) (2.1.06) of a document (1.2.02) or other resource on the internet (1.1.4.14)

4.2.1.1.26

**universal resource locator
URL**

code (1) (1.1.4.06) identifying a single copy (2) (2.1.06) of a document (1.2.02) or any other resource or service (5.5.01) on the internet (1.1.4.14)

4.2.1.1.27

**universal resource name
URN**

code (1) (1.1.4.06) identifying a service (5.5.01) or a resource on the internet (1.1.4.14)

4.2.1.1.25

fr **identificateur
universel des
ressources, m**

4.2.1.1.26

fr **localisateur universel
des ressources, m**

4.2.1.1.27

fr **nom universel des
ressources, m**

4.2.1.2 Numbering systems

4.2.1.2.01

**international standard book number
ISBN**

international standard code (1) (1.1.4.06) identifying title (4.2.1.4.01) or edition (2.4.04) of a book (1) (2.1.12) or other monograph (2.4.02)

4.2.1.2.01

fr **numéro international
normalisé du
livre, m;
ISBN (sigle de langue
anglaise), m**

4.2.1.2.02

**international standard serial number
ISSN**

international standard code (1) (1.1.4.06) identifying a serial (2.4.06)

4.2.1.2.02

fr **numéro international
normalisé des
publications en
série, m;
ISSN (sigle de langue
anglaise), m**

4.2.1.2.03

**international standard music number
ISMN**

international standard code (1) (1.1.4.06) identifying printed music

4.2.1.2.03

fr **numéro international
normalisé de la
musique, m;
ISMN (sigle de langue
anglaise), m**

4.2.1.2.04

**international standard recording code
ISRC**

international standard code (1) (1.1.4.06) identifying recorded music

4.2.1.2.04

fr **code international
normalisé des
enregistrements, m;
ISRC (sigle de langue
anglaise), m**

4.2.1.2.05

**international standard film number
ISFN**

international standard code (1) (1.1.4.06) identifying cinematographic films (2.3.3.10)

4.2.1.2.05

fr **numéro international
normalisé du film, m;
ISFN (sigle de langue
anglaise), m**

4.2.1.2.06**international standard technical report number
ISRN**

international standard **code (1)** (1.1.4.06) identifying technical reports

4.2.1.2.07**bar code**

coding (1.1.4.08) **system** (1.1.1.06) consisting of bars used internationally to identify various types of goods and also applied in **information (1)** (1.1.3.08) and **documentation** (1.2.01) organizations

EXAMPLE Bar codes are used to transfer cataloguing in publication data from publisher or distributors to libraries by means of a tag attached to documents.

4.2.1.2.08**European article number
EAN**

standard **code (1)** (1.1.4.06) used mainly in Europe to identify commercial goods and also applied in **libraries (2)** (3.1.04)

EXAMPLE Some libraries use EAN to identify books and periodicals.

4.2.1.3 Headings**4.2.1.3.01****heading**

first **access point** (4.2.1.1.12) to a **description (1)** (4.2.1.1.01) in an **information (1)** (1.1.3.08) **retrieval system** (4.3.2.1.02)

4.2.1.3.02**author heading**

heading (4.2.1.3.01) based on the **name** (1.1.2.13) of the **author** (4.2.1.5.03)

NOTE Author headings are sometimes followed by function, title or dates.

4.2.1.3.03**form heading**

heading (4.2.1.3.01) used to collocate **entries** (4.2.1.1.10) for **documents** (1.2.02) having the same bibliographic form

4.2.1.3.04**subject heading**

heading (4.2.1.3.01) used to collocate **entries** (4.2.1.1.10) for **documents** (1.2.02) having similar content

4.2.1.3.05**subheading**

heading (4.2.1.3.01) used to subdivide headings

4.2.1.2.06

fr **numéro international
normalisé des
rapports, m;**
ISRN (sigle de langue
anglaise), m

4.2.1.2.07

fr **code barre, m**

4.2.1.2.08

fr **numéro électronique
international de
compatibilité des
articles, m;**
EAN (sigle de langue
anglaise), m

4.2.1.3.01

fr **vedette, f**

4.2.1.3.02

fr **vedette d'auteur, f**

4.2.1.3.03

fr **vedette de forme, f**

4.2.1.3.04

fr **vedette-matière, f**

4.2.1.3.05

fr **sous-vedette, f**

4.2.1.3.06

tracing (2)

listing of all alternative and related **headings** (4.2.1.3.01) for multiple **entries** (4.2.1.1.10) of **documents** (1.2.02)

cf. **tracing (1)** (2.3.1.06)

4.2.1.3.07

reference

indication in a **catalogue** (4.3.2.1.06) or in a **bibliography (2)** (4.3.2.1.07) of other **access points** (4.2.1.1.12) under which **documents** (1.2.02) of interest might be found

4.2.1.3.06

fr **rappel des vedettes**, m

4.2.1.3.07

fr **renvoi**, m

4.2.1.4 Titles

4.2.1.4.01

title

words (1) (1.1.2.07) at the head of a **document** (1.2.02) thus identifying it and normally distinguishing it from others

4.2.1.4.01

fr **titre**, m

4.2.1.4.02

title proper

title (4.2.1.4.01) which has been recognized as the main title of the **document** (1.2.02)

4.2.1.4.02

fr **titre propre**, m

NOTE Title proper includes alternative titles, but excludes subtitles and parallel titles.

4.2.1.4.03

subtitle

addition to the **title** (4.2.1.4.01), normally explaining the often deliberate ambiguous sense of the **title proper** (4.2.1.4.02)

4.2.1.4.03

fr **sous-titre**, m

4.2.1.4.04

parallel title

title (4.2.1.4.01) in another **language** (1.1.2.01) or script

4.2.1.4.04

fr **titre parallèle**, m

4.2.1.4.05

original title

title (4.2.1.4.01) of the original **edition** (2.4.04) of a **document** (1.2.02)

4.2.1.4.05

fr **titre original**, m

4.2.1.4.06

uniform title

standardized **title** (4.2.1.4.01) used to collocate **entries** (4.2.1.1.10) for **documents** (1.2.02) known under various titles

4.2.1.4.06

fr **titre uniforme**, m

4.2.1.4.07

key title

unique **title** (4.2.1.4.01) of a **serial** (2.4.06) given by the **international standard serial number** (4.2.1.2.02) network

4.2.1.4.07

fr **titre clé**, m

NOTE The ISSN network was formerly ISDS (international serial data system).

4.2.1.4.08**alternative title**

second part of the **title proper** (4.2.1.4.02) of a **document** (1.2.02) linked to the first by “or”

4.2.1.4.08

fr **titre alternatif**, m

4.2.1.4.09**common title**

part of a **title** (4.2.1.4.01) common to several **bibliographic units** (4.2.1.1.08) which form part of a **set** (1.1.1.03)

4.2.1.4.09

fr **titre commun**, m

4.2.1.4.10**collective title**

title (4.2.1.4.01) or part of a title common to several **units of description** (4.2.1.1.07)

4.2.1.4.10

fr **titre collectif**, m

4.2.1.4.11**half title**

title (4.2.1.4.01), normally abridged, on the recto of a **leaf** (2.4.21) and preceeding the **title page** (2.2.2.01)

4.2.1.4.11

fr **faux-titre**, m

4.2.1.4.12**running title**

title (4.2.1.4.01), normally abridged, repeated on each **text** (1.1.2.04) **page** (2.4.22)

4.2.1.4.12

fr **titre courant**, m

4.2.1.5 Other elements of the description**4.2.1.5.01****statement of responsibility**

naming of **authors** (4.2.1.5.03) and other contributors and their function in the creation of a **document** (1.2.02)

4.2.1.5.01

fr **mention de responsabilité**, f

4.2.1.5.02**author statement**

naming of **authors** (4.2.1.5.03) of a **document** (1.2.02)

4.2.1.5.02

fr **mention d'auteur**, f

4.2.1.5.03**author**

person considered to be responsible for the creation of a **document** (1.2.02)

4.2.1.5.03

fr **auteur**, m

4.2.1.5.04**pseudonym**

fictitious **name** (1.1.2.13) or other wording under which an **author** (4.2.1.5.03) publishes a **document** (1.2.02)

4.2.1.5.04

fr **pseudonyme**, m

4.2.1.5.05**author affiliation**

corporate body to which the **author** (4.2.1.5.03) is attached

4.2.1.5.05

fr **affiliation d'auteur**, f

4.2.1.5.06**corporate author**

corporate body considered to be responsible for the creation of a **document** (1.2.02)

4.2.1.5.06

fr **collectivité-auteur**, f

4.2.1.5.07

editor

corporate body or individual intellectually responsible for a **publication** (2.1.11)

4.2.1.5.08

anonymous document

document (1.2.02) of unknown or unmentioned authorship

4.2.1.5.09

statement of edition

data (1.1.4.01) on the **edition** (2.4.04) or **impression** (2.3.2.02) of a **document** (1.2.02)

4.2.1.5.10

imprint

data (1.1.4.01) on place of publication, **publisher** (1.3.14) and year of publication and **printing** (1.2.17)

4.2.1.5.11

physical description

description (1) (4.2.1.1.01) of the size, medium, **illustrations** (2.1.18), accompanying material and related **data** (1.1.4.01) of a **document** (1.2.02)

4.2.1.5.12

foliation

numbering of the **leaves** (2.4.21) of a **document** (1.2.02)

4.2.1.5.13

pagination

numbering of the **pages** (2.4.22) of a **document** (1.2.02)

4.2.1.5.14

series statement

naming of the **series** (1) (2.4.08) to which a **document** (1.2.02) belongs, often also giving its corresponding **international standard serial number** (4.2.1.2.02)

4.2.1.5.15

notes, pl

informal part of the **description** (1) (4.2.1.1.01)

4.2.1.5.16

biographical note

notes (4.2.1.5.15) on the biography of a person

4.2.1.5.07

fr **éditeur scientifique**, m

4.2.1.5.08

fr **document anonyme**, m

4.2.1.5.09

fr **mention d'édition**, f

4.2.1.5.10

fr **adresse**

bibliographique, f

4.2.1.5.11

fr **description**

physique, f

4.2.1.5.12

fr **foliation**, f

4.2.1.5.13

fr **pagination**, f

4.2.1.5.14

fr **mention de**

collection, f

4.2.1.5.15

fr **notes**, f, pl

4.2.1.5.16

fr **note biographique**, f

4.2.2 Content analysis and description

4.2.2.1 General terms

4.2.2.1.01

content analysis

subject analysis

analysis of a **document** (1.2.02) to determine its content components with their **relations** (1.1.1.05) to each other

[BSI-DD 247:1998]

4.2.2.1.01

fr **analyse du contenu**, f

4.2.2.1.02

content description

description (1) (4.2.1.1.01) based on **data** (1.1.4.01) taken from the **document** (1.2.02) and resulting from the assignment of **index terms** (4.2.2.1.06) or **notations (2)** (4.2.2.4.17) from an **indexing language** (4.2.2.1.04)

NOTE Content description may also be achieved through textual representation and the assignment of index terms may be derived intellectually or by means of programmes.

4.2.2.1.02

fr **description du contenu**, f

4.2.2.1.03

controlled vocabulary

list of **words (1)** (1.1.2.07) or phrases authorized for **indexing** (4.2.2.7.01)

4.2.2.1.03

fr **vocabulaire contrôlé**, m

4.2.2.1.04

indexing language

artificial language (1.1.2.03) established to characterize the content or form of a **document** (1.2.02)

4.2.2.1.04

fr **langage d'indexation**, m

4.2.2.1.05

key word

significant **word (1)** (1.1.2.07) taken from the **title** (4.2.1.4.01) or the **text** (1.1.2.04) of a **document** (1.2.02) to represent the content

4.2.2.1.05

fr **mot clé**, m

4.2.2.1.06

index term

word (1) (1.1.2.07) or phrase in an **index** (4.3.2.1.08)

4.2.2.1.06

fr **terme d'indexation**, m

4.2.2.2 Documents and parts of documents reflecting content analysis and description

4.2.2.2.01

abstract

document (1.2.02) representation, achieved through an intellectual procedure, giving a general indication of the content of the document

4.2.2.2.01

fr **résumé (2)**, m;
résumé analytique, m

4.2.2.2.02

annotation

short **content description** (4.2.2.1.02) of a **document** (1.2.02)

4.2.2.2.02

fr **annotation**, f

NOTE Annotations usually consist of only one phrase or sentence.

4.2.2.2.03

indicative abstract

short **abstract** (4.2.2.2.01) giving an idea of the content and form of a **document** (1.2.02)

4.2.2.2.04

informative abstract

abstract (4.2.2.2.01) giving an account of the content of a **document** (1.2.02) sufficient to allow a user to decide whether to read the full **text** (1.1.2.04) or not

4.2.2.2.05

summary

representation of a **document** (1.2.02) respecting its linear order

4.2.2.2.06

extract

short representation of a **document** (1.2.02) based on a selection from its **words** (1) (1.1.2.07), phrases or sentences

4.2.2.2.07

administrative history

part of a **finding aid** (4.3.2.1.03) of an **archive** (2) (3.1.02) presenting the history of the organization(s) that created or accumulated the **holdings** (3.1.13)

4.2.2.2.08

guide (2)

broad or general **finding aid** (4.3.2.1.03) for the **holdings** (3.1.13) of one or more **information** (1) (1.1.3.08) and **documentation** (1.2.01) organizations

cf. **guide** (1) (2.2.1.20)

4.2.2.2.09

location index

location register

index (4.3.2.1.08) or **register** (7.1.07) that is a general **finding aid** (4.3.2.1.03) of **archives** (1) (3.1.01) and **records** (2) (2.2.1.08) and, as such, gives an indication of their location

NOTE cf. **shelf list** (4.3.1.3.04)

4.2.2.2.10

inventory

finding aid (4.3.2.1.03) of **archives** (1) (3.1.01) or **records** (2) (2.2.1.08) with **class** (4.2.2.4.03) or **series** (2) (4.3.1.1.16) as main **access points** (4.2.1.1.12), often with **administrative history** (4.2.2.2.07) and details of the various parts of the **holdings** (3.1.13)

4.2.2.2.03

fr **résumé indicatif**, m

4.2.2.2.04

fr **résumé informatif**, m

4.2.2.2.05

fr **résumé** (3), m

4.2.2.2.06

fr **extrait**, m

4.2.2.2.07

fr **historique d'un fonds**, f

4.2.2.2.08

fr **guide** (2), m

4.2.2.2.09

fr **récolement permanent**, m

4.2.2.2.10

fr **inventaire**, m

4.2.2.3 Types of classification

4.2.2.3.01

classification

arrangement (2) (4.3.1.1.06) of **symbols** (1.1.2.11) indicating **concepts** (1.1.1.01) into **classes** (4.2.2.4.03) and their subdivisions to express **generic relations** (4.2.2.5.02) or other types of **relations** (1.1.1.05) between them

4.2.2.3.01

fr **classification**, f

4.2.2.3.02

bibliographic classification

library classification

book classification

universal **classification** (4.2.2.3.01) designed to allow **libraries (2)** (3.1.04) to label each **volume** (2.4.01) with only one **notation (2)** (4.2.2.4.17)

4.2.2.3.02

fr **classification bibliographique**, f

EXAMPLE Bliss Bibliographic Classification, 1900-; 1967-.

4.2.2.3.03

monothetic classification

classification (4.2.2.3.01) method where total similarity of properties is the criterion for **class** (4.2.2.4.03) inclusion

4.2.2.3.03

fr **classification monothétique**, f

4.2.2.3.04

polythetic classification

classification (4.2.2.3.01) where partial similarity of properties is the criterion for **class** (4.2.2.4.03) inclusion

4.2.2.3.04

fr **classification polythétique**, f

4.2.2.3.05

disjunct classification

classification (4.2.2.3.01) method where each **unit of description** (4.2.1.1.07) can only be a member of one **class** (4.2.2.4.03)

4.2.2.3.05

fr **classification par mots clés**, f

4.2.2.3.06

conjunct classification

classification (4.2.2.3.01) method allowing for multiple **class** (4.2.2.4.03) membership of **units of description** (4.2.1.1.07)

4.2.2.3.06

fr **classification conjointe**, f

4.2.2.4 Classifications and their elements

4.2.2.4.01

classification system

indexing language (4.2.2.1.04) with assigned **notations (2)** (4.2.2.4.17)

4.2.2.4.01

fr **système de classification**, m

4.2.2.4.02

classifying

assignment to a **document** (1.2.02) of **class** (4.2.2.4.03) **symbols** (1.1.2.11) taken from a **classification system** (4.2.2.4.01)

4.2.2.4.02

fr **utilisation d'un système de classification**, f

4.2.2.4.03

class

set (1.1.1.03) of **elements** (1.1.1.04) having at least one characteristic in common

4.2.2.4.03

fr **classe**, f

4.2.2.4.04

main class

primary division of a **classification system** (4.2.2.4.01)

4.2.2.4.05

subclass

secondary division of a **class** (4.2.2.4.03)

4.2.2.4.06

chain

series of **classes** (4.2.2.4.03) in which each is subordinate to the preceding one, except the first class in the hierarchy

4.2.2.4.07

category

broad facet

primary division of a special **classification system** (4.2.2.4.01) or of a **main class** (4.2.2.4.04) of a general one

4.2.2.4.08

principle of division

criterion used for subdividing into **classes** (4.2.2.4.03)

4.2.2.4.09

genus

generic concept

concept (1.1.1.01) corresponding to two or more **objects** (1.1.1.02) which form a group by reason of common properties

NOTE In lexicography and lexicology, **general concept** is the preferred term.

4.2.2.4.10

species

specific concept

narrower **concept** (1.1.1.01) in a **generic relation** (4.2.2.5.02)

NOTE In lexicography and lexicology, **specific concept** is the preferred term.

4.2.2.4.11

facet

array

classes (4.2.2.4.03) or **subclasses** (4.2.2.4.05) resulting from the application of one criterion of division

4.2.2.4.12

subfacet

subclass (4.2.2.4.05) resulting from the division of one of the **foci** (4.2.2.4.14) in a **facet** (4.2.2.4.11)

4.2.2.4.13

focus

class (4.2.2.4.03) or **subclass** (4.2.2.4.05) member of a **facet** (4.2.2.4.11)

4.2.2.4.04

fr **classe principale**, f

4.2.2.4.05

fr **sous-classe**, f

4.2.2.4.06

fr **chaîne (2)**, f

4.2.2.4.07

fr **catégorie**, f

4.2.2.4.08

fr **principe de division (en classes)**, m

4.2.2.4.09

fr **genre**, m

4.2.2.4.10

fr **espèce**, f

4.2.2.4.11

fr **facette**, f;
rang, m

4.2.2.4.12

fr **sous-facette**, f

4.2.2.4.13

fr **foyer**, m

4.2.2.4.14**citation order**

facet formula

order (1.1.1.08) in which the various **facets** (4.2.2.4.11) are presented in a compound subject

4.2.2.4.15**standard citation order**

citation order (4.2.2.4.14) based on **facet** (4.2.2.4.11) analysis, established by the Classification Research Group (CRG), London

4.2.2.4.16**principle of inversion**

inverse **relation** (1.1.1.05) between **citation order** (4.2.2.4.14) and **filing** (4.3.1.2.01) sequence

4.2.2.4.17**notation (2)**

notation system

system (1.1.1.06) of ordinal **symbols** (1.1.2.11) used to express the **relations** (1.1.1.05) between the **classes** (4.2.2.4.03) and maintain the pre-established order of a **classification system** (4.2.2.4.01)

cf. **notation (1)** (1.1.2.26)

4.2.2.4.18**base**

character (1.1.2.09) **sets** (1.1.1.03) of a **notation (2)** (4.2.2.4.17)

4.2.2.4.19**expressiveness**

quality (1.3.02) of a **notation (2)** (4.2.2.4.17) allowing the user to obtain additional **information (1)** (1.1.3.08) from the **class** (4.2.2.4.03) **symbols** (1.1.2.11) in the form of synthesis, **relations** (1.1.1.05) or mnemonics

4.2.2.4.20**hospitality**

quality (1.3.02) of a **notation (2)** (4.2.2.4.17) allowing easy inclusion of new subjects in a **classification system** (4.2.2.4.01)

4.2.2.4.21**retroactive notation**

method of building **class** (4.2.2.4.03) **symbols** (1.1.2.11) where **relations** (1.1.1.05) between **facets** (4.2.2.4.11) are shown by means of **character** (1.1.2.09) shift from one character to another one with lower ordinal **rank** (4.3.3.2.06)

4.2.2.4.22**enumerative classification system**

classification system (4.2.2.4.01) characterized by pre-established **formal relations** (4.2.2.5.06) between **concepts** (1.1.1.01)

4.2.2.4.14fr **ordre****d'énumération**, m;

formules des facettes, f

4.2.2.4.15fr **ordre d'énumération****normalisé**, m**4.2.2.4.16**fr **principe d'inversion**, m**4.2.2.4.17**fr **notation (2)**, f;

système de notation, m

4.2.2.4.18fr **base de notation**, f**4.2.2.4.19**fr **expressivité**, f**4.2.2.4.20**fr **réserve de notation**, f**4.2.2.4.21**fr **notation rétroactive**, f**4.2.2.4.22**fr **système de****classification****énumérative**, m

4.2.2.4.23

faceted classification system

classification system (4.2.2.4.01) characterized by the establishment of **formal relations** (4.2.2.5.06) between **concepts** (1.1.1.01) when **indexing** (4.2.2.7.01) or **classifying** (4.2.2.4.02)

4.2.2.4.24

main table

part of a **classification system** (4.2.2.4.01) containing the **main classes** (4.2.2.4.04) and their special subdivisions

4.2.2.4.25

auxiliary table

part of a **classification system** (4.2.2.4.01) containing general subdivisions for application in two or more **main classes** (4.2.2.4.04)

4.2.2.4.23

fr **système de classification à facettes**, m

4.2.2.4.24

fr **table principale**, f

4.2.2.4.25

fr **table auxiliaire**, f

4.2.2.5 Types of relations

4.2.2.5.01

semantic relation

relation (1.1.1.05) between **concepts** (1.1.1.01) and between **class** (4.2.2.4.03) **symbols** (1.1.2.11) and their **meanings** (1.1.3.04)

NOTE In a thesaurus, semantic relations indicate all kinds of relations between language descriptors.

4.2.2.5.01

fr **relation sémantique**, f

4.2.2.5.02

generic relation

relation (1.1.1.05) between two **concepts** (1.1.1.01) where the intension of one of the concepts includes that of the other concept and at least one additional delimiting characteristic

[ISO 1087-1:2000]

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

4.2.2.5.02

fr **relation générique**, f

4.2.2.5.03

partitive relation

relation (1.1.1.05) between two **concepts** (1.1.1.01) where one of the concepts covers an **object** (1.1.1.02) as a whole and the other concept a part of that whole

NOTE Adapted from ISO 1087-1:2000.

EXAMPLE week - day; molecule - atom.

4.2.2.5.03

fr **relation d'inclusion**, f;
relation tout-partie, f;
relation partitive, f

4.2.2.5.04

associative relation

relation (1.1.1.05) between two **concepts** (1.1.1.01) having a non-hierarchical thematic connection by virtue of experience

[ISO 1087-1:2000]

EXAMPLE education - teaching; baking - oven.

4.2.2.5.04

fr **relation associative**, f

4.2.2.5.05**instance relation**

relation (1.1.1.05) between a general **concept** (1.1.1.01) and an individual concept

NOTE An individual concept may be a person or an item.

4.2.2.5.06**formal relation**

relation (1.1.1.05) between the **terms** (1.1.2.12) of an **indexing language** (4.2.2.1.04)

4.2.2.5.07**analytic relation**

formal relation (4.2.2.5.06) made explicit in **tables** (2.2.1.32) or the **term** (1.1.2.12) list of an **indexing language** (4.2.2.1.04)

4.2.2.5.08**hierarchical relation**

formal relation (4.2.2.5.06) between **concepts** (1.1.1.01) where one concept is subordinate to the other

4.2.2.5.09**synthetic relation**

formal relation (4.2.2.5.06) between **concepts** (1.1.1.01) established by the applications of rules

4.2.2.5.10**phase relation**

formal relation (4.2.2.5.06) between two or more **main classes** (4.2.2.4.04) other than that implied between **categories** (4.2.2.4.07) and **facets** (4.2.2.4.11)

4.2.2.5.11**intrafacet relation**

formal relation (4.2.2.5.06) between **foci** (4.2.2.4.13) in a **facet** (4.2.2.4.11)

4.2.2.5.12**interfacet relation**

formal relation (4.2.2.5.06) between **foci** (4.2.2.4.13) in different **facets** (4.2.2.4.11)

4.2.2.5.13**equivalence relation**

formal relation (4.2.2.5.06) where different **concepts** (1.1.1.01) are represented by the same **preferred term** (4.2.2.6.04) or **class** (4.2.2.4.03) **symbol** (1.1.2.11)

4.2.2.5.05

fr **relation d'occurrence**, f

4.2.2.5.06

fr **relation formelle**, f

4.2.2.5.07

fr **relation analytique**, f

4.2.2.5.08

fr **relation hiérarchique**, f

4.2.2.5.09

fr **relation synthétique**, f

4.2.2.5.10

fr **relation de phase**, f

4.2.2.5.11

fr **relation entre facettes**, f

4.2.2.5.12

fr **relation interfacettes**, f

4.2.2.5.13

fr **relation d'équivalence**, f

4.2.2.6 Thesauri and their elements

4.2.2.6.01

thesaurus

controlled vocabulary (4.2.2.1.03) including **equivalent terms** (4.2.2.6.11), interrelations and rules of application

4.2.2.6.01

fr **thésaurus**, m

4.2.2.6.02

broader term

BT

index term (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) denoting a **concept** (1.1.1.01) wider than that of another index term with which it has a downward **hierarchical relation** (4.2.2.5.08)

4.2.2.6.02

fr **terme générique (1)**,
m

4.2.2.6.03

narrower term

NT

index term (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) denoting a **concept** (1.1.1.01) more specific than that of another index term with which it has an upward **hierarchical relation** (4.2.2.5.08)

4.2.2.6.03

fr **terme spécifique**, m

4.2.2.6.04

preferred term

descriptor

index term (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) used in preference to an alternative and equivalent **entry** (4.2.1.1.10) **term** (1.1.2.12) to which it is related

4.2.2.6.04

fr **terme préférentiel**, m;
descripteur, m

NOTE The relation with the other term may be of synonymy, quasi-synonymy, etc.

4.2.2.6.05

top term

index term (4.2.2.1.06) of a **thesaurus** (4.2.2.6.01) which denotes the broadest possible **concept** (1.1.1.01) of any other index term with which it has a downward **hierarchical relation** (4.2.2.5.08), and which has no **broader term** (4.2.2.6.02)

4.2.2.6.05

fr **terme générique (2)**,
m

4.2.2.6.06

related term

RT

index term (4.2.2.1.06) with a coordinate **relation** (1.1.1.05) and equal rank to another index term

4.2.2.6.06

fr **terme associé**, m

NOTE A related term is of associated meaning but not synonymous with the other term.

4.2.2.6.07

content descriptor

preferred term (4.2.2.6.04) used to denote the subject of a **document** (1.2.02)

4.2.2.6.07

fr **descripteur de contenu**, m

4.2.2.6.08**form descriptor**

index term (4.2.2.1.06) used to denote the physical or bibliographical form of a **document** (1.2.02)

4.2.2.6.08

fr **descripteur de forme**, m

4.2.2.6.09**scope note**

short explanation on how to use an **index term** (4.2.2.1.06)

4.2.2.6.09

fr **note d'application**, f

4.2.2.6.10**non-descriptor**

term (1.1.2.12) which is not to be used in a **thesaurus** (4.2.2.6.01) to represent a **concept** (1.1.1.01) and for which reference is made to one or more **preferred terms** (4.2.2.6.04) for use in its stead

4.2.2.6.10

fr **non-descripteur**, m

4.2.2.6.11**equivalent term**

term (1.1.2.12) related to another by an **equivalence relation** (4.2.2.5.13)

4.2.2.6.11

fr **terme équivalent**, m

4.2.2.6.12**gestalt method**

a priori method

thesaurus (4.2.2.6.01) construction method based on the analysis of lexical sources

4.2.2.6.12

fr **méthode synthétique**, f

4.2.2.6.13**analytical method**

a posteriori method

method based on the analysis of **documents** (1.2.02) and used for the construction of **controlled vocabularies** (4.2.2.1.03)

4.2.2.6.13

fr **méthode analytique**, f

4.2.2.6.14**macrothesaurus**

thesaurus (4.2.2.6.01) of high level general **index terms** (4.2.2.1.06) covering a broad field of **knowledge** (1.1.3.14)

4.2.2.6.14

fr **macrothésaurus**, m

4.2.2.6.15**microthesaurus**

thesaurus (4.2.2.6.01) covering in depth a limited field of **knowledge** (1.1.3.14)

4.2.2.6.15

fr **microthésaurus**, m

4.2.2.6.16**source thesaurus**

thesaurus (4.2.2.6.01) constituting the basic source in the construction of a bilingual or **multilingual thesaurus** (4.2.2.6.19)

4.2.2.6.16

fr **thésaurus source**, m

4.2.2.6.17**target thesaurus**

thesaurus (4.2.2.6.01) established from a **source thesaurus** (4.2.2.6.16)

4.2.2.6.17

fr **thésaurus cible**, m

4.2.2.6.18

monolingual thesaurus

thesaurus (4.2.2.6.01) with **index terms** (4.2.2.1.06) in one language (1.1.2.01) only

4.2.2.6.18

fr **thesaurus monolingue**, m

4.2.2.6.19

multilingual thesaurus

thesaurus (4.2.2.6.01) with **index terms** (4.2.2.1.06) and their **equivalent terms** (4.2.2.6.11) in several languages (1.1.2.01)

4.2.2.6.19

fr **thesaurus multilingue**, m

4.2.2.6.20

classified display

display of a **thesaurus** (4.2.2.6.01) showing the **index terms** (4.2.2.1.06) in a structured sequence

4.2.2.6.20

fr **représentation classifiée**, f

4.2.2.6.21

alphabetical display

display of a **thesaurus** (4.2.2.6.01) showing **terms** (1.1.2.12) and their **relations** (1.1.1.05) to other **index terms** (4.2.2.1.06) and **equivalent terms** (4.2.2.6.11) in alphabetical order, sometimes including **scope notes** (4.2.2.6.09)

4.2.2.6.21

fr **représentation alphabétique**, f

4.2.2.6.22

thesaurus diagram

graphic display

display of a **thesaurus** (4.2.2.6.01) showing **index terms** (4.2.2.1.06) in graphic form

4.2.2.6.22

fr **représentation graphique**, f

4.2.2.7 Indexing

4.2.2.7.01

indexing

denotation of the content or form of a **document** (1.2.02) by means of **words** (1) (1.1.2.07), phrases or **notations** (2) (4.2.2.4.17) according to the rules of an **indexing language** (4.2.2.1.04)

4.2.2.7.01

fr **indexation**, f

4.2.2.7.02

principle of specificity

principle according to which **indexing** (4.2.2.7.01) should be done at the level of specificity of the **document** (1.2.02)

4.2.2.7.02

fr **principe de spécification**, m

4.2.2.7.03

derived indexing

indexing (4.2.2.7.01) method where the **index terms** (4.2.2.1.06) are taken from the **document** (1.2.02)

4.2.2.7.03

fr **indexation dérivée**, f

4.2.2.7.04

assigned indexing

indexing (4.2.2.1.07) method where the **index terms** (4.2.2.1.06) are taken from an **indexing language** (4.2.2.1.04)

4.2.2.7.04

fr **indexation par thesaurus**, f

4.2.2.7.05**depth indexing**

indexing (4.2.2.7.01) method where several or all parts of a **document** (1.2.02) are indexed, involving the use of a relatively high number of **index terms** (4.2.2.1.06)

4.2.2.7.05

fr **indexation profonde**, f

4.2.2.7.06**shallow indexing**

indexing (4.2.2.7.01) method where only the main content of a **document** (1.2.02) is indexed, involving the use of a relatively limited number of **index terms** (4.2.2.1.06)

4.2.2.7.06

fr **indexation simple**, f

4.2.2.7.07**automatic indexing**

indexing (4.2.2.7.01) done by means of a computer program

4.2.2.7.07

fr **indexation automatique**, f

4.2.2.8 Evaluation of indexing results**4.2.2.8.01****term/document matrix**

matrix showing matches between **documents** (1.2.02) and **index terms** (4.2.2.1.06)

4.2.2.8.01

fr **matrice de document/terme**, f

4.2.2.8.02**clustering**

automatic **classification** (4.2.2.3.01) of **documents** (1.2.02), normally a **polythetic classification** (4.2.2.3.04), which is unordered, but often exclusive

4.2.2.8.02

fr **groupement**, m

4.2.2.8.03**centroid**

virtual **document** (1.2.02) representing a **class** (4.2.2.4.03) of documents in a cluster

4.2.2.8.03

fr **document virtuel principal**, m

4.2.2.8.04**weighting**

technique by which some **terms** (1.1.2.12) are assigned more importance than others

4.2.2.8.04

fr **pondération**, f

4.2.2.8.05**term discrimination value**

measure of the **quality** (1.3.02) of an **index term** (4.2.2.1.06) in distinguishing **documents** (1.2.02) from each other

4.2.2.8.05

fr **indice de précision**, m

4.3 Storage, search and retrieval

4.3.1 Direct storage

4.3.1.1 General terms

4.3.1.1.01

storage (1)

process involving placement and retention of **data** (1.1.4.01) and **documents** (1.2.02) for subsequent **use** (6.1.25)

cf. **storage (2)** (6.1.08)

4.3.1.1.01

fr **mise en mémoire**, f;
mémorisation, f

4.3.1.1.02

direct storage

ordered **storage (1)** (4.3.1.1.01) of **documents** (1.2.02) according to a **storage plan** (4.3.1.1.03)

4.3.1.1.02

fr **mise en mémoire directe**, f;
mémorisation directe, f

4.3.1.1.03

storage plan

filing plan

filing system

plan of a stack or **storage (1)** (4.3.1.1.01) area indicating the position of shelves and other equipment and the actual and intended use of available space

4.3.1.1.03

fr **plan de stockage**, m

4.3.1.1.04

remote storage

off-site **storage (1)** (4.3.1.1.01) of **documents** (1.2.02)

4.3.1.1.04

fr **stockage délocalisé**, m

4.3.1.1.05

intermediate storage

storage (1) (4.3.1.1.01) of **semicurrent records** (3.3.06) in a **records centre** (3.3.12) pending their ultimate **disposal** (4.1.1.24)

4.3.1.1.05

fr **stockage intermédiaire**, m

4.3.1.1.06

arrangement (2)

intellectual and physical operations for organizing and controlling **documents** (1.2.02)

cf. **arrangement (1)** (2.1.10)

4.3.1.1.06

fr **classement**, m

NOTE Arrangement is often used to designate the result of such operations.

4.3.1.1.07

level of arrangement

hierarchical grouping of **records (2)** (2.2.1.08) for purposes of administrative and intellectual control

4.3.1.1.07

fr **niveau de classement**, m

NOTE The levels are repository, record group, fonds or collection, subgroup(s), series, subseries, file and item.

4.3.1.1.08

principle of pertinence

ordering principle based on the subject content of **documents** (1.2.02)

4.3.1.1.08

fr **principe de pertinence**, m

4.3.1.1.09**principle of provenance**

ordering principle based on the origin of **documents** (1.2.02)

4.3.1.1.09

fr **principe de provenance**, m

4.3.1.1.10**principle of respect for original order**

ordering principle according to which **archives** (1) (3.1.01) retain the creator's **arrangement** (2) (4.3.1.1.06) of **documents** (1.2.02)

4.3.1.1.10

fr **principe du respect de l'ordre original**, m

4.3.1.1.11**categorization**

assignment of **symbols** (1.1.2.11) of **categories** (4.2.2.4.07) to **documents** (1.2.02) to allow their **arrangement** (2) (4.3.1.1.06) on **open shelves** (4.3.1.3.06) in a way that reflects the presumed interests of the **information user** (5.1.05)

4.3.1.1.11

fr **catégorisation**, f

4.3.1.1.12**archive group**

record group

primary division in archival **arrangement** (2) (4.3.1.1.06) at the level of the independent originating unit or agency

4.3.1.1.12

fr **fonds** (2), m, pl

4.3.1.1.13**closed record group**

archive group (4.3.1.1.12) to which further **records** (2) (2.2.1.08) are unlikely to be added

4.3.1.1.13

fr **fonds clos**, m, pl

4.3.1.1.14**closed file**

file (1) (2.2.1.07) containing **documents** (1.2.02) on which action has been completed and to which additional documents are not likely to be added

4.3.1.1.14

fr **fichier clos**, m

4.3.1.1.15**subgroup**

subdivision of an **archive group** (4.3.1.1.12) representing an administrative subdivision of the originating agency or organization

4.3.1.1.15

fr **sous-groupe**, m

4.3.1.1.16**series** (2)

documents (1.2.02) sharing **provenance** (4.1.1.10) and function or form

cf. **series** (1) (2.4.08)

4.3.1.1.16

fr **série**, f

4.3.1.1.17**subseries**

series (2) (4.3.1.1.16) of **documents** (1.2.02) sharing filing **arrangement** (2) (4.3.1.1.06), form, type or content

4.3.1.1.17

fr **sous-série**, f

4.3.1.1.18**full-text storage**

storage (1) (4.3.1.1.01) of the **texts** (1.1.2.04) of complete **documents** (1.2.02) in a machine-readable medium

4.3.1.1.18

fr **mise en mémoire en texte intégral**, f

4.3.1.1.19

hypertext

storage (1) (4.3.1.1.01) of **documents** (1.2.02) from related **records (2)** (2.2.1.08) with links between **access points** (4.2.1.1.12), allowing immediate shift of one document or from one document to another

4.3.1.1.19

fr **hypertexte**, m

4.3.1.1.20

electronic record

machine-readable record

record (2) (2.2.1.08) stored in a machine-readable medium

4.3.1.1.20

fr **données lisibles par machine**, f, pl

4.3.1.2 Filing

4.3.1.2.01

filing

placing of **documents** (1.2.02) within a **file (1)** (2.2.1.07) or a **file (2)** (2.3.4.10)

4.3.1.2.01

fr **arrangement (2)**, m

4.3.1.2.02

vertical filing

placing of **documents** (1.2.02) on a shelf in an upright position

4.3.1.2.02

fr **arrangement vertical**, m

4.3.1.2.03

flat filing

placing of **documents** (1.2.02) in a position parallel to the shelf

4.3.1.2.03

fr **arrangement horizontal**, m

4.3.1.3 Shelving

4.3.1.3.01

shelving

direct storage (4.3.1.1.02) of **documents** (1.2.02) on shelves

4.3.1.3.01

fr **rayonnage**, m

4.3.1.3.02

archive box

protective container for easy **shelving** (4.3.1.3.01) and handling of **documents** (1.2.02)

4.3.1.3.02

fr **carton (2)**, m

4.3.1.3.03

plan cabinet

plan case

cabinet for **storage (1)** (4.3.1.1.01) of oversize **documents** (1.2.02)

4.3.1.3.03

fr **meubles à plan**, m, pl

NOTE Plan cabinets are usually metallic.

4.3.1.3.04

shelf list

list of **holdings** (3.1.13) reflecting the topology of the **storage (1)** (4.3.1.1.01)

4.3.1.3.04

fr **inventaire topographique**, m

4.3.1.3.05**honeycombing**

leaving space between shelved **documents** (1.2.02) to facilitate the insertion of **accruals** (4.1.2.03)

4.3.1.3.06**open shelves**, pl

shelves to which the users have **access** (1.1.3.13)

4.3.1.3.07**closed shelves**, pl

shelves normally not accessible to users

4.3.1.3.08**compact shelving**

shelving (4.3.1.3.01) method based on mobile equipment for space saving and increased security

4.3.1.3.09**back-to-back shelving**

shelving (4.3.1.3.01) on two rows of shelves with adjacent backs

4.3.1.3.10**bay shelving**

shelving (4.3.1.3.01) in single- or double-sided units of shelves arranged horizontally and closed between uprights or upright frames

NOTE Bay-shelving units may offer access on both sides.

4.3.1.3.05

fr **rangement**

discontinu, m

4.3.1.3.06

fr **rayons à accès**

libre, m, pl

4.3.1.3.07

fr **rayons clos**, m, pl

4.3.1.3.08

fr **rayonnage compact**, m

4.3.1.3.09

fr **rayonnage**

dos à dos, m

4.3.1.3.10

fr **rayonnage en**

alvéole, m

4.3.2 Indirect storage and retrieval systems**4.3.2.1 General terms****4.3.2.1.01****retrieval**

active process of selectively recovering stored **data** (1.1.4.01)

4.3.2.1.02**retrieval system**

system (1.1.1.06) allowing **access** (1.1.3.13) to representations of **documents** (1.2.02), their addresses in a **collection** (2) (3.1.07) and the documents themselves

4.3.2.1.03**finding aid**

retrieval system (4.3.2.1.02) produced to establish control over **records** (2) (2.2.1.08) or **archives** (1) (3.1.01)

EXAMPLE Finding aids include guides (4.2.2.2.08), inventories, etc.

4.3.2.1.01

fr **recherche**

documentaire, f

4.3.2.1.02

fr **système de**

recherche, m

4.3.2.1.03

fr **instrument de**

recherche, m

4.3.2.1.04

bibliographic retrieval system

retrieval system (4.3.2.1.02) allowing access (1.1.3.13) to bibliographic data (1.1.4.01)

4.3.2.1.05

bibliographic database

bibliographic retrieval system (4.3.2.1.04) in the form of a database (1.1.4.11)

NOTE Bibliographic databases frequently also contain content descriptions and index terms.

4.3.2.1.06

catalogue

catalog, US

ordered list or bibliographic retrieval system (4.3.2.1.04) allowing access (1.1.3.13) to data (1.1.4.01) and addresses of documents (1.2.02) in one or several collections (1) (2.2.1.05)

4.3.2.1.07

bibliography (2)

bibliographic retrieval system (4.3.2.1.04) allowing access (1.1.3.13) to data (1.1.4.01) which describe and uniquely identify documents (1.2.02)

cf. bibliography (1) (1.2.14)

NOTE Bibliographies (4.3.2.1.07) at times also contain a description of the contents of documents.

4.3.2.1.08

index

ordered list or part of a retrieval system (4.3.2.1.02) allowing access (1.1.3.13) to an otherwise organized part of it, to the document (1.2.02) address or to the document itself

NOTE In indexes, the lists of terms referring to the location of documents are usually selected from the documents themselves.

4.3.2.1.09

subject index

alphabetical index (4.3.2.1.08) of subject headings (4.2.1.3.04) showing their location in the tables (2.2.1.32) of a retrieval system (4.3.2.1.02)

NOTE Sometimes subject indexes specifically exclude proper names that are indexed separately.

4.3.2.1.10

chain index

subject index (4.3.2.1.09) established through chain (4.2.2.4.06) analysis of the class (4.2.2.4.03) symbols (1.1.2.11)

4.3.2.1.11

relative index

name (1.1.2.13) given to the subject index (4.3.2.1.09) in the Dewey Decimal Classification (DDC)

4.3.2.1.04

fr **système de recherche bibliographique**, m

4.3.2.1.05

fr **base de données bibliographiques**, f

4.3.2.1.06

fr **catalogue**, m

4.3.2.1.07

fr **bibliographie (2)**, f

4.3.2.1.08

fr **index**, m

4.3.2.1.09

fr **index matières**, m

4.3.2.1.10

fr **index en chaîne**, m

4.3.2.1.11

fr **index d'orientation**, m

4.3.2.1.12**citation**

quotation

reference (4.2.1.3.07) in one **document** (1.2.02) to another document or to part of it

4.3.2.1.12fr **citation**, f**4.3.2.1.13****citation index**

index (4.3.2.1.08) linking **documents** (1.2.02) by means of the **citations** (4.3.2.1.12) they contain

4.3.2.1.13fr **index des citations**, m**4.3.2.1.14****bibliographic coupling**

method of **indexing** (4.2.2.7.01) or **classifying** (4.2.2.4.02) based on the link formed between two **documents** (1.2.02) by their common **citation** (4.3.2.1.12) of one or more other documents

4.3.2.1.14

fr **couplage bibliographique**, m;
rapprochement
bibliographique, m

4.3.2.1.15**co-citation**

citation (4.3.2.1.12) of one **document** (1.2.02) in two or more other documents

4.3.2.1.15fr **co-citation**, f**4.3.2.1.16****concordance list**

conversion list

list of **relations** (1.1.1.05) between the **terms** (1.1.2.12) of two or more **indexing languages** (4.2.2.1.04) or **finding aids** (4.3.2.1.03) that are differently arranged

4.3.2.1.16

fr **liste de concordance**, f

4.3.2.2 Specific and indirect storage and retrieval systems**4.3.2.2.01****precoordinate index**

index (4.3.2.1.08) in which a compound subject is analysed into its basic **elements** (1.1.1.04) at the **indexing** (4.2.2.7.01) stage when these elements are combined in a predetermined **order** (1.1.1.08) by using **indexing languages** (4.2.2.1.04) with fixed order between **classes** (4.2.2.4.03) and **terms** (1.1.2.12)

4.3.2.2.01fr **index précoordonné**, m

NOTE Adapted from BSI-DD 247:1998.

4.3.2.2.02**classified catalogue**

catalogue (4.3.2.1.06) with **entries** (4.2.1.1.10) based on a **classification system** (4.2.2.4.01) and a **subject index** (4.3.2.1.09)

4.3.2.2.02

fr **catalogue systématique**, m

4.3.2.2.03**subject catalogue**

catalogue (4.3.2.1.06) where the **entries** (4.2.1.1.10) taken from a list of **subject headings** (4.2.1.3.04) or an **authority file** (4.2.1.1.21) are filed by subjects either in alphabetical or in classified **order** (1.1.1.08)

4.3.2.2.03fr **catalogue-matières**, m

4.3.2.2.04

dictionary catalogue

catalogue (4.3.2.1.06) where subject **entries** (4.2.1.1.10) taken from a list of **subject headings** (4.2.1.3.04) or an **authority file** (4.2.1.1.21) are merged or interfiled with **author** (4.2.1.5.03) and **title** (4.2.1.4.01) entries into one controlled alphabetical sequence

4.3.2.2.05

author catalogue

catalogue (4.3.2.1.06) with only **author** (4.2.1.5.03) and **title** (4.2.1.4.01) entries (4.2.1.1.10) as **access points** (4.2.1.1.12)

4.3.2.2.06

alphabetic-classified catalogue

catalogue (4.3.2.1.06) based on alphabetically ordered broad **classes** (4.2.2.4.03) subdivided by subjects also arranged alphabetically within each class

4.3.2.2.07

postcoordinate index

index (4.3.2.1.08) in which a compound subject is analysed into its basic **concepts** (1.1.1.01) at the time of **indexing** (4.2.2.7.01) but these concepts are not combined until the **search and retrieval** (4.3.3.1.01) stage and no fixed **order** (1.1.1.08) of **classes** (4.2.2.4.03) or **terms** (1.1.2.12) is used

[BSI-DD 247:1998]

4.3.2.2.08

item entry system

retrieval system (4.3.2.1.02) where the **access point** (4.2.1.1.12) is the **document** (1.2.02) represented by its bibliographic **data** (1.1.4.01)

EXAMPLE Edge-notched card.

4.3.2.2.09

term entry system

postcoordinate **indexing** (4.2.2.7.01) **system** (1.1.1.06) where the **object** (1.1.1.02), represented by **index terms** (4.2.2.1.06), is the **access point** (4.2.1.1.12)

EXAMPLE Peek-a-boo card.

4.3.3 Search and retrieval

4.3.3.1 Search methods and elements

4.3.3.1.01

search and retrieval

operations accomplished to obtain **information (1)** (1.1.3.08) about **documents** (1.2.02) through a **retrieval system** (4.3.2.1.02)

4.3.2.2.04

fr **catalogue-dictionnaire**, m

4.3.2.2.05

fr **catalogue d'auteurs**, m

4.3.2.2.06

fr **catalogue alphabético-systématique**, m

4.3.2.2.07

fr **index postcoordonné**, m

4.3.2.2.08

fr **système d'accès par document**, m

4.3.2.2.09

fr **système d'accès par terme**, m

4.3.3.1.01

fr **recherche automatique**, f

4.3.3.1.02**search language**

artificial language (1.1.2.03) used to carry out searches and which is often a combination of an **indexing language** (4.2.2.1.04) with menus or **commands** (4.3.3.2.04) of a given software **system** (1.1.1.06)

4.3.3.1.03**request profile**

description (1) (4.2.1.1.01) of a **request (2)** (5.1.11) in **natural language** (1.1.2.02) together with the indication of the user's field of interest

4.3.3.1.04**masking**

search technique to combine **words (2)** (1.1.2.08) that have the same word-stem

4.3.3.1.05**truncation**

masking (4.3.3.1.04) of the first, middle or last part of a **word (1)** (1.1.2.07) used in a **query** (4.3.3.2.03)

4.3.3.1.06**interactive search**

search method allowing a change of the **search strategy** (4.3.3.2.01) adopted while interacting online with a **retrieval system** (4.3.2.1.02)

4.3.3.1.07**differed search**

batch search

search method by which several **queries** (4.3.3.2.03) are brought together for joint processing in a batch job of the **retrieval system** (4.3.2.1.02)

4.3.3.1.08**Boolean search**

search formulation using logical operators

4.3.3.1.09**menu-based search**

search with a **query** (4.3.3.2.03) formulation by means of pre-established choices in a **retrieval system** (4.3.2.1.02)

4.3.3.1.10**free-text search**

search where **natural language** (1.1.2.02) is used to scan a **document** (1.2.02), entirely or in part, for possible matching

4.3.3.1.11**probabilistic retrieval**

search based on Baye's theorem and assumptions, conducted in the field of **information retrieval** (1.2.05) to assess the probable **relevance** (4.3.3.2.12) of the **documents** (1.2.02) of a **collection (2)** (3.1.07)

4.3.3.1.02

fr **langage de recherche**, m

4.3.3.1.03

fr **profil de requête**, m

4.3.3.1.04

fr **masquage**, m

4.3.3.1.05

fr **troncature**, f

4.3.3.1.06

fr **recherche interactive**, f

4.3.3.1.07

fr **recherche différée**, f;
recherche par lots, f

4.3.3.1.08

fr **recherche booléenne**, f

4.3.3.1.09

fr **recherche préétablie**, f

4.3.3.1.10

fr **recherche en langage naturel**, f

4.3.3.1.11

fr **recherche probabiliste**, f

4.3.3.1.12

matching function

mathematical function measuring the similarity between **documents** (1.2.02) and **queries** (4.3.3.2.03)

4.3.3.1.12

fr **fonction de concordance**, f

4.3.3.1.13

similarity measure

measure used to establish clusters of **documents** (1.2.02) and matches between search **terms** (1.1.2.12)

4.3.3.1.13

fr **mesure de similarité**, f

4.3.3.2 Services and search evaluation

4.3.3.2.01

search strategy

general feature of the search procedure from a range of options to meet **information (1)** (1.1.3.08) needs

4.3.3.2.01

fr **stratégie de recherche**, f

4.3.3.2.02

search profile

definition of a **request profile** (4.3.3.1.03) in an **indexing language** (4.2.2.1.04)

4.3.3.2.02

fr **profil de recherche**, m

4.3.3.2.03

query

search in one or more steps to obtain an answer in the form of **references** (4.2.1.3.07) or other **data** (1.1.4.01) from a **retrieval system** (4.3.2.1.02)

4.3.3.2.03

fr **interrogation**, f

4.3.3.2.04

command

instruction given to the **retrieval system** (4.3.2.1.02) in a **search language** (4.3.3.1.02)

4.3.3.2.04

fr **commande**, f

4.3.3.2.05

hit

relevant answer from a **retrieval system** (4.3.2.1.02) matching a search formulation

4.3.3.2.05

fr **réponse pertinente**, f

4.3.3.2.06

rank, verb

sorting of **hits** (4.3.3.2.05) by a **matching function** (4.3.3.1.12)

4.3.3.2.06

fr **ranger**, verbe

4.3.3.2.07

search history

record (2) (2.2.1.08) of searches made in a **query** (4.3.3.2.03) or session of queries

4.3.3.2.07

fr **chronologie de la recherche**, f

4.3.3.2.08

search evaluation

investigations of the efficiency of **retrieval systems** (4.3.2.1.02) and results achieved with the **search strategy** (4.3.3.2.01) adopted

4.3.3.2.08

fr **évaluation de la recherche**, f

4.3.3.2.09**noise**

non-relevant items or **documents** (1.2.02) retrieved as answers to a **query** (4.3.3.2.03)

4.3.3.2.09

fr **bruit**, m

4.3.3.2.10**silence**

absence of relevant **documents** (1.2.02) not found as answers to a **query** (4.3.3.2.03)

4.3.3.2.10

fr **silence**, m

4.3.3.2.11**redundancy**

hits (4.3.3.2.05) of minor **relevance** (4.3.3.2.12) already known to the **information user** (5.1.05)

4.3.3.2.11

fr **redondance**, f

4.3.3.2.12**relevance**

quality (1.3.02) of a **document** (1.2.02) produced as a successful **hit** (4.3.3.2.05) in relation to the **request profile** (4.3.3.1.03)

4.3.3.2.12

fr **adéquation**, f

4.3.3.2.13**pertinence**

quality (1.3.02) of a **document** (1.2.02) produced as a successful **hit** (4.3.3.2.05) in relation to the needs of the **information user** (5.1.05)

4.3.3.2.13

fr **pertinence**, f

4.3.3.2.14**recall**

ratio of relevant **hits** (4.3.3.2.05) to all relevant **documents** (1.2.02)

4.3.3.2.14

fr **rappel**, m

4.3.3.2.15**normalized recall**

measure of the **rank** (4.3.3.2.06) **recall** (4.3.3.2.14) of a **hit** (4.3.3.2.05) in relation to the best and worst possible results

4.3.3.2.15

fr **pertinence normalisée**, f

4.3.3.2.16**precision**

ratio of relevant **hits** (4.3.3.2.05) to all hits

4.3.3.2.16

fr **précision**, f

4.3.3.2.17**normalized precision**

measure of the **precision** (4.3.3.2.16) of a **hit** (4.3.3.2.05) in relation to the best and worst possible result

4.3.3.2.17

fr **précision normalisée**, f

4.3.3.2.18**fallout**

ratio of irrelevant **hits** (4.3.3.2.05) to all irrelevant **documents** (1.2.02)

4.3.3.2.18

fr **déchet**, m

4.3.3.2.19**generality**

ratio of non-relevant **hits** (4.3.3.2.05) to all **documents** (1.2.02)

4.3.3.2.19

fr **généralité**, f

4.3.3.2.20

serendipity factor

quality (1.3.02) of a **retrieval system** (4.3.2.1.02) of increasing an **information user's** (5.1.05) chance of unexpected successful **hits** (4.3.3.2.05)

4.3.3.2.21

browsing

method to search **data** (1.1.4.01) by looking through a **collection** (2) (3.1.07) of **documents** (1.2.02) or through **records** (2) (2.2.1.08) in a **file** (1) (2.2.1.07) in a general rather than in a specific way in order to meet a **query** (4.3.3.2.03)

4.3.3.2.22

surfing

browsing (4.3.3.2.21) within networks

4.3.3.2.20

fr **combinaison aléatoire de sujets**, f

4.3.3.2.21

fr **recherche superficielle**, f

4.3.3.2.22

fr **navigation**, f

5 Use of information and documents

5.1 General terms

5.1.01

use of information

utilization of infrastructures, **services** (5.5.01) or material offered by **information** (1) (1.1.3.08) and **documentation** (1.2.01) organizations

5.1.01

fr **utilisation de l'information**, f

5.1.02

accessibility

availability (5.6.06) of and ease of **access** (1.1.3.13) to **documents** (1.2.02) for consultation as a result of both legal authorization and the existence of **finding aids** (4.3.2.1.03)

5.1.02

fr **accessibilité**, f

5.1.03

information literacy

awareness of the potential of **information** (1) (1.1.3.08), **information** (2) (1.1.3.09) and related sources, and the ability to use them

5.1.03

fr **littératie d'information**, f

5.1.04

target population

actual or potential **information users** (5.1.05) of the **information services** (5.5.02) offered by a specific **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization

5.1.04

fr **population cible**, f

5.1.05

information user

utilizer of infrastructures, **services** (5.5.01) or material offered by **information centres** (3.1.18)

5.1.05

fr **utilisateur de l'information**, m

5.1.06**end user**

information user (5.1.05) utilizing the end results of specific searches conducted by **information services** (5.5.02) to satisfy his or her own **information (1)** (1.1.3.08) needs

5.1.07**expert user**

information user (5.1.05) having considerable experience with the **information services** (5.5.02) offered

NOTE Information services may have special modes for expert users that are different from standard user modes.

5.1.08**user group**

number of **information users** (5.1.05) with common interests

5.1.09**closed user group****CUG**

user group (5.1.08) with exclusive **access** (1.1.3.13) to **data** (1.1.4.01), **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) carried on a public network or on a videotex **system** (1.1.1.06)

5.1.10**information service network**

group of units working together, sharing **services** (5.5.01) and resources for the benefit of **information users** (5.1.05)

5.1.11**request (2)**

inquiry or demand of **information users** (5.1.05) addressed to an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

cf. **request (1)** (4.1.2.11)

NOTE Requests (2) may include requests for loans or consultation of specific materials, or for information and advisory service assistance, etc.

5.2 Administration**5.2.01****access hours**, pl

hours, days and periods of the year when an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization may be utilized by **information users** (5.1.05)

5.2.02**opening hours**

hours when an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization is open for **information users** (5.1.05)

5.1.06

fr **utilisateur final**, m

5.1.07

fr **utilisateur expert**, m

5.1.08

fr **groupe des usagers**, m

5.1.09

fr **groupe fermé d'utilisateurs**, m

5.1.10

fr **réseau de services d'information**, m

5.1.11

fr **demande de l'utilisateur**, f

5.2.01

fr **heures d'accès**, f, pl

5.2.02

fr **heures d'ouverture**, f, pl

5.2.03

loan period

lending period

extent of time an **information user** (5.1.05) is authorized to retain a **document** (1.2.02) outside the premises of the institution lending it

5.2.04

document delivery time

extent of time required to satisfy a single **document** (1.2.02) **request** (2) (5.1.11) of an **information user** (5.1.05)

5.2.05

charge out (1)

act of recording the removal of **documents** (1.2.02) from their place of **storage** (1) (4.3.1.1.01)

cf. **charge out** (2) (5.2.06)

5.2.06

charge out (2)

documents (1.2.02) used to record **charge out** (1) (5.2.05) actions

cf. **charge out** (1) (5.2.05)

5.2.07

registered user

information user (5.1.05) whose **data** (1.1.4.01) are recorded by an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization and who is authorized to use **documents** (1.2.02) of the **collection** (1) (2.2.1.05) of that information and documentation organization within or without its premises

5.2.08

user identification card

reader's ticket

admission card

identification card issued by and giving **access** (1.1.3.13) to an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization

5.2.09

network user identification

NUI

identification given to a subscriber to a network **service** (5.5.01) to identify him or her as an authorized **information user** (5.1.05)

5.2.10

user password

word (2) (1.1.2.08), **code** (2) (1.1.4.07) or **set** (1.1.1.03) of **characters** (1.1.2.09) used to identify an **information user** (5.1.05) and to allow **access** (1.1.3.13) to a specific computerized **system** (1.1.1.06)

5.2.03

fr **durée de prêt**, f

5.2.04

fr **temps de fourniture des documents**, m

5.2.05

fr **enregistrement du prêt**, m

5.2.06

fr **enregistrement des sorties des documents**, m

5.2.07

fr **utilisateur enregistré**, m

5.2.08

fr **carte d'identification de l'utilisateur**, f

5.2.09

fr **identification de l'utilisateur du réseau**, f

5.2.10

fr **mot de passe de l'utilisateur**, m

5.2.11**open access**

unrestricted **access** (1.1.3.13) to **information (2)** (1.1.3.09), **documents** (1.2.02) or **information services** (5.5.02)

5.2.11

fr **libre accès aux rayons**, m

5.2.12**closed access**

access (1.1.3.13) to **information (2)** (1.1.3.09), **documents** (1.2.02) or **information services** (5.5.02) limited by general or specific regulations

5.2.12

fr **accès interdit**, m

5.3 Infrastructure**5.3.01****service area**

geographical area to the residents of which an institution offers and delivers its **information services** (5.5.02)

5.3.01

fr **secteur des services**, m

5.3.02**online public access catalogue****OPAC**

catalogue (4.3.2.1.06) where **information (2)** (1.1.3.09) is stored in the **database** (1.1.4.11) of a computerized **system** (1.1.1.06) and can be consulted direct by an **information user** (5.1.05) through a terminal in a remote location

5.3.02

fr **catalogue interrogeable en ligne**, m

5.3.03**help desk**

place, telephone or e-mail contact where staff who can provide advice or assistance on a given **system** (1.1.1.06), **information service** (5.5.02) or **database** (1.1.4.11) are available for **information users** (5.1.05)

5.3.03

fr **bureau de l'aide**, m

5.3.04**reader area**

space allocated to **information users** (5.1.05) within an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

5.3.04

fr **zone des lecteurs**, f

5.3.05**reading room**

space provided for the consultation of **documents** (1.2.02), usually combined with a **reference collection** (3.1.11) within an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

5.3.05

fr **salle de lecture**, f

5.3.06**bay**

carrel

work space for **information users** (5.1.05) in the **reader area** (5.3.04) which is shielded against its environment but not completely closed

5.3.06

fr **alvéole**, f

NOTE In a bay, working papers may be kept for continuous research.

5.3.07

study cabin

study room completely closed in, which is situated in the **reader area** (5.3.04)

5.3.08

book drop

box or chute that allows **information users** (5.1.05) to return **documents** (1.2.02) without the assistance of staff

5.3.09

circulation desk

area of an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization in which the staff handles **loans** (5.4.03) and loan-related procedures

5.4 Types of use

5.4.01

inhouse use of documents

consultation of **documents** (1.2.02) within the premises of an **information centre** (3.1.18) without **charge out** (1) (5.2.05)

5.4.02

remote use

utilization of **services** (5.5.01) offered by a **central library** (2) (3.2.08) on an electronic network from **access points** (4.2.1.1.12) outside the premises of that central library (3.2.08) or those of its **branch libraries** (3.2.09)

5.4.03

loan

physical **transfer** (2) (4.1.2.04) of **documents** (1.2.02) from their place of **storage** (1) (4.3.1.1.01) to another location for a defined period of time

5.4.04

interlending

physical **transfer** (2) (4.1.2.04) of **documents** (1.2.02) from one **library** (2) (3.1.04) or **archives** (2) (3.1.02) to another for a defined period of time under specific conditions

5.4.05

reading-room lending

transfer (2) (4.1.2.04) of **documents** (1.2.02) from their place of **storage** (1) (4.3.1.1.01) to another location inside an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization for consultation purposes

5.4.06

loan availability

availability (5.6.06) of a requested **document** (1.2.02) for **loan** (5.4.03) purposes and indication of the conditions under which it may be lent

5.3.07

fr **salle de travail**, f

5.3.08

fr **boîte à livres**, f

5.3.09

fr **bureau de prêt**, m

5.4.01

fr **utilisation des documents sur place**, f

5.4.02

fr **utilisation à distance**, f

5.4.03

fr **prêt**, m

5.4.04

fr **prêt entre institutions**, m;
prêt interinstitutionnel, m

5.4.05

fr **prêts salle de lecture**, m, pl

5.4.06

fr **disponibilité des prêts**, f

5.4.07**renewal of loan**

authorized prolongation of a **loan period** (5.2.03)

5.4.07

fr **renouvellement du prêt**, m;
prolongation du prêt, f

5.4.08**local request number**

number assigned to a **loan** (5.4.03) **request (2)** (5.1.11) by an individual **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization according to local convention, identifying all **messages** (1.1.3.05) associated with a single loan request (2)

5.4.08

fr **numéro local de demande**, m

5.4.09**document-location request**

request (2) (5.1.11) to receive a list of the institutions which hold **copies (3)** (2.1.14) of a requested **document** (1.2.02)

5.4.09

fr **demande de localisation des documents**, f

5.4.10**loan-renewal request**

request (2) (5.1.11) to extend the **loan period** (5.2.03)

5.4.10

fr **demande de renouvellement de prêt**, f

5.4.11**overdue notice**

communication informing an **information user** (5.1.05) that a borrowed **document** (1.2.02) has exceeded the **loan period** (5.2.03) and should have been returned

5.4.11

fr **notice de retard**, f

5.4.12**recall notice**

communication requesting an **information user** (5.1.05) to return a borrowed **document** (1.2.02)

5.4.12

fr **avis de rappel**, m

5.5 Services**5.5.01****service**

results generated by activities at the interface between a supplier and a customer and by supplier internal activities to meet customer needs

5.5.01

fr **service**, m

NOTE Adapted from ISO 8402:1994.

5.5.02

information service

storing, accessing, processing or delivering **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) to meet the needs of specific **information users** (5.1.05)

NOTE Information services can include traditional library and information services, such as the handling of books, journals, archives (3.1.01), standards, patents, research reports, etc., but also electronic material and services such as the handling of CD-ROMs, electronic documents, multimedia, online retrieval, current awareness, electronic document delivery, etc.

5.5.03

outreach programme

organized activities of **information (1)** (1.1.3.08) and **documentation** (1.2.01) organizations to acquaint potential **information users** (5.1.05) with the **information services** (5.5.02) offered

5.5.04

outreach service

extension service

provision of **information services** (5.5.02) to actual or potential **information users** (5.1.05) outside a regular **service area** (5.3.01), usually where no other information services are available or when information users are unable to visit an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

5.5.05

reference interview

presearch interview

discussion between an **information user** (5.1.05) and **information (2)** (1.1.3.09) staff to determine his or her exact requirements and to formulate an appropriate **search strategy** (4.3.3.2.01)

5.5.06

reference service

provision of **information (2)** (1.1.3.09) and assistance, in response to **requests (2)** (5.1.11), by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

5.5.07

referral service

information service (5.5.02) which refers the **information user** (5.1.05) to another potential source or information service when it cannot supply the **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) requested

5.5.08

current awareness service

regular provision of **information (1)** (1.1.3.08) on newly available **documents** (1.2.02) to **information users** (5.1.05) relating to their interests

5.5.09

selective dissemination of information

SDI

current awareness service (5.5.08) matching the predefined **search profiles** (4.3.3.2.02) of **information users** (5.1.05)

5.5.02

fr **service**

d'information, m

5.5.03

fr **programme de**

promotion, m

5.5.04

fr **service de**

promotion, m

5.5.05

fr **entrevue de**

recherche, f

5.5.06

fr **service de**

référence, m

5.5.07

fr **service**

d'orientation, m

5.5.08

fr **service**

signalétique, m

5.5.09

fr **diffusion sélective**

d'information, f;

DSI, f

5.5.10**back-up service**

follow-up **information service** (5.5.02) providing the **documents** (1.2.02) selected after a successful search

5.5.10

fr **service d'information complémentaire**, m

5.5.11**information repackaging**

provision of **information services** (5.5.02) or products tailored to the requirements of specific **user groups** (5.1.08) by rearranging or merging material obtained from different sources

5.5.11

fr **consolidation de l'information**, f

5.5.12**document delivery service**

document supply service

supply of a **copy (1)** (2.1.05) or a **copy (2)** (2.1.06) of a **document** (1.2.02) which is retained by the **information user** (5.1.05), as opposed to the supply of a **loan** (5.4.03) copy

5.5.12

fr **service de fourniture de document**, m

NOTE Document delivery services also include the purchase of photocopies, usually of journal articles, from suppliers.

5.5.13**5.5.13****advisory service**

consulting service

oral or written assistance offered by **information (2)** (1.1.3.09) staff to **information users** (5.1.05)

fr **service de conseil**, m

5.5.14**user education**

bibliographic instruction, US

formal instruction programme designed to teach **information users** (5.1.05) how to utilize effectively the sources and the **information services** (5.5.02) available in a **library (2)** (3.1.04), **documentation centre** (3.1.19) or in any other **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

5.5.14

fr **formation de l'utilisateur**, f

5.5.15**user guide**

signs (1.1.3.02), signposts, written guidebooks or leaflets, **maps** (2.2.1.28) or **plans** (2.2.1.29) that show a user how a particular **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization is physically arranged

5.5.15

fr **guide de l'utilisateur**, m

5.6 User studies**5.6.01****user study**

scientific study of patterns of **use of information** (5.1.01), **information (1)** (1.1.3.08) need and information (1) demand, and the expectations of **information users** (5.1.05) towards **information services** (5.5.02)

5.6.01

fr **étude des utilisateurs**, f

5.6.02**service performance**

effectiveness of the **information services** (5.5.02) provided by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization and efficiency in the use of the resources allocated to them

5.6.02

fr **indicateur d'efficacité (1)**, m;
performance des services, f

5.6.03

performance measure

ratio or other kind of quantification method used to assess the **service performance** (5.6.02) of an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization

NOTE For statistical and evaluation purposes, performances may be measured by using performance indicators.

5.6.04

performance indicator

numerical quantity representing the amount of an activity undertaken, or **service** (5.5.01) provided, in relation to the achievement of a pre-defined target

5.6.05

collection use

number of times that a **collection (2)** (3.1.07) is consulted by **information users** (5.1.05) within a specified period of time

5.6.06

availability

degree to which materials, facilities or **information services** (5.5.02) are actually provided by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization at the time required by **information users** (5.1.05)

5.6.07

document exposure

period of time one single **document** (1.2.02) is consulted by an **information user** (5.1.05)

5.6.08

circulation

number of **documents** (1.2.02) lent by an **information (1)** (1.1.3.08) and **documentation** (1.2.01) organization to **information users** (5.1.05) in a specified period of time

5.6.09

shelf life (2)

period of time a **document** (1.2.02) remains on the shelf between two **loans** (5.4.03)

cf. **shelf life (1)** (4.1.2.22), **shelf life (3)** (6.1.21)

5.6.10

lending frequency

numerical quantity indicating how often a **document** (1.2.02) was lent in a specified period of time

5.6.11

document consultation frequency

numerical quantity indicating how often a **document** (1.2.02) was used in a specified period of time

5.6.03

fr **mesure d'efficacité**, f

5.6.04

fr **indicateur d'efficacité (2)**, m

5.6.05

fr **utilisation de collection**, f

5.6.06

fr **disponibilité**, f

5.6.07

fr **présentation du document**, f

5.6.08

fr **circulation**, f

5.6.09

fr **durée de vie (2)**, f

5.6.10

fr **fréquence de prêt**, f

5.6.11

fr **fréquence de consultation de documents**, f

5.6.12**obsolescence**

decreasing consultation of **documents** (1.2.02) or groups of documents as they become older and thus, in some cases and for given **subject fields** (1.1.1.07), their value diminishes

5.6.12

fr **obsolescence**, f

5.6.13**user satisfaction**

performance measure (5.6.03) giving the ratio between the **information** (1) (1.1.3.08) demand and the satisfaction expressed by the **information user** (5.1.05) with the **information services** (5.5.02) provided

5.6.13

fr **satisfaction d'utilisateur**, f

5.6.14**request satisfaction**

performance measure (5.6.03) stating the number or the percentage of **requests** (2) (5.1.11) successfully dealt with by an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization as compared to the total number of requests (2) (5.1.11)

5.6.14

fr **satisfaction des demandes**, f

NOTE For statistical and evaluation purposes, request satisfaction may be measured by means of performance indicators.

5.6.15**user feedback**

response from an **information user** (5.1.05) to an **information** (1) (1.1.3.08) and **documentation** (1.2.01) organization indicating his or her **user satisfaction** (5.6.13)

5.6.15

fr **information en retour de l'utilisateur**, f

5.6.16**user profile**

indication of the fields of interest or institutional affiliation of an **information user** (5.1.05)

5.6.16

fr **profil de l'utilisateur**, m

6 Preservation of documents**6.1 General terms****6.1.01****preservation**

all measures taken, including financial and strategic decisions, to maintain the integrity and extend the life of **documents** (1.2.02) or **collections** (1) (2.2.1.05)

6.1.01

fr **conservation** (1), f

6.1.02**custody**

responsibility for the physical **preservation** (6.1.01) of **documents** (1.2.02)

6.1.02

fr **surveillance**, f

NOTE This does not necessarily imply legal title.

6.1.03**conservation**

intervention techniques applied to prevent, arrest or delay **deterioration** (6.1.13)

6.1.03

fr **conservation** (2), f; préservation, f

**6.1.04
restoration**

actions taken to return a **document** (1.2.02) which has suffered **deterioration** (6.1.13) or **damage** (6.1.14) as closely as practicable to its original state

NOTE In archival restoration, no attempt is made to recreate missing text, etc., and all restoration work is kept clearly evident.

**6.1.05
repair**

conservation (6.1.03) and **restoration** (6.1.04) measures for the rehabilitation of **documents** (1.2.02)

**6.1.06
carrier (1)**

material applied to a **data medium** (1.1.4.02) to represent the **information (1)** (1.1.3.08)

cf. **carrier (2)** (6.1.07)

EXAMPLE Ink, colours, etc.

**6.1.07
carrier (2)**

component of a **data medium** (1.1.4.02) whose state is changed to represent **information (1)** (1.1.3.08)

cf. **carrier (1)** (6.1.06)

EXAMPLE Magnetizable layer, stone (in carving).

**6.1.08
storage (2)**

preservation (6.1.01) measures for keeping **documents** (1.2.02) under defined conditions and permitting their **retrieval** (4.3.2.1.01) or that of the **information (1)** (1.1.3.08) contained in them

cf. **storage (1)** (4.3.1.1.01)

**6.1.09
consolidation**

strengthening of a **data medium** (1.1.4.02) by the introduction of a suitable substance

**6.1.10
conservation record**

documentation (1.2.01) of the condition of a **document** (1.2.02) or the **conservation** (6.1.03) and **restoration** (6.1.04) measures applied to it

**6.1.11
reversibility**

quality (1.3.02) of a **conservation** (6.1.03) treatment which would allow the **document** (1.2.02) to be returned to its pretreated state without **damage** (6.1.14)

**6.1.04
fr restauration, f**

**6.1.05
fr réparation, f**

**6.1.06
fr support (1), m**

**6.1.07
fr support (2), m**

**6.1.08
fr magasinage, m**

**6.1.09
fr consolidation, f**

**6.1.10
fr document de
conservation, m**

**6.1.11
fr réversibilité, f**

6.1.12**archival quality**

physical properties inherent in a **document** (1.2.02) or the materials used in its **conservation** (6.1.03) or **restoration** (6.1.04) permitting its indefinite **preservation** (6.1.01) and **use** (6.1.25) under controlled conditions

6.1.12

fr **qualité de conservation**, f

6.1.13**deterioration**

gradual degradation and possible ultimate destruction of materials arising from damaging inherent properties or interaction with environmental influences

6.1.13

fr **détérioration**, f

6.1.14**damage**

harmful alteration of the physical condition of a **document** (1.2.02) due to external or internal action

6.1.14

fr **dommage**, m

6.1.15**failure**

termination of the ability of a functional unit to perform its required function

[ISO/IEC 2382-14:1994]

6.1.15

fr **défaillance**, f

6.1.16**fault**

defect

accidental condition that may cause **failure** (6.1.15)

6.1.16

fr **défaut**, m;
panne, f

6.1.17**biodeterioration**

deterioration (6.1.13) caused by biological agents

6.1.17

fr **biodétérioration**, f;
détérioration biologique, f

6.1.18**mechanical damage**

damage (6.1.14) resulting from the interaction of physical forces within or upon a material **object** (1.1.1.02), causing it to change its shape or properties

6.1.18

fr **dommage mécanique**, m

6.1.19**chemical damage**

damage (6.1.14) resulting from changes in the substances composing a material **object** (1.1.1.02) brought about by their own instability or interaction with external influences

6.1.19

fr **dommage chimique**, m

6.1.20**fatigue failure**

failure (6.1.15) of a material following repeated strain in the course of the passage of time

6.1.20

fr **détérioration d'usage**, f

6.1.21

shelf life (3)

period of time before **deterioration** (6.1.13) that renders a material unsuitable for **use** (6.1.25)

cf. **shelf life (1)** (4.1.2.22), **shelf life (2)** (5.6.09)

6.1.22

aging

deterioration (6.1.13) with the passage of time

6.1.23

accelerated aging

test methods to approximate the effect of **aging** (6.1.22) on a material by exposure to increased levels of environmental conditions causing **deterioration** (6.1.13)

6.1.24

handling

physical actions required for the **preservation** (6.1.01) and **use** (6.1.25) of **documents** (1.2.02)

6.1.25

use

consultation of **documents** (1.2.02)

NOTE This includes both individual consultation and group consultation, e.g. in an exhibition.

6.1.26

absolute humidity

humidity

moisture content

actual amount of water vapour in a unit volume of air

6.1.27

relative humidity

ratio of the quantity of water vapour, in a given volume of air at a given temperature, to the maximum amount of water vapour that volume of air would hold at that temperature, expressed as a percentage

6.1.28

hygrometer

instrument for measuring **relative humidity** (6.1.27)

6.1.29

thermo-hygrograph

hygrothermograph, US

instrument for the continuous recording of temperature and **relative humidity** (6.1.27)

6.1.21

fr **durée de vie (3)**, f

6.1.22

fr **vieillessement**, m

6.1.23

fr **vieillessement accéléré**, m

6.1.24

fr **manipulation**, f

6.1.25

fr **utilisation**, f

6.1.26

fr **humidité**, f

6.1.27

fr **humidité relative**, f

6.1.28

fr **hygromètre**, m

6.1.29

fr **thermohygrographe**, m

6.1.30**disaster control plan**

organized scheme of procedures for preventing, limiting the effects of, and facilitating recovery from natural or man-made disasters

6.1.30

fr **plan d'évacuation d'urgence**, m;
plan de sauvetage, m

6.2 Properties of materials relevant to preservation**6.2.01****permanence**

ability of a material to resist chemical changes over a long period of time and last at least several hundred years without significant **deterioration** (6.1.13) under normal conditions of **storage (2)** (6.1.08) and **use** (6.1.25)

6.2.01

fr **permanence**, f

6.2.02**durability**

ability of a material to resist repeated mechanical wear over long periods of time

6.2.02

fr **durabilité**, f

6.2.03**absorbency**

property of a material which allows it to take up and retain a fluid with which it is in contact

6.2.03

fr **absorbance**, f

6.2.04**receptivity**

property of the surface of a **data medium** (1.1.4.02) which allows it to accept a fluid

6.2.04

fr **réceptivité**, f

6.2.05**permeability**

property of a material which allows the passage of a liquid or gas from one surface to the other

6.2.05

fr **perméance**, f

6.2.06**porosity**

property of a material of having interstices, normally expressed as the ratio of the volume of the interstices to the volume of the mass of the material

6.2.06

fr **porosité**, f

6.2.07**colour fastness**

property of a **pigment** (6.5.21) or **dye** (6.5.23) which allows it to retain its original hue

6.2.07

fr **stabilité des couleurs**, f

6.2.08**alkali reserve**

measure of a chemical compound added to **paper** (6.5.01) to neutralize any acid generated by natural **aging** (6.1.22) or from atmospheric pollution, determined by specified conditions of test

6.2.08

fr **réserve alcaline**, f

6.2.09

bond strength

measure of adhesion determined by specified conditions of test

NOTE Bond strength is normally expressed in terms of the unit load required to break apart two adhered materials.

6.2.10

bursting strength

measure of the ability of a material to withstand uniformly distributed pressure applied at right angles to its surface under specified conditions of test

6.2.11

tensile strength

measure of the ability of a material to withstand stretching before it breaks under specified conditions of test

6.2.12

creasability

ability of a sheet of material to be folded without **cracking** (6.6.10)

6.2.13

folding endurance

measure of the ability of a material to withstand folding under specified conditions of test

6.2.14

elasticity

ability of a material to return to its former shape without **damage** (6.1.14) after stretching

6.2.15

flexibility

ability of a material to return to its former shape without **damage** (6.1.14) after bending

6.2.16

plasticity

ability of a material to adopt a new shape without **damage** (6.1.14)

6.2.17

flexural strength

measure of the **flexibility** (6.2.15) of an **adhesive** (6.5.27)

6.2.18

extensibility

ability of a material to be stretched without **damage** (6.1.14)

6.2.09

fr **résistance
d'adhésion**, f

6.2.10

fr **résistance à
l'éclatement**, f

6.2.11

fr **résistance à la
traction**, f

6.2.12

fr **infroissabilité**, f

6.2.13

fr **résistance à la
pliure**, f;
résistance au pliage (2), f

6.2.14

fr **élasticité**, f

6.2.15

fr **flexibilité**, f

6.2.16

fr **plasticité**, f

6.2.17

fr **résistance au pliage
(1)**, f

6.2.18

fr **extensibilité**, f

6.2.19**rigidity**

ability of a material **object** (1.1.1.02) or structure to retain its shape without **damage** (6.1.14) when subject to mechanical forces

6.2.19

fr **rigidité**, f

6.2.20**brittleness**

liability of a rigid material to sudden **failure** (6.1.15) when subject to mechanical forces

6.2.20

fr **friabilité**, f

6.2.21**erasability**

capability of a **carrier (1)** (6.1.06) to allow deletion of **recorded information** (1.1.3.10) from it, enabling the former to be reused

6.2.21

fr **effaçabilité**, f

6.2.22**tear resistance**

measure of the ability of a material to withstand tearing under specified conditions of test

6.2.22

fr **résistance à la déchirure**, f

6.2.23**dimensional stability**

ability of a material to retain its dimensions and its shape despite the effects of processing, environment, **aging** (6.1.22) and **use** (6.1.25)

6.2.23

fr **stabilité des dimensions**, f

6.2.24**wet strength**

measure of the ability of a material, when saturated with water, to resist rupture or disintegration under specified conditions of test

6.2.24

fr **résistance au mouillage**, f

6.2.25**water resistance**

ability of a material to resist, but not completely prevent, the action or penetration of water

6.2.25

fr **résistance à l'eau**, f

6.2.26**fire resistance**

measure of the ability of a material or structure to resist collapse, flame penetration, and excessive temperature rise on the unexposed surface under specified conditions of test

6.2.26

fr **résistance au feu**, f

6.2.27**non-combustibility**

measure of the ability of a material to resist being consumed when heated in the presence of air under specified conditions of test

6.2.27

fr **incombustibilité**, f

6.2.28**non-flammability**

measure of the ability of a material to resist flaming when burnt under specified conditions of test

6.2.28

fr **inflammabilité**, f

6.2.29

pH value

measure of the concentration of acidity or alkalinity of a material in an aqueous **solution** (6.5.26)

NOTE The pH value is expressed on a logarithmic scale numbered from 0 to 14 with 7,0 as a neutral point, numbers higher than 7 denoting alkalinity and numbers lower than 7 denoting acidity.

6.2.30

colour

any of the hues of the rainbow and any tint or shade made by mixing those hues with white or black

6.2.31

smoothness

measure of the degree of relief of the surface of a material determined by specified conditions of test

6.2.32

whiteness

measure of the ability of the surface of a material to reflect light

6.2.33

opacity

ratio of the amount of light reflected back by a material in relation to the amount of light absorbed

6.2.34

translucence

ability of the surface of a material to transmit light without being transparent

6.2.35

transparence

ability of a material to permit distinct vision through its solid substance or through interstices

6.2.29

fr **valeur de pH**, f

6.2.30

fr **couleur**, f

6.2.31

fr **aspect lisse**, m

6.2.32

fr **blancheur**, f

6.2.33

fr **opacité**, f

6.2.34

fr **translucidité**, f

6.2.35

fr **transparence**, f

6.3 Processes involved in the manufacture or conservation of documents

6.3.01

coating

process of applying, to the surface of a material, one or more layers of another material in fluid form

6.3.02

sizing

process of adding materials either to the stock or to the surface of **paper** (6.5.01) or **board (1)** (6.5.02)

NOTE Sizing generally is done in order to increase its resistance to the penetration and spreading of liquids, e.g. ink, and its surface strength.

6.3.01

fr **surfaçage**, m

6.3.02

fr **encollage**, m

6.3.03**finish**

surface characteristics imparted to **paper** (6.5.01) or **board (1)** (6.5.02) by mechanical means

EXAMPLE Calendering.

6.3.04**machine direction**

grain direction

orientation of the grain in a **paper** (6.5.01) or **board (1)** (6.5.02) corresponding or parallel to the direction of travel of the web on the paper or board (6.5.02) machine

6.3.05**cross direction**

orientation of the grain in a **paper** (6.5.01) or **board (1)** (6.5.02) at right angles to the **machine direction** (6.3.04)

6.3.06**bleaching (1)**

treatment of pulp with chemical substances to improve the brightness of the resulting **paper** (6.5.01)

cf. **bleaching (2)** (6.6.30), **bleaching (3)** (6.7.08)

6.3.03

fr **peinture (2)**, f

6.3.04

fr **sens du papier**, m;
sens de fabrication, m

6.3.05

fr **sens d'allongement**, m;
sens travers, m

6.3.06

fr **blanchiment (1)**, m

6.4 Agents causing damage to documents**6.4.01****micro-organism**

organism of small dimensions, usually not visible to the naked eye

EXAMPLE Bacterium or virus.

6.4.02**fungus**

cryptogamous plant, without chlorophyll, feeding on organic matter

NOTE Fungi come in a wide variety of forms. The most common forms encountered in documents are mould and mildew.

6.4.03**book louse**

psocid which feeds on microscopic **fungi** (6.4.02) on materials of plant origin

6.4.04**bookworm**

larva of any of a number of species of beetles known to attack **documents** (1.1.02)

6.4.01

fr **micro-organisme**, m

6.4.02

fr **champignon**, m;
moisissure, f

6.4.03

fr **pou de livre**, m

6.4.04

fr **larve de**
bibliothèque, m

6.5 Materials used in the make up or conservation of documents

6.5.01

paper

coherent sheet or web of cellulose fibres formed on a fine screen by the drying of pulp in fluid suspension

NOTE The term "paper" may be used for both paper and board (6.5.02). Materials of grammage less than 225 g/m² are generally considered to be paper, and materials of grammage of 225 g/m² or more to be board.

6.5.02

board (1)

paper (6.5.01) of a relatively high **rigidity** (6.2.19)

cf. **board (2)** (6.8.15)

NOTE The term "paper" may be used for both paper and board (6.5.02). Materials of grammage less than 225 g/m² are generally considered to be paper, and materials of grammage of 225 g/m² or more to be board.

6.5.03

broke

paper (6.5.01) which is discarded at any stage during its manufacture

6.5.04

ground wood paper

mechanical woodpulp paper (deprecated)

paper (6.5.01) made from fibres obtained from wood by mechanical means

NOTE Historically, ground wood paper has been liable to deterioration as a consequence of its high lignin content.

6.5.05

woodfree paper

lignin-free paper, US

paper (6.5.01) made, in principle, only from cellulose fibres obtained either chemically from wood or from other vegetable matter

6.5.06

acid-free paper

paper (6.5.01) with a **pH value** (6.2.29) which indicates that it is neutral or alkaline

6.5.07

permanent paper

archival paper

acid-free paper (6.5.06) which, during long-term **storage (2)** (6.1.08) in **libraries (2)** (3.1.04), **archives (2)** (3.1.02) and other protected environments, will undergo little or no change in properties that affect **use** (6.1.25)

6.5.08

reclaimed paper

paper (6.5.01) incorporating **broke** (6.5.03) or fibres obtained from waste during the manufacture of paper products

6.5.01

fr **papier**, m

6.5.02

fr **carton (3)**, m

6.5.03

fr **cassés de fabrication**, m, pl

6.5.04

fr **papier de bois mécanique**, m

6.5.05

fr **papier sans bois**, m

6.5.06

fr **papier non acide**, m;
papier neutre, m

6.5.07

fr **papier permanent**, m

6.5.08

fr **papier récupéré**, m

6.5.09**recycled paper**

paper (6.5.01) incorporating fibres obtained from paper recovered after use (6.1.25)

6.5.10**durable paper**

paper (6.5.01) which meets the requirements for **durability** (6.2.02) under specified conditions of tests

6.5.11**newsprint**

paper (6.5.01) made from **mechanical woodpulp paper** (6.5.04) with little or no mineral loading

6.5.12**art paper (1)**

high-grade drawing **paper** (6.5.01)

cf. **art paper (2)** (6.5.13)

6.5.13**art paper (2)**

coated paper (6.5.18), free from mechanical woodpulp, intended for fine screen **printing** (1.2.17)

cf. **art paper (1)** (6.5.12)

6.5.14**imitation art paper**

uncoated **paper** (6.5.01) with a very high **filler (1)** (6.5.33) content and heavily calendered to give it the characteristics of **art paper (2)** (6.5.13)

6.5.15**India paper**

thin, dense, opaque, and durable **printing** (1.2.17) **paper** (6.5.01), intended for printing **volumes** (2.4.01) in a less bulky form

6.5.16**plan paper**

map paper

heavily sized **paper** (6.5.01) with good strength properties, particularly **tensile strength** (6.2.11), **folding endurance** (6.2.13) and resistance to **abrasion** (6.6.02), and having high **dimensional stability** (6.2.23)

6.5.17**security paper**

paper (6.5.01) which incorporates identification features to deter counterfeiting

EXAMPLE Paper used for printing banknotes.

6.5.18**coated paper**

paper (6.5.01) which has been given a coating of clay or other materials to improve its **finish** (6.3.03)

6.5.09

fr **papier recyclé**, m

6.5.10

fr **papier durable**, m

6.5.11

fr **papier journal**, m

6.5.12

fr **papier d'art**, m

6.5.13

fr **papier chargé**, m

6.5.14

fr **papier simili-couché**, m

6.5.15

fr **papier bible**, m;
papier indien, m

6.5.16

fr **papier de plan**, m

6.5.17

fr **papier de sécurité**, m

6.5.18

fr **papier couché**, m

6.5.19

calendered paper

paper (6.5.01) which has been given a smooth surface by passing it through rollers one or more times

6.5.20

unsized paper

paper (6.5.01) to which no **size** (6.5.30) has been added

EXAMPLE Blotting paper, repair tissue.

6.5.21

pigment

substance, generally in the form of fine insoluble particles, used to impart **colour** (6.2.30) to a **carrier (1)** (6.1.06)

6.5.22

ink

writing fluid composed of a **pigment** (6.5.21) or **dye** (6.5.23), or a mixture thereof, suspended in a liquid medium

6.5.23

dye

natural or synthetic substance which gives the requisite **colour** (6.2.30) to a **data medium** (1.1.4.02) or **carrier (1)** (6.1.06) by **impregnation** (6.7.13)

6.5.24

paint

liquid or powder containing **pigments** (6.5.21) which, when applied to a **data medium** (1.1.4.02), forms an opaque film having protective, decorative or specific technical properties

6.5.25

solvent

substance, generally liquid, which has the property of dissolving or diluting other substances without modifying their chemical composition

6.5.26

solution

product of the conversion of a solid or gas to liquid form by mixture with a **solvent** (6.5.25)

6.5.27

adhesive

substance capable of bonding materials to each other by chemical or mechanical action or both

6.5.28

glue

adhesive (6.5.27) made of protein derived from animal hides and bones or of synthetic modified hydrocarbon polymers

6.5.29

paste

soft plastic **adhesive** (6.5.27) generally derived from starch and water

6.5.19

fr **papier satiné**, m

6.5.20

fr **papier non collé**, m

6.5.21

fr **pigment**, m

6.5.22

fr **encre**, f

6.5.23

fr **teint**, m

6.5.24

fr **peinture (3)**, f

6.5.25

fr **solvant**, m

6.5.26

fr **solution**, f

6.5.27

fr **adhésif**, m

6.5.28

fr **colle forte**, f;
glu, f

6.5.29

fr **colle en pâte**, f

6.5.30**size**

substance either added to **paper** (6.5.01) pulp or to the surface of paper to reduce **absorbency** (6.2.03) and increase strength

6.5.31**alum**

⟨paper making⟩ aluminium sulphate used in combination with rosin as a **size** (6.5.30)

NOTE This is one of the potential sources of acidity in paper.

6.5.32**buffer**

substance used to establish an **alkali reserve** (6.2.08)

6.5.33**filler (1)**

⟨manufacture⟩ inert substance introduced to a product to achieve specified characteristics

cf. **filler (2)** (6.5.34)

EXAMPLE China clay in paper.

6.5.34**filler (2)**

⟨restoration⟩ **paste** (6.5.29) or liquid applied to make good minor **damage** (6.1.14) to an **object** (1.1.1.02)

cf. **filler (1)** (6.5.33)

6.5.35**cellulose acetate**

cellulose ester

synthetic material composed of the carbohydrate salt of acetic acid

NOTE Cellulose acetate is used as a data medium for photographic documents.

6.5.36**barrier sheet**

sheet of **paper** (6.5.01) inserted to prevent either **off-setting** (6.6.21) from one **page** (2.4.22) to another or migration of a chemical agent

6.5.37**parchment**

material obtained by treating animal skins

NOTE Usually the skins of sheep or goats.

6.5.38**vellum**

fine **parchment** (6.5.37) prepared from the skin of a calf

6.5.30

fr **apprêt**, m;
colle, f

6.5.31

fr **alun**, m

6.5.32

fr **tampon**, m

6.5.33

fr **charge**, f

6.5.34

fr **mastic**, m

6.5.35

fr **acétate de cellulose**, f

6.5.36

fr **feuille de protection**, f

6.5.37

fr **parchemin**, m

6.5.38

fr **vélin**, m

6.5.39

tissue

lightweight **unsized paper** (6.5.20)

6.5.40

repair tissue

tissue (6.5.39) intended for use as an overlay in the **restoration** (6.1.04) of **paper** (6.5.01) **documents** (1.2.02)

6.5.41

Japanese tissue

repair tissue (6.5.40) made from plant fibres

EXAMPLE From mulberry leaves.

6.6 Types of damage to documents

6.6.01

wear and tear

damage (6.1.14) caused by the mechanical forces involved in **document** (1.2.02) **handling** (6.1.24) and **use** (6.1.25)

6.6.02

abrasion

damage (6.1.14) caused by the rubbing or wearing away of a material due to contact with another material

6.6.03

blocking

adhesion of **leaves** (2.4.21) one to another

6.6.04

dust retention

property of a surface to attract and retain dust

6.6.05

blister

local convex deformation at the surface of a material caused by entrapped air, gas or liquid

6.6.06

embrittlement

change in the property of a material from **flexibility** (6.2.15) to **brittleness** (6.2.20)

6.6.07

buckling

loss (6.6.22) of original shape by distortion in one or more planes

6.6.08

cockling

buckling (6.6.07) in one plane in the form of waves or ripples

6.5.39

fr **papier de chiffon**, m

6.5.40

fr **tissu de réparation**, m

6.5.41

fr **papier Japon**, m

6.6.01

fr **usure**, f

6.6.02

fr **frottement**, m

6.6.03

fr **adhérence**, f

6.6.04

fr **rétenion de poussière**, f

6.6.05

fr **ampoule**, f

6.6.06

fr **écaillage**, m

6.6.07

fr **déformation**, f;
gauchissement, m

6.6.08

fr **gondolage**, m

6.6.09**curling**

buckling (6.6.07) of a sheet in one plane so that it tends to roll up on itself

6.6.10**cracking**

damage (6.1.14) in the form of discontinuity on the surface or within an **object** (1.1.1.02)

6.6.11**crazing**

cracking (6.6.10) extending in a pattern over a whole surface of an **object** (1.1.1.02)

6.6.12**exudation**

emergence of a constituent in liquid form on the surface of an **object** (1.1.1.02)

6.6.13**fugitive colours**

pigments (6.5.21) or **dyes** (6.5.23) which lack **colour fastness** (6.2.07)

6.6.14**creep**

deformation of a **document** (1.2.02) in the form of dimensional expansion over time due to a constant load

cf. **creep** (6.6.15)

6.6.15**creep**

spread of an **adhesive** (6.5.27) over time beyond the point of its initial application

cf. **creep** (6.6.14)

6.6.16**damp stretching**

deformation of a **document** (1.2.02) in the form of dimensional expansion due to the absorption of moisture

6.6.17**shrinking**

deformation of a **document** (1.2.02) in the form of dimensional decrease

6.6.18**cropping**

cutting off part or parts of a **document** (1.2.02) so that its dimensions, and possibly its **information (1)** (1.1.3.08) content, are changed

6.6.09

fr **ondulation**, f

6.6.10

fr **craquelure (1)**, f

6.6.11

fr **craquelure (2)**, f

6.6.12

fr **respiration**, f

6.6.13

fr **couleurs fugitives**, f, pl

6.6.14

fr **déformation**

dimensionnelle, f

6.6.15

fr **écoulement de la colle**, m

6.6.16

fr **allongement**, m

6.6.17

fr **rétraction**, f

6.6.18

fr **rognage à l'excès**, m

6.6.19

dog-eared

having the corner of a **leaf** (2.4.21) turned down as a result of a manufacturing **fault** (6.1.16), deliberate action, or **wear and tear** (6.6.01)

6.6.20

bleeding

washing out or migration of a **pigment** (6.5.21) or **dye** (6.5.23) into a neighbouring area through contact with a liquid

6.6.21

off-setting

transfer to adjacent **leaves** (2.4.21) of **ink** (6.5.22) or another **carrier (1)** (6.1.06) either during the **printing** (1.2.17) process, before it has dried or by subsequent migration

6.6.22

loss

absence of all or any part of a **document** (1.2.02)

6.6.23

lacuna

loss (6.6.22) of **recorded information** (1.1.3.10) from a graphic **document** (1.2.02)

6.6.24

holiday

area of an **adhesive** (6.5.27) covered surface which does not adhere properly to another surface

6.6.25

discolouration

change in the tint or **quality** (1.3.02) of a **colour** (6.2.30)

6.6.26

stain

area of **discolouration** (6.6.25) caused by contact with foreign matter

6.6.27

damp stain

tide mark

stain (6.6.26) caused by contact with water

6.6.28

foxing

discolouration (6.6.25) of **paper** (6.5.01) in the form of small brown spots

NOTE Foxing is caused by the activities of fungi.

6.6.29

yellowing

discolouration (6.6.25) through **aging** (6.1.22) in the form of gradual darkening, leading eventually to browning

6.6.19

fr **écorné**, m

6.6.20

fr **déteintage**, m

6.6.21

fr **hors montage**, m

6.6.22

fr **perte**, f

6.6.23

fr **lacune**, f

6.6.24

fr **congé**, m

6.6.25

fr **décoloration (1)**, f

6.6.26

fr **tache**, f

6.6.27

fr **tache d'humidité**, f

6.6.28

fr **piqûre**, f

6.6.29

fr **jaunissement**, m

6.6.30**bleaching (2)**

discolouration (6.6.25) in the form of **loss** (6.6.22) of **colour** (6.2.30) intensity

cf. **bleaching (1)** (6.3.06), **bleaching (3)** (6.7.08)

6.6.31**fading**

gradual **bleaching (2)** (6.6.30)

6.6.32**photodegradation**

deterioration (6.1.13) caused by the action of light

6.6.33**acid deterioration**

deterioration (6.1.13) generated by the reaction of internal or external chemical agents

6.6.34**acid migration**

transfer of an acid from an acidic material to one of less acidity with which it is in contact

6.6.35**oxidation**

effect of chemical reactions which change the properties of a compound through an exchange of electrons

NOTE This effect was originally thought to result from the taking up of oxygen.

6.6.36**delamination (1)**

splitting apart of a layer of a laminate due to failure of the **adhesive** (6.5.27) or cohesive failure of the laminate

cf. **delamination (2)** (6.7.30)

NOTE This may include the inadvertent delamination of a document which has been subject to conservation treatment by lamination.

6.7 Conservation measures**6.7.01****cleaning**

removal of foreign matter from a **document** (1.2.02)

6.7.02**mechanical cleaning**

cleaning (6.7.01) dust and dirt from the surface of a **document** (1.2.02) by mechanical means

EXAMPLE By brushing, blowing, vacuum cleaning.

6.6.30

fr **blanchiment (2)**, m

6.6.31

fr **décoloration (2)**, f

6.6.32

fr **photodégradation**, f

6.6.33

fr **détérioration par acides**, f

6.6.34

fr **migration d'acide**, f;
acidification par contact, f

6.6.35

fr **oxydation**, f

6.6.36

fr **délamination (1)**, f

6.7.01

fr **nettoyage (1)**, m

6.7.02

fr **nettoyage mécanique**, m

6.7.03

dry cleaning

cleaning (6.7.01) using an erasing substance

6.7.04

washing

cleaning (6.7.01) by immersion in or by the surface application of water

6.7.05

enzyme

naturally occurring organic substance capable of acting outside living organisms and able to catalyse or accelerate specific biochemical reactions

NOTE Enzymes may be used to dissolve organic deposits, e.g. proteins or fats.

6.7.06

biological cleaning

cleaning (6.7.01) by the application of **enzymes** (6.7.05)

6.7.07

chemical cleaning

cleaning (6.7.01) by immersion in or by the surface application of a chemical substance

6.7.08

bleaching (3)

chemical cleaning (6.7.07) by means of an oxidizing or reducing agent

cf. **bleaching (1)** (6.3.06), **bleaching (2)** (6.6.30)

6.7.09

deacidification

raising the **pH value** (6.2.29) of a material **object** (1.1.1.02) by means of substances of an alkaline nature to assist with the object's **preservation** (6.1.01)

6.7.10

aqueous deacidification

deacidification (6.7.09) using water-based **solutions** (6.5.26)

6.7.11

non-aqueous deacidification

deacidification (6.7.09) using **solutions** (6.5.26) which are not water based

NOTE This is necessary when dealing with objects to which damage can be caused by water.

6.7.12

resizing

restoration (6.1.04) technique for increasing the mechanical strength of an **object** (1.1.1.02) by applying **size** (6.5.30)

6.7.03

fr **nettoyage à sec**, m

6.7.04

fr **nettoyage (2)**, m

6.7.05

fr **enzyme**, m

6.7.06

fr **nettoyage biologique**, m

6.7.07

fr **nettoyage chimique**, m

6.7.08

fr **blanchiment (3)**, m

6.7.09

fr **désacidification**, f

6.7.10

fr **désacidification aqueuse**, f

6.7.11

fr **désacidification non aqueuse**, f

6.7.12

fr **réencollage**, m

6.7.13**impregnation**

injection or absorption of a fluid into a material **object** (1.1.1.02)

6.7.14**disinfestation**

elimination of insects, small rodents and other pests

6.7.15**disinfection**

destruction of harmful **microorganisms** (6.4.01)

6.7.16**fumigation**

process of exposing **documents** (1.2.02), usually in a vacuum or other airtight chamber, to gas or vapour in order to effect **disinfestation** (6.7.14) or **disinfection** (6.7.15)

6.7.17**humidification (1)**

increasing **relative humidity** (6.1.27) while maintaining a stable temperature

cf. **humidification (2)** (6.7.18)

6.7.18**humidification (2)**

conservation (6.1.03) treatment to increase the **absolute humidity** (6.1.26) of a material **object** (1.1.1.02) by **humidification (1)** (6.7.17)

cf. **humidification (1)** (6.7.17)

6.7.19**dehumidification**

reduction of **relative humidity** (6.1.27)

6.7.20**pulling**

disassembling of a bound **volume** (2.4.01) into its component parts

6.7.21**relaxation**

conservation (6.1.03) treatment to make a **document** (1.2.02) more flexible in order to restore it to its original state or to facilitate further conservation treatment

6.7.22**flattening**

removing planar distortions from a **document** (1.2.02)

6.7.13

fr **imprégnation**, f

6.7.14

fr **désinsectisation**, f;
désinfestation, f

6.7.15

fr **désinfection**, f

6.7.16

fr **fumigation**, f

6.7.17

fr **humidification (1)**, f

6.7.18

fr **humidification (2)**, f

6.7.19

fr **déshumidification**, f

6.7.20

fr **démontage**, m

6.7.21

fr **assouplissement**, m

6.7.22

fr **remise à plat**, f

6.7.23

mounting

conservation (6.1.03) treatment in which a separate **data medium** (1.1.4.02) is attached to a **document** (1.2.02)

NOTE Mounting is often a protective measure for the purpose of handling or display.

6.7.24

backing

adding a strengthening layer of material behind a **document** (1.2.02) while keeping the document as close as possible to its original state

6.7.25

encapsulation

sealing a material **object** (1.1.1.02) between layers of inert transparent material

6.7.26

lamination

fastening a transparent material to one or both sides of a sheet of **paper** (6.5.01) by adhesion, to strengthen and protect it

6.7.27

silking

lamination (6.7.26) using silk gauze

6.7.28

heat-sealing

lamination (6.7.26) in which adhesion is achieved by heat and pressure

6.7.29

solvent lamination

lamination (6.7.26) in which adhesion is achieved by chemical action

NOTE Normally, solvent lamination is done by the application of acetone to cellulose acetate.

6.7.30

delamination (2)

removal of laminating material by physical or chemical means

cf. **delamination (1)** (6.6.36)

6.7.31

dry mounting

mounting (6.7.23) in which attachment is effected by a non-liquid **adhesive** (6.5.27) activated by heat and pressure

6.7.23

fr **montage**, m

6.7.24

fr **endossure**, f

6.7.25

fr **encapsulation**, f

6.7.26

fr **lamination**, f

6.7.27

fr **doublage avec mousseline de soie**, m

6.7.28

fr **lamination à chaud**, f

6.7.29

fr **lamination par solvant**, f

6.7.30

fr **délamination (2)**, f

6.7.31

fr **montage à sec**, m

6.7.32**encapsulation mounting**

mounting (6.7.23) in two parts, a **data medium** (1.1.4.02) and a second, upper layer of material with an opening through which the **document** (1.2.02) or part of it may be seen

6.7.32

fr **ensachage**, m

6.7.33**infilling**

physical replacement of missing portions of a material **object** (1.1.1.02) with appropriate materials

6.7.33

fr **remplissage**, m

6.7.34**paper splitting**

separation of the two surfaces of a sheet of **paper** (6.5.01)

6.7.34

fr **dédoublage**, m

NOTE

Paper splitting is preparatory to the insertion of a strengthening layer.

6.7.35**leafcasting**

infilling (6.7.33) of **paper** (6.5.01) **documents** (1.2.02) with pulp by vacuum suction

6.7.35

fr **comblage par repulpage**, m

6.7.36**mass conservation**

simultaneous treatment of a large number of **documents** (1.2.02) by automated **conservation** (6.1.03) techniques

6.7.36

fr **conservation de masse**, f

6.7.37**image enhancement**

recreation of the faded or incomplete **information (1)** (1.1.3.08) content of a **document** (1.2.02) by optical or electronic techniques

6.7.37

fr **amélioration de l'image**, f

6.8 Parts of bound books**6.8.01****binding (2)**

process or techniques of fastening **leaves** (2.4.21) together and attaching them to **covers** (6.8.13)

cf. **binding (1)** (2.4.25)

6.8.01

fr **reliure (2)**, f

6.8.02**book block**

leaves (2.4.21) of a **volume** (2.4.01) which have been securely attached together preparatory to **binding (2)** (6.8.01)

6.8.02

fr **corps d'ouvrage**, m

6.8.03**section**

gathering

number of folded **leaves** (2.4.21) gathered together and treated as a unit for **binding (2)** (6.8.01) purposes

6.8.03

fr **cahier (1)**, m

6.8.04

signature

printed sheet folded to form a **section** (6.8.03) of a **volume** (2.4.01)

6.8.05

insert

sheet or **signature** (6.8.04) printed separately from the **text** (1.1.2.04) and sewn or tipped into the **book block** (6.8.02) during **binding (2)** (6.8.01)

6.8.06

guard

hinge (2)

strip of cloth or **paper** (6.5.01) sewn into the **book block** (6.8.02) to allow the insertion of additional material without distorting the **binding (2)** (6.8.01)

cf. **hinge (1)** (6.8.21)

6.8.07

back

combined **binding edges** (6.8.19) of a **book block** (6.8.02)

6.8.08

lining

material affixed by **adhesive** (6.5.27) to the **back** (6.8.07) of the **book block** (6.8.02) or the **spine** (6.8.17) of the **case** (6.8.14)

6.8.09

super

coarse cloth glued to the **back** (6.8.07) or the **book block** (6.8.02), forming the first **lining** (6.8.08) of a case-bound **volume** (2.4.01)

6.8.10

endpaper

folded sheet of **paper** (6.5.01) attached to the **book block** (6.8.02), the outer **page** (2.4.22) of which is affixed by **adhesive** (6.5.27) to the inner side of the **board (2)** (6.8.15) when the **volume** (2.4.01) is cased-in

6.8.11

paste-down

the half of the **endpaper** (6.8.10) which is pasted to the inner side of the **board (2)** (6.8.15)

6.8.12

fly-leaf

blank **leaf** (2.4.21) at the beginning or end of a **volume** (2.4.01) between the **endpaper** (6.8.10) and the first or last **section** (6.8.03)

6.8.13

cover

materials affixed to the **back** (6.8.07) and sides of the **book block** (6.8.02) to protect it in **use** (6.1.25)

6.8.04

fr **cahier (2)**, m

6.8.05

fr **encart**, m

6.8.06

fr **onglet**, m

6.8.07

fr **dos**, m

6.8.08

fr **doublure**, f

6.8.09

fr **gaze**, f

6.8.10

fr **page de garde**, f

6.8.11

fr **garde**, f

6.8.12

fr **garde volante**, f

6.8.13

fr **couverture (2)**, f

6.8.14**case**

cover (6.8.13) that is made complete before being affixed to the **book block** (6.8.02)

6.8.14

fr **emboîtage (1)**, m

6.8.15**board (2)**

board (1) (6.5.02) affixed to either side of the **book block** (6.8.02) as part of the **cover** (6.8.13)

cf. **board (1)** (6.5.02)

6.8.15

fr **plat**, m

6.8.16**binder's board**

rigid solid **board (1)** (6.5.02) for use as **board (2)** (6.8.15)

6.8.16

fr **carton de relieur**, m

6.8.17**spine**

back (6.8.07) of a **volume** (2.4.01) and that part of the **cover** (6.8.13) which goes over it

6.8.17

fr **dos**, m

6.8.18**fore edge**

front edge of the **leaves** (2.4.21) of a **volume** (2.4.01)

6.8.18

fr **gouttière**, f

6.8.19**binding edge**

rear edge of the **leaves** (2.4.21) or **sections** (6.8.03) of a **volume** (2.4.01)

6.8.19

fr **tranche de reliure**, f

6.8.20**joint**

exterior juncture of the **spine** (6.8.17) and **covers** (6.8.13) which bends when the covers are opened and closed

6.8.20

fr **mors**, m

6.8.21**hinge (1)**

inner joint

interior juncture of the **spine** (6.8.17) and **covers** (6.8.13)

cf. **hinge** (6.8.06)

6.8.21

fr **charnière**, f

6.8.22**gutter**

space formed by the two inner margins of facing **pages** (2.4.22) of a **volume** (2.4.01)

6.8.22

fr **marge intérieure**, f

6.9 Types of binding**6.9.01****full binding**

complete **binding (2)** (6.8.01) of a **volume** (2.4.01) **spine** (6.8.17) and sides, with the same material

NOTE This material is traditionally leather.

6.9.01

fr **pleine reliure**, f

6.9.02

cloth binding

full binding (6.9.01) in cloth with stiff **boards (2)** (6.8.15)

6.9.03

half binding

binding (2) (6.8.01) in which the **spine** (6.8.17), extending to one-quarter of the width of the **boards (1)** (6.8.15), and either the corners or **fore edges** (6.8.18) of the boards (6.8.15) are covered in one material and the rest of the sides in another

NOTE Traditionally leather is used for the spine, etc.

6.9.04

three-quarter binding

binding (2) (6.8.01) similar to a **half binding** (6.9.03) but with the first material extending to three-quarters of half of the width of the **boards (2)** (6.8.15)

6.9.05

quarter binding

binding (2) (6.8.01) in which the **spine** (6.8.17) is covered in one material and the sides in another

6.9.06

library binding

binding (2) (6.8.01) intended for heavy use (6.1.25)

6.9.07

flexible binding

leaf attachment method

binding (2) (6.8.01) in which the sewing and covering materials allow the **volume** (2.4.01) to open quite flat

6.9.08

adhesive binding

perfect binding

binding (2) (6.8.01) in which separate **leaves** (2.4.21) are stuck together by means of an **adhesive** (6.5.27)

6.9.09

mechanical binding

method of **binding (2)** (6.8.01) which uses mechanical devices instead of thread or **adhesive** (6.5.27) to hold the **leaves** (2.4.21) together

6.9.10

spiral binding

mechanical binding (6.9.09) in which a row of holes is drilled through the **leaves** (2.4.21) and side **covers** (6.8.13) and a continuous spiral-twisted wire is drawn through the holes

6.9.02

fr **reliure pleine toile**, f

6.9.03

fr **demi-reliure à coins**, f

6.9.04

fr **demi-reliure (1)**, f

6.9.05

fr **demi-reliure (2)**, f

6.9.06

fr **reliure de bibliothèque**, f

6.9.07

fr **reliure souple**, f

6.9.08

fr **reliure sans couture**, f;
assemblage du dos par
encollage, m

6.9.09

fr **reliure mécanique**, f

6.9.10

fr **reliure spirale**, f

6.9.11**comb binding**

mechanical binding (6.9.09) in which curved prongs extending from a plastic **spine** (6.8.17) are inserted into slits in the **leaves** (2.4.21) and side **covers** (6.8.13)

6.9.11

fr **reliure en peigne**, f

6.10 Binding process**6.10.01****collation**

assembly of the **leaves** (2.4.21) or **sections** (6.8.03) in their correct **order** (1.1.1.08)

6.10.01

fr **collation**, f

6.10.02**sewing**

fastening **sections** (6.8.03) together by means of needle and thread

6.10.02

fr **brochage (1)**, m

6.10.03**oversewing**

sewing (6.10.02) technique for attaching **leaves** (2.4.21) or **sections** (6.8.03) to cords or tapes to form a **book block** (6.8.02) in which the thread circles the back of each section and pierces the leaves

6.10.03

fr **surjet**, m

6.10.04**kettle stitch**

knotted thread used to join **sections** (6.8.03) together with thread or wire

6.10.04

fr **point de chaînette**, m

6.10.05**stitching**

fastening **leaves** (6.4.21) or **sections** (6.8.03) together with thread or wire

6.10.05

fr **brochage (2)**, m

6.10.06**side stitching**

side sewing

stitching (6.10.05) in which the thread or wire passes through the entire thickness of the **volume** (2.4.01)

6.10.06

fr **agrafage (1)**, m

6.10.07**saddle stitching**

stitching (6.10.05) in which wire staples pass through the centrefold of a **volume** (2.4.01) made up of a single **section** (6.8.03)

6.10.07

fr **agrafage (2)**, m

6.10.08**tipping-in**

attachment of one **leaf** (2.4.21) to another by means of a narrow strip of **adhesive** (6.5.27) along one edge of the leaf being inserted

6.10.08

fr **fonds (3)**, m

6.10.09**casing-in**

process of applying **adhesive** (6.5.27) to the outermost **endpapers** (6.8.10) of a **book block** (6.8.02) and fitting the book block into its **case** (6.8.14)

6.10.09

fr **emboîtage (2)**, m

6.10.10

forwarding

rounding and backing (6.10.14) and **lining** (6.8.08) the **spine** (6.8.17) which may include **tipping-in** (6.10.08) the **endpapers** (6.8.10)

NOTE These are steps taken in binding after sewing and prior to a book being cased-in or covered.

6.10.11

gluing-off

process of applying **adhesive** (6.5.27) to the **back** (6.8.07) of a **book block** (6.8.02) after **sewing** (6.10.02)

6.10.12

nipping

applying pressure to the **book block** (6.8.02) after **sewing** (6.10.02) and **gluing-off** (6.10.11) the **back** (6.8.07) to reduce swelling caused by the thread

6.10.13

notching

cutting grooves across the **back** (6.8.07) of the **book block** (6.8.02) prior to the application of **adhesive** (6.5.27) to produce an **adhesive binding** (6.9.08)

6.10.14

rounding and backing

shaping the **book block** (6.8.02) after trimming and before **lining** (6.8.08)

NOTE Rounding results in a convex spine and concave fore-edge and backing causes the sewn edges of the signatures to fan out, producing a hinge (6.8.21) for the cover boards to turn against after the volume is bound.

6.10.10

fr **préparation du corps du livre**, f

6.10.11

fr **coller**, verbe;
encoller, verbe

6.10.12

fr **mise en presse**, f

6.10.13

fr **encochage**, m

6.10.14

fr **arrondir**, verbe

7 Legal aspects of information and documentation

7.1 General terms

7.1.01

public records (2)

records (1) (1.1.3.11) and **archives (1)** (3.1.01) which are so designated in national legislation

cf. **public records (1)** (3.3.08)

7.1.02

inalienability

inviolability

principle that **public records (2)** (7.1.01) may not be transferred to anyone not entitled by law to their ownership

7.1.03

imprescriptibility

principle that **public records (2)** (7.1.01) remain permanently subject to **replevin** (4.1.2.34) because they are inalienable public property

7.1.01

fr **archives publiques (2)**, f, pl

7.1.02

fr **inaliénabilité**, f

7.1.03

fr **imprescriptibilité**, f

7.1.04**certification (1)**

act of attesting the official character of a **document** (1.2.02) or of a **copy (1)** (2.1.05) or **copy (2)** (2.1.06) thereof

cf. **certification (2)** (7.1.05)

7.1.05**certification (2)**

statement within a control process establishing the extent to which products and services meet prescribed requirements

cf. **certification (1)** (7.1.04)

7.1.06**certified copy**

copy (2) (2.1.06) attested by a competent authority

7.1.07**register**

document (1.2.02), usually a **volume** (2.4.01), in which **data** (1.1.4.01) are entered in a formal manner by a statutory authority

7.1.08**act**

document (1.2.02) formally embodying a decision of a legislative body or other public authority

7.1.09**cultural property law**

act (7.1.08) regulating the sale and export of privately owned **documents** (1.2.02) and other materials forming part of the national cultural heritage

7.1.10**official bulletin**

document (1.2.02) serving as the authoritative source for **information (2)** (1.1.3.09) of a legal nature

7.1.11**seal (1)**

piece of initially soft material impressed with a device and attached in some way to a **document** (1.2.02) to establish its authority

cf. **seal (2)** (7.1.12)

7.1.12**seal (2)**

device used to make a **seal (1)** (7.1.11)

cf. **seal (1)** (7.1.11)

7.1.04

fr **certification conforme**, f

7.1.05

fr **certification**, f

7.1.06

fr **copie officielle**, f

7.1.07

fr **registre**, m

7.1.08

fr **acte**, m

7.1.09

fr **loi de propriété culturelle**, f

7.1.10

fr **bulletin officiel**, m

7.1.11

fr **sceau**, m

7.1.12

fr **matrice de sceau**, f

7.1.13

bull (2)

round metal **seal (1)** (7.1.11) attached to a **document** (1.2.02) of great formality

cf. **bull (1)** (2.2.1.35)

7.1.14

stamp (2)

impressed mark or print indicating that an exact fee has been legitimately paid to an authority

cf. **stamp (1)** (2.2.1.36)

7.1.13

fr **bulle (2)**, f

7.1.14

fr **timbre taxe**, f

7.2 Literary, artistic and industrial property

7.2.1 General terms

7.2.1.01

intellectual work

content of a **document** (1.2.02) resulting from intellectual activity which makes it eligible for **copyright** (7.2.2.02) or for an **industrial property title** (7.2.3.1.02) because of its **originality** (7.2.1.05) or **novelty** (7.2.1.06).

7.2.1.01

fr **œuvre de l'esprit**, f

7.2.1.02

protection

legal guarantee of **author's rights** (7.2.2.01) or an **industrial property title** (7.2.3.1.02) given to an **intellectual work** (7.2.1.01)

7.2.1.02

fr **protection**, f

7.2.1.03

public domain

totality of **intellectual works** (7.2.1.01) which may be freely utilized as long as there is no infringement of **moral rights** (7.2.2.1.01)

7.2.1.03

fr **domaine public**, m

7.2.1.04

prior art

everything made available to the public by means of a written or oral **description (2)** (7.2.3.4.02), by use or in any other way before the **priority date** (7.2.3.3.09) of the **patent application** (7.2.3.3.02)

7.2.1.04

fr **priorité technique**, f

7.2.1.05

originality

inventive height

quality of an **intellectual work** (7.2.1.01) which is not immediately derivable from any other existing intellectual work or combination of other existing intellectual works

7.2.1.05

fr **originalité**, f

NOTE All original works are novel.

7.2.1.06

novelty

quality of an **intellectual work** (7.2.1.01) which distinguishes it from other existing intellectual works

7.2.1.06

fr **nouveauté**, f

NOTE Not all novel works are original.

7.2.1.07**novelty search**

search for **elements** (1.1.1.04) liable to affect the **novelty** (7.2.1.06) or **originality** (7.2.1.05) of an **invention** (7.2.1.08)

7.2.1.07

fr **recherche de nouveauté**, f

7.2.1.08**invention**

intellectual work (7.2.1.01) referring to an **object** (1.1.1.02), a device, a composition of matter or a process for the production thereof, having **patentability** (7.2.1.09) characteristics

7.2.1.08

fr **invention**, f

7.2.1.09**patentability**

ability of an **intellectual work** (7.2.1.01) in the field of **industrial property** (7.2.3.1.01) to satisfy the legal requirements for obtaining a **patent** (7.2.3.1.10)

7.2.1.09

fr **brevetabilité**, f

7.2.1.10**licence**

authorization granting the right to exploit, under specified conditions, an **intellectual work** (7.2.1.01)

7.2.1.10

fr **licence**, f

7.2.1.11**assignment**

transfer of an **author's right** (7.2.2.01), an inventor's right or an **industrial property title** (7.2.3.1.02) to another person or organization

7.2.1.11

fr **cession (1)**, f

7.2.1.12**pirated work**

piracy

reproduction, public performance or distant **communication** (1.1.3.01) of an **intellectual work** (7.2.1.01) or creation of a **secondary document** (1.2.03), in whole or in part by any means, in deliberate violation of the rights attaching to that intellectual work

7.2.1.12

fr **contrefaçon**, f

7.2.1.13**plagiarism**

presentation of an **intellectual work** (7.2.1.01) of another **author** (4.2.1.5.03), in whole or in part, as one's own either by borrowing or by imitation

7.2.1.13

fr **plagiat**, m

7.2.1.14**fair dealing**

fair use, US

free use of an **intellectual work** (7.2.1.01) in accordance with limits prescribed by legislation or permitted by convention

7.2.1.14

fr **usage loyal**, m

7.2.2 Author's rights**7.2.2.01****author's rights**, pl

all the rights conferred on the **author** (4.2.1.5.03) of an **intellectual work** (7.2.1.01)

7.2.2.01

fr **droits d'auteur**, m

7.2.2.02
copyright

exclusive right to exploit an **intellectual work** (7.2.1.01)

7.2.2.03
copyright notice

imprint (4.2.1.5.10) notice on an item indicating year and owner of **copyright** (7.2.2.02) in that item

EXAMPLE The sign ©.

7.2.2.04
neighbouring rights, pl

author's rights (7.2.2.01) conferred on contributors to a literary or artistic production

7.2.2.05
right of posthumous publication

author's right (7.2.2.01) of the owner of an **intellectual work** (7.2.1.01) which has remained unpublished on the death of the **author** (4.2.1.5.03)

7.2.2.06
right of translation

author's right (7.2.2.01) of the owner of an **intellectual work** (7.2.1.01) to permit its **translation** (1.1.2.25)

7.2.2.07
translation licence

non-exclusive right granted by the state to carry out a **translation** (1.1.2.25) into its national **language** (1.1.2.01) where, in the absence of such a translation after seven years from the date of original **publication** (2.1.11) of a written **intellectual work** (7.2.1.01), it has proved impossible to obtain permission of the owner of the **right of translation** (7.2.2.06)

7.2.2.08
exclusive rights, pl

author's right (7.2.2.01) to exclude others from the benefits stemming from an **intellectual work** (7.2.1.01)

7.2.2.1 Moral rights of authors

7.2.2.1.01
moral right

perpetual, inalienable and imprescriptible part of the **author's right** (7.2.2.01)

7.2.2.1.02
right to be identified

right of respect for the name
right of appellation

moral right (7.2.2.1.01) of an **author** (4.2.1.5.03) to sign his or her **intellectual work** (7.2.1.01) as he or she wishes and to be identified as the author whenever his or her work is quoted or performed

7.2.2.02
fr **copyright**, m

7.2.2.03
fr **notice de copyright**, f

7.2.2.04
fr **droits voisins**, m, pl

7.2.2.05
fr **droit de publication posthume**, m

7.2.2.06
fr **droit de traduction**, m

7.2.2.07
fr **licence de traduction**, f

7.2.2.08
fr **droit exclusif**, m

7.2.2.1.01
fr **droit moral**, m

7.2.2.1.02
fr **droit de respect du nom**, m

7.2.2.1.03**right to object to derogatory treatment**

right of respect for the work

moral right (7.2.2.1.01) protecting an **intellectual work** (7.2.1.01) against distortion or any other derogatory action**7.2.2.1.03**fr **droit au respect de l'œuvre**, m**7.2.2.1.04****right of disclosure****moral right** (7.2.2.1.01) of an **author** (4.2.1.5.03) to publish an **intellectual work** (7.2.1.01) or not**7.2.2.1.04**fr **droit de divulgation**, m**7.2.2.1.05****right of correction or withdrawal****moral right** (7.2.2.1.01) of the **author** (4.2.1.5.03) of an **intellectual work** (7.2.1.01) to destroy, to amend or to withdraw it from circulation at any time subject to payment of compensation to the **publisher** (1.3.14) where warranted**7.2.2.1.05**fr **droit de repentir ou de retrait**, m**7.2.2.2 Economic rights of authors****7.2.2.2.01****economic rights**, pl**author's rights** (7.2.2.01) which confer a monopoly of the exploitation of an **intellectual work** (7.2.1.01) for monetary profit**7.2.2.2.01**fr **droits patrimoniaux**, m, pl**7.2.2.2.02****right of public performance****economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to decide on public performance or distant **communication** (1.1.3.01) of an **intellectual work** (7.2.1.01)**7.2.2.2.02**fr **droit de représentation publique**, m**7.2.2.2.03****right of reproduction****economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to decide whether, and in which form, his **intellectual work** (7.2.1.01) may be reproduced**7.2.2.2.03**fr **droit de reproduction**, m**7.2.2.2.04****right of adaptation****economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to permit creation of a **secondary document** (1.2.03) of an **intellectual work** (7.2.1.01)**7.2.2.2.04**fr **droit d'adaptation**, m**7.2.2.2.05****right to royalties****economic right** (7.2.2.2.01) of the owner of the **author's rights** (7.2.2.01) to a share of the returns from the exploitation of his **intellectual work** (7.2.1.01), paid periodically**7.2.2.2.05**fr **droit aux redevances**, m

7.2.3 Industrial property rights

7.2.3.1 General terms

7.2.3.1.01

industrial property

ownership of an **invention** (7.2.1.08), **design** (7.2.3.1.08), **trade mark** (7.2.3.1.05), **service mark** (7.2.3.1.07) or trade **name** (1.1.2.13)

7.2.3.1.01

fr **propriété industrielle**, f

7.2.3.1.02

industrial property title

exclusive right to **industrial property** (7.2.3.1.01) applied for to, or granted or registered by, the competent **patent office** (7.2.3.1.11)

7.2.3.1.02

fr **titre de propriété industrielle**, m

7.2.3.1.03

utility model patent

limited **industrial property title** (7.2.3.1.02), usually granted for a fairly short period of time and under less stringent conditions of **protection** (7.2.1.02) than those for **patentability** (7.2.1.09)

7.2.3.1.03

fr **modèle d'utilité**, m

7.2.3.1.04

inventor's certificate

industrial property title (7.2.3.1.02) to an **invention** (7.2.1.08) granting **moral rights** (7.2.2.1.01) and a fair remuneration to its inventor but reserving the full **economic rights** (7.2.2.2.01)

7.2.3.1.04

fr **certificat d'inventeur**, m

7.2.3.1.05

trade mark

sign (1.1.3.02) or **symbol** (1.1.2.11) used to distinguish the products of an enterprise

7.2.3.1.05

fr **marque de fabrication ou de commerce**, f

7.2.3.1.06

registered trade mark notice

imprint notice on an item indicating ownership of a registered **trade mark** (7.2.3.1.05)

7.2.3.1.06

fr **notice d'enregistrement de marque de fabrique ou de commerce**, f

EXAMPLE The sign ® or ™, possibly followed by the year of registration.

7.2.3.1.07

service mark

sign (1.1.3.02) or **symbol** (1.1.2.11) used to distinguish the services of an enterprise

7.2.3.1.07

fr **marque de service**, f

NOTE A service mark is usually included in the concept of a trade mark.

7.2.3.1.08

design

aspects or **elements** (1.1.1.04) of the shape and configuration (internal or external) of the whole or part of an **object** (1.1.1.02)

7.2.3.1.08

fr **dessin**, m

7.2.3.1.09**design document**

record (2) (2.2.1.08) of a **design** (7.2.3.1.08)

NOTE It may be a drawing, a written document, a photograph, data stored in a computer or any other record.

7.2.3.1.09fr **document**

d'esquisse, m

7.2.3.1.10**patent**

patent of invention

exclusion patent

industrial property title (7.2.3.1.02) assigning **protection** (7.2.1.02) to an **invention** (7.2.1.08), **utility model patent** (7.2.3.1.03) or **design** (7.2.3.1.08) for a specified period of time

7.2.3.1.10

fr **brevet d'invention**, m

7.2.3.1.11**patent office**

governmental or inter-governmental authority charged with administering the **industrial property** (7.2.3.1.01) law of one or more countries, especially with registering, examining, granting and publishing **industrial property titles** (7.2.3.1.02)

7.2.3.1.11

fr **office de brevets**, m

7.2.3.2 Types of patents**7.2.3.2.01****main patent**

patent (7.2.3.1.10) on which one or more **patents of addition** (7.2.3.2.02) are dependent

7.2.3.2.01

fr **brevet principal**, m

7.2.3.2.02**patent of addition**

patent (7.2.3.1.10) which represents minor improvement or modification of an **invention** (7.2.1.08) which is the subject of another patent, generally on behalf of the same owner

7.2.3.2.02

fr **brevet d'addition**, m

7.2.3.2.03**improvement patent**

patent (7.2.3.1.10) which represents an improvement of an **invention** (7.2.1.08) and which requires the permission of the owner of the previous patent before it may be implemented

7.2.3.2.03

fr **brevet d'amélioration**, m

7.2.3.2.04**national patent**

patent (7.2.3.1.10) effective in one country only

7.2.3.2.04

fr **brevet national**, m

7.2.3.2.05**regional patent**

patent (7.2.3.1.10) effective in countries which have agreed to a common patent **system** (1.1.1.06)

7.2.3.2.05

fr **brevet régional**, m

7.2.3.2.06

petty patent

patent (7.2.3.1.10) accepted after a simplified **patent application** (7.2.3.3.02) procedure and with a shorter period of validity

7.2.3.2.06

fr **brevet provisoire**, m

7.2.3.3 Acquisition of industrial property titles

7.2.3.3.01

prior disclosure

publication (2.1.11) by the same **author** (4.2.1.5.03) and on the same subject which preceded the **priority date** (7.2.3.3.09) of a **patent application** (7.2.3.3.02)

7.2.3.3.01

fr **antériorité**, m

7.2.3.3.02

patent application

patent specification (7.2.3.4.04) and completed **form** (2.1.08) for obtaining a **patent** (7.2.3.1.10) submitted for **filing** (4.3.1.2.01) to the competent **patent office** (7.2.3.1.11)

7.2.3.3.02

fr **demande de brevet**, f

NOTE The term also covers the act of a patent application in a legal procedure.

7.2.3.3.03

divisional application

patent application (7.2.3.4.02) resulting from dividing an application into several parts because it covers more than one **invention** (7.2.1.08)

7.2.3.3.03

fr **demande divisionnaire**, f

7.2.3.3.04

union priority right

right assigning the same priority to a second application for **protection** (7.2.1.02) of **industrial property** (7.2.3.1.01) filed in one country, which is a part of the Paris Convention, as to the first application filed in another country

7.2.3.3.04

fr **priorité unioniste**, f

NOTE The Paris Convention (1883) and subsequent revisions warrant to all subjects of each Convention country, in all other Convention countries, the same protection and advantages as those granted to the nationals of those countries.

7.2.3.3.05

letters patent

patent abridgement (1) **document** (1.2.02) issued by a **patent office** (7.2.3.1.11) as evidence of an **industrial property title** (7.2.3.1.02)

7.2.3.3.05

fr **titre officiel**, m

NOTE In other contexts, letters patent is a wider term signifying a formal document under seal in favour of a specific grantee but addressed generally, so as to make known its contents.

cf. patent abridgement (2) (7.2.3.4.03)

7.2.3.3.06

patent register

register (7.1.07) of **data** (1.1.4.01) on **patent applications** (7.2.3.3.02) and **patents** (7.2.3.1.10), their validity and proprietorship

7.2.3.3.06

fr **registre des brevets**, m

7.2.3.3.07**reissue of a patent**

procedure for publishing a **patent** (7.2.3.1.10) for a second time, following a new examination on **request (2)** (5.1.11), to amend errors made with no deceptive intent which wholly or partly invalidate or render inoperative the **invention** (7.2.1.08)

7.2.3.3.08**re-examination of a patent**

procedure for reconsidering a granted **patent** (7.2.3.1.10) on the basis of pertinent **documents** (1.2.02) not considered during a previous examination

7.2.3.3.09**priority date**

date of first filing of a **patent application** (7.2.3.3.02), defining the starting date of the right of the **patent** (7.2.3.1.10)

7.2.3.3.07

fr **réédition d'un brevet**, f

7.2.3.3.08

fr **réexamen d'un brevet**, m

7.2.3.3.09

fr **date de priorité**, f

7.2.3.4 Parts of industrial property titles**7.2.3.4.01****claim**

statement of the technical characteristics of an **invention** (7.2.1.08) defining the extent of **protection** (7.2.1.02) demanded or obtained

7.2.3.4.02**description (2)**

full and clear account of an **invention** (7.2.1.08) indicating for **documentation** (1.2.01) purposes the object of the invention and the content of the **patent specification** (7.2.3.4.04)

cf. **description (1)** (4.2.1.1.01)

7.2.3.4.03**patent abstract**

patent abridgement (2)

brief **description (2)** (7.2.3.4.02) of an **invention** (7.2.1.08) indicating the object of the invention for **documentation** (1.2.01)

cf. patent abridgement (1) (7.2.3.3.05)

7.2.3.4.04**patent specification**

description (2) (7.2.3.4.02) and **claim** (7.2.3.4.01) relating to a **patent** (7.2.3.1.10)

NOTE A patent specification generally also contains figures and an abstract.

7.2.3.4.05**preamble**

first part of a **claim** (7.2.3.4.01), stating the field of the **invention** (7.2.1.08)

7.2.3.4.01

fr **revendication**, f

7.2.3.4.02

fr **description (2)**, f

7.2.3.4.03

fr **abrégé de brevet**, m

7.2.3.4.04

fr **spécification de brevet**, f

7.2.3.4.05

fr **préambule**, m

7.2.3.4.06

characterizing portion

second part of a **claim** (7.2.3.4.01) stating the scope of **protection** (7.2.1.02) demanded or obtained and specifically describing the parts of the **invention** (7.2.1.08) which possess the necessary **novelty** (7.2.1.06) or **originality** (7.2.1.05)

7.2.3.4.06

fr **partie caractérisante**, f

7.2.3.4.07

main claim

first **claim** (7.2.3.4.01) containing the broadest possible definition of the extent of **protection** (7.2.1.02)

7.2.3.4.07

fr **revendication principale**, f

7.2.3.4.08

independent claim

claim (7.2.3.4.01) different from the **main claim** (7.2.3.4.07) and referring to technical matters not contained in that claim

7.2.3.4.08

fr **revendication indépendante**, f

7.2.3.4.09

dependent claim

claim (7.2.3.4.01) relating to a previous claim and restricting and clarifying the scope of that previous claim

7.2.3.4.09

fr **revendication dépendante**, f

7.3 Privacy and access to information

7.3.1 General terms

7.3.1.01

data subject

individual about whom **personal data** (7.3.2.01) are recorded

7.3.1.01

fr **personne fichée**, f

7.3.1.02

data holder

person or organization authorized to record and use **data** (1.1.4.01)

7.3.1.02

fr **titulaire de données**, m

7.3.1.03

data handler

person authorized to operate on **data** (1.1.4.01)

7.3.1.03

fr **manipulateur des données**, m

7.3.1.04

third party

any person or organization other than the **data subject** (7.3.1.01) or the **data user** (7.3.1.05)

7.3.1.04

fr **tiers**, m

7.3.1.05

data user

person or organization authorized to exploit **data** (1.1.4.01)

7.3.1.05

fr **utilisateur des données**, m

7.3.1.06

register of data files

directory of data files

listing of **data** (1.1.4.01) **collections** (1) (2.2.1.05), their contents and purposes

7.3.1.06

fr **registre des fichiers de données**, m