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Information and documentation — Foundation and vocabulary

Information et documentation — Fondations et vocabulaire

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Foreword

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

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

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

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

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

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

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

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

0 Introduction

0.1 General

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

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

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

0.2 Main contents of this document

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

- abstract general concepts for the nature of information, of systems building, of identifying concept systems, and of the basic communication features of language (thus also keeping the bridge to information science, and to other sciences relevant for documentation);
- a basic stock of vocabulary required and demanded to understand, analyse, and apply main documentation *operations* (to represent concept systems, for indexing, cataloguing, classifying);
- the required consideration of the storage and *preservation* of documents and of documentation results, and some *legal aspects* of documentation;

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

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

0.3 Functions of this document

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

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

- to be a quick one-stop shop, a reference pool showing a comprehensive overview of the entirety of the terminology (terms) and its individual pieces in the field, also for ISO/TC 46 and its field of work;
- to provide an interrelated conceptual overview, based on the underlying elaborate concept system, of the field of information and documentation as a whole, thus creating a summary of main terminology of the field, for the use of ISO/TC 46, related Committees and the entire information community;
- to facilitate international communication both between countries and within international organizations, on all matters within the scope of this document; and so, at the same time (both national and international) between the individual professions and disciplines involved in the documentation field;
- to be at hand as a reference tool for questions as to individual items in the field and for ensuring the correct understanding of individual terms as they may be used in different places;
- to act, as a nucleus of validated terminology, as a reference point and for the establishing of national language versions (translations) of this terminology; so it would assist both in the exact understanding/interpretation of certain technical terms and in their translation and exchange between different languages;
- to provide, as much as is in its scope, solid foundational assistance in the *teaching* of “documentation”;

- to serve as a stock of precisely defined items (concepts) that are at hand when *data elements* for all sorts of information and documentation data exchange systems and networks are to be defined, agreed and machine-implemented;
- to serve as a vocabulary pool for *indexing, abstracting and cataloguing* services covering, and active in, the field of documentation;
- to serve as the source and starting point for creating *metadata*, also keeping in mind the developments of linked data;
- to provide a pool, as a starting and reference point, for further and proper *formalization* of concepts into directly applicable IT-conforming entities;
- to as well provide necessary material for future establishing of *ontologies* of parts of the documentation field or of the whole field, for more elaborate operation of automated IT processes;
- to maintain the connection to all *classification* systems that undertake, for any purpose, to classify and to order the field of documentation; through its own richly cross-referenced structure, to serve as a first collection for the possible building of one or more *thesauri* of the field;
- to assist further study and *scientific exploration* of the field, and the sciences, of information and documentation.

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

0.4 A coherent terminology

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

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

0.5 Organization of entries

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

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

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

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

[STANDARDSISO.COM](https://standardsiso.com) : Click to view the full PDF of ISO 5127:2017

Information and documentation — Foundation and vocabulary

1 Scope

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

2 Normative references

There are no normative references in this document.

3 Terms and definitions

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

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

- ISO Online browsing platform: available at <http://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

3.1 Basic and framework concepts

3.1.1 Basic concepts

3.1.1.01

object

anything perceivable or conceivable

Note 1 to entry: *Objects* may be material (e.g. an engine, a sheet of paper, a diamond), immaterial (e.g. conversion ratio, a project plan) or imagined (e.g. a unicorn).

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

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

3.1.1.02

concept

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

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

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

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

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

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

3.1.1.03

property

distinguishing feature of a *material object* (3.1.1.60)

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

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

3.1.1.04

characteristic

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

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

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

3.1.1.05

essential characteristic

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

3.1.1.06

media format

way an *information* (3.1.1.16) *object* (3.1.1.01) is presented

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

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

3.1.1.07

in situ

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

3.1.1.08

ex situ

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

3.1.1.09

set

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

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

3.1.1.10**element**

object (3.1.1.01) constituting part of a set (3.1.1.09)

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

3.1.1.11**string**

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

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

3.1.1.12**relationship**

relation

intellectual connection between two or more *elements (3.1.1.10)*

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

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

3.1.1.13**system**

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

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

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

3.1.1.14**order**

mathematical *relationship (3.1.1.12)* among values

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

3.1.1.15**data, pl**

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

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

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

3.1.1.16**information**

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

[SOURCE: ISO 22320:2011, definition 3.9]

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

3.1.1.17

knowledge

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

3.1.1.18

itemized knowledge

single item of *knowledge* (3.1.1.17)

3.1.1.19

knowledge entirety

universe of knowledge

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

3.1.1.20

collective knowledge

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

3.1.1.21

individual knowledge

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

3.1.1.22

subjective knowledge

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

3.1.1.23

objective knowledge (1)

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

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

3.1.1.24

objective knowledge (2)

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

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

3.1.1.25

technical/scientific knowledge

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

3.1.1.26**world knowledge**

commonsense knowledge

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

3.1.1.27**empirical knowledge**

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

3.1.1.28**theoretical knowledge**

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

3.1.1.29**traditional knowledge**

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

3.1.1.30**explicit knowledge**

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

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

3.1.1.31**implicit knowledge**

knowledge (3.1.1.17) that is implied rather than expressly stated

3.1.1.32**tacit knowledge**

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

3.1.1.33**perception**

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

3.1.1.34**imagination**

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

3.1.1.35**reasoning**

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

3.1.1.36

mental representation (1)

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

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

3.1.1.37

mental representation (2)

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

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

3.1.1.38

document

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

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

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

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

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

3.1.1.39

data medium

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

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

3.1.1.40

carrier

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

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

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

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

3.1.1.41**information need**

objective information need

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

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

3.1.1.42**information demand**

subjective information need

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

3.1.1.43**asset**

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

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

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

3.1.1.44**information resource**

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

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

3.1.1.45**intellectual work**

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

3.1.1.46**invention**

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

3.1.1.47**digitization (1)**

<conversion process> process of converting analogue materials into digital form

[SOURCE: ISO 2789:2013, definition 2.3.15]

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

3.1.1.48**digitization (2)**

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

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

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

3.1.1.49

information overflow

information overload

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

3.1.1.50

evidence

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

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

3.1.1.51

authentication

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

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

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

3.1.1.52

certification (1)

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

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

3.1.1.53

certification (2)

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

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

3.1.1.54

pitch

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

3.1.1.55

organization

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

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

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

3.1.1.56**memory organization**

cultural heritage institution

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

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

3.1.1.57**corporate body**

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

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

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

3.1.1.58**custody**

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

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

3.1.1.59**service**

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

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

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

3.1.1.60**material object**

physical object

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

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

3.1.1.61**conceptual object**

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

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

3.1.1.62**formal order**

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

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

3.1.1.63

canonical order

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

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

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

3.1.1.64

chronological order

order (3.1.1.14) along the sequence of dates in time

3.1.1.65

classified order

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

3.1.1.66

nothing-before-something alphabetization

word-by-word arrangement

character (3.1.4.02) filing (2) <sorting of characters> (3.9.2.02) in which the space character has a filing value, too, so that in the alphabetic sequence each *word (1) <orthographic word> (3.1.5.18)* for filing (2) <sorting of characters> is considered as a separate *entity (3.1.13.27)*

3.1.1.67

all-through alphabetization

letter-by-letter arrangement

something-before-nothing order

character (3.1.4.02) filing (2) <sorting of characters> (3.9.2.02) in which the space character is ignored so that all *text (3.2.1.05)* characters in the entity to be filed are filed consecutively as one text string, as if they were one *word (1) <orthographic word>*

3.1.1.68

lexicographic order

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

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

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

3.1.1.69

archival jurisdiction

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

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

3.1.2 Framework concepts

3.1.2.01

hybrid system

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

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

3.1.2.02

interoperability

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

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

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

3.1.2.03

ontology

formal, explicit specification of a shared conceptualization

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

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

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

3.1.2.04

concept system

system of concepts

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

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

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

3.1.2.05

context

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

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

3.1.2.06

media disruption

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

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

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

3.1.2.07

subject field

field of special *knowledge* (3.1.1.17)

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

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

3.1.2.08

domain

distinct area of human *knowledge* (3.1.1.17)

3.1.2.09

knowledge network

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

3.1.2.10

mapping a knowledge domain

knowledge mapping

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

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

3.1.2.11

information architecture

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

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

3.1.2.12

information visualization

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

3.1.2.13

information ecology

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

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

3.1.2.14

information commons

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

3.1.2.15

general concept

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

EXAMPLES “planet”; “tower”.

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

3.1.2.16

individual concept

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

EXAMPLE Eiffel tower.

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

3.1.2.17

number

concept (3.1.1.02) of a single quantity

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

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

3.1.2.18

superordinate concept

broader concept

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

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

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

3.1.2.19

subordinate concept

narrower concept

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

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

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

3.1.2.20

generic concept

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

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

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

3.1.2.21

specific concept

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

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

3.1.2.22

partitive concept

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

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

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

3.1.2.23

coordinate concept

related concept

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

3.1.2.24

intension

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

3.1.2.25

extension

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

3.1.2.26

logistics

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

3.1.2.27

lifecycle of a resource

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

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

[SOURCE: ISO 15836:2009, definition 3.1.2]

3.1.2.28**destruction**

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

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

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

3.1.2.29**non-destructive investigation**

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

[SOURCE: ISO 28258:2013, definition 3.18]

3.1.3 Evaluation and statistics**3.1.3.01****quality**

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

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

3.1.3.02**evaluation**

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

[SOURCE: ISO 11620:2014, definition 3.19]

3.1.3.03**effectiveness**

measure of the degree to which given objectives are achieved

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

[SOURCE: ISO 11620:2014, definition 3.15]

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

3.1.3.04**efficiency**

measure of the utilization of resources to realize a given objective

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

[SOURCE: ISO 11620:2014, definition 3.16]

3.1.3.05

social impact

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

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

3.1.3.06

library impact

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

[SOURCE: ISO 16439:2014, definition 3.25]

3.1.3.07

bibliometrics

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

3.1.3.08

infometrics

mathematical and statistical methods applied to *communication* (3.1.8.04) of the *use of information* (3.1.1.2.01)

3.1.3.09

webmetrics

cybermetrics

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

3.1.4 Signs, characters and symbols

3.1.4.01

sign

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

3.1.4.02

character

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

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

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

3.1.4.03

grapheme

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

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

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

3.1.4.04

graphic character

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

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

3.1.4.05

numeral

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

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

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

3.1.4.06

digit

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

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

3.1.4.07

letter (1)

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

[SOURCE: ISO 7372:2005, definition 1.3.13]

Note 1 to entry: See also *letter (2)* (3.1.4.08).

3.1.4.08

diacritic

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

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

3.1.4.09

digraph

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

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

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

3.1.4.10

tetragraph

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

3.1.4.11

note (2)

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

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

3.1.4.12

blank character

space character

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

3.1.4.13

filing character

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

[SOURCE: ISO 7154:1983, definition 3.8]

3.1.4.14

control character

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

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

3.1.4.15

check character

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

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

3.1.4.16

notation (1)

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

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

3.1.4.17

symbol

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

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

3.1.4.18

nomenclature (1)

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

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

3.1.4.19**logogram**

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

3.1.4.20**trademark**

trade mark

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

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

3.1.4.21**service mark**

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

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

3.1.5 Language and terminology**3.1.5.01****language**

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

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

3.1.5.02**natural language**

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

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

3.1.5.03**spoken language**

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

3.1.5.04**written language**

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

3.1.5.05**special language**

language for special purposes

LSP

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

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

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

3.1.5.06

lexical language

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

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

3.1.5.07

graphical language

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

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

3.1.5.08

artificial language

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

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

3.1.5.09

metalanguage

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

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

3.1.5.10

morpheme

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

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

3.1.5.11

phoneme

smallest phonetic unit in a *language (3.1.5.01)*

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

3.1.5.12

morphology

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

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

3.1.5.13

phonology

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

3.1.5.14

syllabary

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

3.1.5.15

syllabogram

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

3.1.5.16

alphabet

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

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

3.1.5.17

hypertext

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

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

3.1.5.18

orthographic word

word (1)

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

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

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

3.1.5.19

computer word

machine word

word (2)

character string (3.1.12.18) that is considered as a unit for a given purpose

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

3.1.5.20

base form

reference form

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

EXAMPLE Bind: bind, bound, binds, binding.

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

3.1.5.21

lemma

lemmatized form

canonical form

conventional form chosen to represent a *lexeme* (3.1.5.22)

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

[SOURCE: ISO 24613:2008, definition 3.24]

3.1.5.22

lexeme

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

[SOURCE: ISO 24613:2008, definition 3.25]

3.1.5.23

part of speech

lexical category

word class

category (3.8.5.13) assigned to a *lexeme* (3.1.5.22) based on its grammatical properties

[SOURCE: ISO 24613:2008, definition 3.37]

3.1.5.24

designation

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

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

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

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

3.1.5.25

term

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

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

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

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

3.1.5.26

neologism

neoterm

new *term* (3.1.5.25) coined

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

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

3.1.5.27

terminological phrase

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

EXAMPLE Book a flight; commit an infringement.

3.1.5.28

name

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

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

3.1.5.29

endonym

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

3.1.5.30

exonym

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

3.1.5.31

toponym

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

3.1.5.32

choronym

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

3.1.5.33

oronym

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

EXAMPLES Mountains; mountain peaks; valleys.

3.1.5.34

drymonym

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

EXAMPLES Fields; meadows; parks.

3.1.5.35

oikonym

toponym (3.1.5.31) designating human settlements

3.1.5.36

oikodonym

name (3.1.5.28) of a structure erected by man

3.1.5.37

dromonym

hodonym

name (3.1.5.28) of a pathway / travelway

3.1.5.38

prodonym

dromonym (3.1.5.37) of a street

3.1.5.39

astrotoponym

toponym (3.1.5.31) of an extraterrestrial topographic object (3.1.1.01)

3.1.5.40

demonym

name (3.1.5.28) for the residents of a locality

3.1.5.41

hydronym

name (3.1.5.28) of a body of water

3.1.5.42

glossonym

name (3.1.5.28) of a natural language (3.1.5.02)

3.1.5.43

anthroponym

personal name

name (3.1.5.28) of a human being

3.1.5.44

misnomer

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

3.1.5.45

pseudonym

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

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

3.1.5.46

domain name

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

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

Note 1 to entry: See also “internet domain” (3.1.9.08).

3.1.5.47

abbreviation

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

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

3.1.5.48

clipping

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

3.1.5.49

contraction

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

EXAMPLE “don’t” for “do not”.

3.1.5.50

blend

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

EXAMPLE “brunch” for “breakfast and lunch”.

3.1.5.51

initialism

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

EXAMPLE “BL” (for “British Library”).

3.1.5.52

acronym

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

EXAMPLE UNESCO.

3.1.5.53

terminology (1)

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

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

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

3.1.5.54

nomenclature (2)

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

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

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

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

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

3.1.5.55

synonym

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

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

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

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

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

3.1.5.56

quasi-synonym

near-synonym

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

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

3.1.5.57

homograph

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

EXAMPLE

In English:

The word “bank” could refer to a financial institution or the side of a river.

In French:

The word “avocat” could refer to a lawyer or to a fruit.

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

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

3.1.5.58

homophony

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

3.1.5.59

definition

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

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

3.1.5.60

formal definition

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

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

3.1.5.61

intensional definition

connotative definition

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

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

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

3.1.5.62

extensional definition

denotative definition

enumerative definition

description of a concept (3.1.1.02) by enumerating all of its subordinate concepts (3.1.2.19) under one criterion of subdivision

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

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

3.1.6 Writing systems and transcription

3.1.6.01

writing system

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

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

3.1.6.02

script

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

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

3.1.6.03

script direction

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

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

3.1.6.04

glyph

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

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

3.1.6.05

font

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

EXAMPLE Courier; Bold; Oblique.

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

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

3.1.6.06

tactile alphabet

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

3.1.6.07

handwriting

cursive writing

long hand

script (3.1.6.02) as executed by a human's hand

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

3.1.6.08

block letters

printing (2)

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

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

3.1.6.09 transcription system

transcription (1)

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

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

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

3.1.6.10 transcription (2)

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

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

3.1.6.11 transliteration

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

[SOURCE: ISO 7098:2015, 3.2]

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

3.1.6.12 transliteration key

conversion table

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

3.1.6.13 script conversion

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

3.1.6.14 romanization

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

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

3.1.6.15

translation (1)

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

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

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

3.1.6.16

notated music

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

[SOURCE: ISO 10957:2009, definition 3.5]

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

3.1.6.17

alphabetic language

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

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

[SOURCE: ISO 5776:2016, definition 2.1]

3.1.6.18

logographic language

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

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

[SOURCE: ISO 5776:2016, definition 2.9]

3.1.7 Types of relations

3.1.7.01

semantic relation

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

3.1.7.02

synonymy

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

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

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

3.1.7.03**polysemy**

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

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

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

3.1.7.04**homonymy**

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

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

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

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

3.1.7.05**generic relation**

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

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

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

3.1.7.06**partitive relation**

part-whole relation

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

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

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

3.1.7.07**equivalence relationship**

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

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

3.1.7.08**associative relationship**

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

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

3.1.7.09

instance relationship

instantive relationship

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

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

3.1.7.10

formal relation

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

3.1.7.11

analytic relation

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

3.1.7.12

hierarchical relation

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

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

3.1.7.13

synthetic relation

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

3.1.7.14

phase relation

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

3.1.7.15

intrafacet relation

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

3.1.7.16

interfacet relation

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

3.1.7.17

sequential relation

associative relationship (3.1.7.08) based on spatial or temporal proximity

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

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

3.1.8 Communication and information

3.1.8.01

signal

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

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

3.1.8.02

message

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

3.1.8.03

meaning

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

3.1.8.04

communication

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

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

Note 1 to entry: See also “*information dissemination*” (3.2.1.34)

3.1.8.05

communication theory

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

3.1.8.06

communication system

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

3.1.8.07

human communication

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

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

3.1.8.08

machine communication

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

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

3.1.8.09

indirect communication

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

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

3.1.8.10

point-to-point communication

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

3.1.8.11

point-to-multipoint communication

technology-assisted *communication (3.1.8.04)* between more than two endpoints

3.1.8.12

auditive communication

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

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

3.1.8.13

oral communication

verbal communication

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

3.1.8.14

written communication

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

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

3.1.8.15

pictorial communication

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

3.1.8.16

mass communication

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

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

3.1.8.17

face-to-face communication

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

3.1.8.18**personal communication**

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

3.1.8.19**private communication**

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

3.1.8.20**everyday communication**

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

3.1.8.21**specialized communication**

professional communication

technical communication

expert communication

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

3.1.8.22**occupational communication**

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

3.1.8.23**special interest communication**

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

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

3.1.8.24**scientific communication**

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

3.1.8.25**information system**

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

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

3.1.8.26

recorded information

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

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

3.1.8.27

publication

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

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

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

3.1.8.28

electronic publication

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

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

3.1.8.29

print on demand publication

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

[SOURCE: ISO 2108:2005, definition 3.08]

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

3.1.8.30

telecommunication

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

3.1.8.31

telecommunication channel

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

3.1.8.32**emission**

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

3.1.8.33**radio channel**

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

3.1.8.34**TV channel**

television channel

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

3.1.8.35**geographical information system****GIS**

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

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

3.1.8.36**management information system****MIS**

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

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

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

3.1.9 Digital communication**3.1.9.01****internet**

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

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

3.1.9.02**visible web**

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

3.1.9.03**deep web**

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

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

3.1.9.04

Web 1.0

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

3.1.9.05

Web 2.0

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

3.1.9.06

semantic web

Web 3.0

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

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

3.1.9.07

Web 4.0

internet of things

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

3.1.9.08

internet domain

web domain

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

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

3.1.9.09

internet portal

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

3.1.9.10

internet platform

web page (3.3.3.25) on which a number of *internet (3.1.9.01)* *content providers (3.2.3.22)* are exhibiting their content and which thus assembles *information (3.1.1.16)* on one or more subjects assumed of interest for user searches

3.1.9.11

social network

network on the *internet (3.1.9.01)* that allows internet users to *communicate (3.1.8.04)* among each other and to share *information (3.1.1.16)*

Note 1 to entry: See also *social network service (3.11.5.06)* and “*publication (3.1.8.27)*”.

3.1.9.12

host

in a computer network, a computer which provides *information resources (3.1.1.44)* or *services (3.1.1.59)* or on which applications operate, *accessed (3.11.1.01)* by *remote use (3.11.4.02)*

Note 1 to entry: See also ISO 2382:2015, definition 2120550.

3.1.9.13

protocol

set (3.1.1.09) of instructions that govern the exchange of digital *messages (3.1.8.02)*

Note 1 to entry: See also ISO 15740:2013, definition 3.31.

3.1.9.14

electronic mail (1)

e-mail (1)

<document> *document(s) (3.1.1.38)* forming correspondence in the form of *messages (3.1.8.02)* transmitted over a computer network

[SOURCE: ISO/IEC 2382:2015, definition 2121398, modified]

Note 1 to entry: See also *electronic mail (2) < service > (3.1.9.15)*; *letter (2) < document > (3.4.7.42)*.

3.1.9.15

electronic mail (2)

e-mail (2)

<service> *electronic service (3.1.1.59)* to compose, *store (3.9.1.01)*, *retrieve (3.10.1.01)*, and transmit *messages (3.1.8.02)* among subscribers

Note 1 to entry: See also *electronic mail (1) < document > (3.1.9.14)*.

3.1.9.16

markup language

artificial language (3.1.5.08) in the form of a *coding (3.1.11.04)* *system (3.1.1.13)* permitting *identification (3.2.1.26)* of the *properties (3.1.1.03)* of the various *elements (3.1.1.10)* of a machine-readable *text (3.2.1.05)*

Note 1 to entry: See also *markup (3.8.3.29)*; ISO 25964-1:2011, definition 2.32; and ISO 2382:2015, definition 2120550.

3.1.9.17

Standard Generalized Markup Language

SGML

markup language (3.1.9.16) for document (3.1.1.38) representation that formalizes markup (3.8.3.29) and frees it of system (3.1.1.13) and processing dependencies

[SOURCE: ISO 8879:1986, definition 4.305]

3.1.9.18

Hypertext Markup Language

HTML

Standard Generalized Markup Language (3.1.9.17) application permitting linking of documents (3.1.1.38) through selected access points (3.7.2.14)

Note 1 to entry: *HTML* is a subset of *SGML* (3.1.9.17). See also ISO/TR 14873:2013, definition 2.22.

3.1.9.19

Extensible Markup Language

XML

markup language (3.1.9.16) that encodes information (3.1.1.16) in a way that is machine-processable as well as human-readable

3.1.9.20

URI

Universal Resource Identifier

compact sequence of characters (3.1.4.02) that identifies an abstract or physical resource

[SOURCE: ISO/IEC 12785-1:2009, definition 3.23]

Note 1 to entry: See also ISO 24619:2011, definition 3.2.2; ISO/TR 14873:2013, definition 2.49.

3.1.9.21

URL

Universal Resource Locator

mechanism for identifying resources on the internet (3.1.9.01) [such as webpages (3.3.3.25)] by specifying the address of the resource and the access protocol (3.1.9.13) used

[SOURCE: ISO 28258:2013, definition 3.34]

Note 1 to entry: See also *title* (3.4.7.01); ISO/TR 14873:2013, definition 2.50.

3.1.9.22

URN

Uniform Resource Name

persistent, location-independent, resource identifier (3.1.12.19) used for recognition of, and access (3.11.1.01) to, characteristics (3.1.1.04) of the resource or the resource itself

3.1.9.23

HTTP

Hypertext Transfer Protocol

client/server communication (3.1.8.04) protocol (3.1.9.13) used to transfer information (3.1.1.16) on the World Wide Web (3.1.9.01)

[SOURCE ISO/TR 14873:2013, definition 2.23]

3.1.10 Types of data

3.1.10.01

intrinsic data

data (3.1.1.15) which can be read off a *material object (3.1.1.60)* or *document (3.1.1.38)* directly through its physical presence

Note 1 to entry: See also *intrinsic value (3.3.1.08)*.

3.1.10.02

extrinsic data

data (3.1.1.15) about a *material object (3.1.1.60)* or *document (3.1.1.38)* which cannot be obtained directly from it but only from the *communication (3.1.8.04)* about it

3.1.10.03

linked data

data (3.1.1.15) which make connections among data available

Note 1 to entry: *Linked data* allows easy data access (3.11.1.01).

EXAMPLE A typical case of a large Linked Dataset is DBpedia (<http://dbpedia.org/>), which, essentially, makes the content of Wikipedia available in RDF.

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

3.1.10.04

raw data

data (3.1.1.15) in its originally acquired, direct form from its source before subsequent processing

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

3.1.10.05

processed data

data (3.1.1.15) which have been transformed from *raw data (3.1.10.04)* or from an earlier data stage into a more refined stage by *data cleaning (3.1.11.21)*, *sorting (3.10.3.04)*, *linking (3.1.12.30)*, verifying and similar operations

3.1.10.06

master data

standing data

data (3.1.1.15) that represent content features of their data *objects (3.1.1.01)* which are the lasting base for certain recurrent processes, can be repeatedly used in a variety of operations and so remain stable for a longer time

Note 1 to entry: See also ISO/IEC 25024:2015, definition 4.25; ISO 22745-2:2010, definition 14.9.

3.1.10.07

dynamic data

data (3.1.1.15) the content of which is changing frequently and at asynchronous moments

Note 1 to entry: *Dynamic data* can have various flavours. It can be data streams that are generated by sensors when it is unpredictable when data segments will appear in time, i.e. data streams have gaps. It also can be data streams that are generated by humans in crowd sourcing scenarios where it is not clear when which cell in a database will be filled.

[SOURCE: Peter Wittenburg Draft Document on Core Vocabulary. http://smw-rda.esc.rzg.mpg.de/index.php/Dynamic_Data]

3.1.10.08

mass data

great quantities of *data* (3.1.1.15) as the result of usually automatic measuring or collecting methods having been applied

3.1.10.09

big data

extensive datasets/collections (3.6.1.04)/linked data (3.1.10.03) primarily characterized (3.1.1.04) by big volume (3.3.5.2.37), extensive variety, high velocity (creation and use), and/or variability that together require a scalable architecture for efficient data storage (1) <placement> (3.9.1.01), manipulation, and analysis

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

3.1.10.10

research data

data (3.1.1.15) collected, observed, or created, for purposes of *data analysis* (3.1.11.18) to produce original research information (3.1.1.16) and results

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

3.1.10.11

science data

data (3.1.1.15) as the basis or the outcome of endeavours of science

3.1.10.12

geodata

data (3.1.1.15) describing geographical entities (3.1.13.27), their names (3.1.5.28), relative positions, and other features

3.1.10.13

open data

data (3.1.1.15) available (3.1.11.03)/visible to others and that can be freely used, re-used, re-published (3.3.4.01) and redistributed by anyone

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

3.1.10.14

personal data

personally identifiable information

PII

data (3.1.1.15) relating to an identified or identifiable individual

Note 1 to entry: In some countries, “personal” includes a certain period of protection before birth and after death (post-mortem regulation). It may apply to both individuals and *organizations* (3.1.1.55).

Note 2 to entry: See also “*data subject*” (3.13.4.01).

3.1.10.15

anonymized data

personal data (3.1.10.13) modified in such a way that direct reference to *data subjects* (3.13.4.01) is eliminated

3.1.10.16

sensitive data

data (3.1.1.15) with potentially harmful effects in the event of *disclosure* (3.13.5.03) or misuse

3.1.10.17

classified data

data (3.1.1.15) to which *access* (3.11.1.01) is restricted by administrative means varying according to the degree of *data protection* (3.13.5.01) or *information* (3.1.1.16) protection sought

3.1.10.18

confidential data

data (3.1.1.15) to which only a limited number of persons have *access* (3.11.1.01) and which are meant for restricted use

Note 1 to entry: See also “*confidentiality*” (ISO 20252:2012, definition 2.14).

3.1.10.19

reference data

domain (3.1.2.09) and community *standardized* (3.4.7.78) *data* (3.1.1.15) *objects* (3.1.1.01) that define the *set* (3.1.1.09) of permissible values to be used to populate other *data objects*

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

3.1.10.20

registered data

data (3.1.1.15) that has gone through a *registration* (3.2.1.27) process and as part of this has an *identifier* (3.1.12.19) and usually *metadata* (3.1.10.26.01) to aid in its *search and retrieval* (3.10.2.01)

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

Note 1 to entry: See also *data registration* (3.1.10.25).

3.1.10.21

real-time data

data (3.1.1.15) being received, processed and *stored* (3.9.1.01) at the time of its occurrence with only small delays

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

3.1.10.22

active data

data (3.1.1.15) that denotes virtual units of *data objects (3.1.1.01)* which are created dynamically by executable code

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

3.1.10.23

referable data

data (3.1.1.15) (digital or not) that is persistently *stored (3.9.1.01)* and which is referred to by a persistent *identifier (3.1.12.19)*

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

3.1.10.24

citable data

referable data (3.1.10.23) that has undergone *registration (3.2.1.27)* and *quality (3.1.3.01)* assessment and can be referred to as *citations (3.5.8.16)* in *publications (3.1.8.27)* and as part of *research objects (3.1.1.01)*

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

3.1.10.25

digital data

data (3.1.1.15) in the form of a structured sequence of bits/bytes that represents *information (3.1.1.16)* content

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

3.1.10.1 Types of metadata

3.1.10.26.01

metadata

data (3.1.1.15) about other data, *documents (3.1.1.38)*, or *records (2) <set of data> (3.1.13.22)* that describes their content, *context (3.1.2.05)*, structure, *data format (3.1.13.12)*, *provenance (3.6.2.1.09)*, and/or rights attached to them

Note 1 to entry: See also ISO/TR 14873:2013, definition 2.29.

3.1.10.26.02

administrative metadata

metadata (3.1.10.26.01) about the maintenance and housekeeping for digital *data (3.1.1.15)* or digital *documents (3.1.1.38)*, including *records (2) <set of data> (3.1.13.22)*

Note 1 to entry: See also ISO/TR 14873:2013, definition 2.3.

3.1.10.26.03

content metadata

metadata (3.1.10.26.01) about the specific contents recorded in a digital *document (3.1.1.38)*, including a *record (2) <set of data> (3.1.13.22)*

3.1.10.26.04

technical metadata

metadata (3.1.10.26.01) covering the technical requirements and preconditions for processing a digital document (3.1.1.38), including a *record (2) <set of data> (3.1.13.22)*

3.1.10.26.05

Dublin Core metadata

DC

set (3.1.1.09) of 15 basic *metadata (3.1.10.26.01)* elements (3.1.1.10) and associated attributes for resource description (3.2.1.28) in cross-disciplinary environments

Note 1 to entry: *DC* is specified in the International Standard ISO 15836.

3.1.10.26.06

topical metadata

metadata (3.1.10.26.01) that describes the *topic (3.2.1.17)* or *aboutness (3.2.1.19)* of an *information (3.1.1.16)/data (3.1.1.15) object (3.1.1.01)*

Note 1 to entry: To make sense to an agent or systems, *topical metadata* may include a variety of vocabularies for describing, subjects, topics, categories, etc.

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

3.1.10.26.07

system metadata

metadata (3.1.10.26.01) representing digital *entity (3.1.13.27)* properties (3.1.1.03) that are generated by the *data (3.1.1.15) management system (3.1.1.13)*

EXAMPLE Creation time: A data management system records when a digital entity was created; Owner: A data management system records the owner of a digital entity; Data retention period: A data management system may record the length of time a digital entity will be retained.

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

3.1.10.26.08

descriptive metadata

metadata (3.1.10.26.01) that describes a resource for purposes like discovery and *identification (3.2.1.26)*, such as *creator (3.7.1.06)*, *title (3.7.4.01)*, and subject

Note 1 to entry: *descriptive metadata* is created by a process, usually from users of describing and naming data.

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

Note 2 to entry: See also “*cataloguing*” (3.2.1.29); and ISO/TR 14873:2013, definition 2.17.

3.1.10.26.09

structural metadata

metadata (3.1.10.26.01) that indicates how compound *objects (3.1.1.01)* are put together

Note 1 to entry: *structural metadata* also refers to the underlying structural metadata of digital objects that tells computers how to assemble them.

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

Note 2 to entry: See also ISO/TR 14873:2013, definition 2.46.

3.1.10.26.10

provenance metadata

metadata (3.1.10.26.01) that indicates the *relationship (3.1.1.12)* between two *versions (3.4.1.04)* of data *objects (3.1.1.01)* and is generated whenever a new *version* of a dataset is created

Note 1 to entry: Provenance metadata are designed to allow queries over the relationship between versions, and includes either or both fine-grained and coarse-grained provenance data. Different applications may store different provenance data.

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

Note 2 to entry: See also “*provenance*” (3.6.2.1.09).

3.1.10.26.11

contextual metadata

metadata (3.1.10.26.01) needed for interpreting the relevance of *data (3.1.1.15)* such as *files (1) <set of records> (3.1.12.02)* in a *collection (2) <gathering> (3.6.1.05)*

Note 1 to entry: The context includes provenance information (3.1.10.26.10) (identifying the source of the data), descriptive metadata (defining the attributes of the data), structural data (defining data formats).

Note 2 to entry: Some such metadata may be extracted from associated documents or mined from headers within the data.

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

3.1.10.26.12

authenticity metadata

metadata (3.1.10.26.01) that conveys *information (3.1.1.16)* needed to *link (3.1.12.30)* a data *object (3.1.1.01)* to its original source

Note 1 to entry: Authenticity is provided by appropriate metadata, within an archive and digital retention and preservation context, results from verifying that a digital object and its state information has not changed.

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

3.1.10.26.13

citation metadata

metadata (3.1.10.26.01) that provides an unambiguous *identifier (3.1.12.19)* to the *data (3.1.1.15)* cited, its location, and means of *access (3.1.1.1.01)*

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

Note 1 to entry: See also *data citation (3.1.11.20)*, *citable data (3.1.10.24)*.

3.1.10.26.14

metadata for managing records

structured or semi-structured *information (3.1.1.16)*, which enables the creation, management, and use of *records (2) <set of data> (3.1.13.22)* through time and within and across *domains (3.1.2.09)*

[SOURCE: ISO 23081-2:2009, definition 3.8]

3.1.11 Basic operations on data

3.1.11.01

write

make a permanent or transient recording of *data* (3.1.1.15) in a *storage* (1) <placement> (3.9.1.01) device or on a *data medium* (3.1.1.39)

Note 1 to entry: The phrases “to read to” and “to read from” are often distinguished from the phrases “to write to” and “to write from” only by the viewpoint of the description. For example, the transfer of a block of data from internal storage to external storage may be called “writing to the external storage” or “reading from the internal storage”, or both.

[SOURCE: ISO/IEC 2382:2015, definition 2122156, modified]

3.1.11.02

read

obtain *data* (3.1.1.15) from a *storage* (1) <placement> (3.9.1.01) device, from a *data medium* (3.1.1.39), or from another source

[SOURCE: ISO/IEC 2382:2015, definition 2122155, modified]

Note 1 to entry: See Note 1 to 3.1.11.01.

3.1.11.03

data entry

process of putting *data* (3.1.1.15) onto a machine-readable *medium* (3.2.1.25)

EXAMPLE To enter data to a payroll file on a flexible disc from a terminal.

[SOURCE: ISO/IEC 2382:2015, definition 2122167]

Note 1 to entry: See also ISO 20252:2012, definition 2.18.

3.1.11.04

coding

process of *data* (3.1.1.15) representation or *data transformation* (3.1.11.06)

Note 1 to entry: See also *code* (1) <transformation rule> (3.1.13.09).

3.1.11.05

encoding

process of how the *elements* (3.1.1.10) of a syntax are represented using an identified *character* (3.1.4.02) *set* (3.1.1.09)

[SOURCE: ISO/IEC 15474-1:2002, definition 4.2, modified]

3.1.11.06

data transformation

process which creates new *data* (3.1.1.15) from an original source

EXAMPLE The process of *migrating* into a different *format*, or by creating a subset, by selection or query, to create newly derived results, such as for *publication* (3.1.8.27).

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

3.1.11.07

copy

read (3.1.11.02) data (3.1.1.15) from a source data medium (3.1.1.39), leaving the source data unchanged, and to write (3.1.11.01) the same data on a destination data medium that may differ from that of the source

EXAMPLE To copy a file (1) < set of records > 3.1.12.02) from a magnetic tape (3.4.5.5.05) onto a magnetic disc (3.4.5.5.10).

[SOURCE: ISO/IEC 2382:2015, definition 2122157]

3.1.11.08

duplicate

copy (3.1.11.07) from a source data medium (3.1.1.39) to a destination data medium that has the same physical form

EXAMPLE To copy a file from a magnetic tape to another magnetic tape.

[SOURCE: ISO/IEC 2382:2015, definition 2122158]

3.1.11.09

mapping

assigning an element (3.1.1.10) in one set (3.1.1.09) to an element in another set through semantic correspondence

Note 1 to entry: It is the *relation (3.1.1.12)* with the best semantic correspondence between an element in one set and an element in another set.

[SOURCE: ISO 17115:2007, definition 2.6.1]

Note 2 to entry: See also ISO 25964-1:2011, definition 3.41.

3.1.11.10

data migration

migration

process of transferring electronic information (3.1.1.16) from one software (3.1.12.14)/hardware (3.1.12.15) environment or storage (1) <placement> (3.9.1.01) medium (3.2.1.25) to another environment or storage medium with little or no alteration of structure and no alteration in content and context (3.1.2.05)

EXAMPLE Move data from magnetic disc to magnetic tape, transfer database files from Oracle to SQL Server.

[SOURCE: ISO/TR 18492:2005, definition 3.9, modified]

3.1.11.11

modification of data

alteration of data (3.1.1.15) so as to change the information (3.1.1.16) which they represent

3.1.11.12

data linkage

aggregation of *data* (3.1.1.15) from several sources on one topic or *data subject* (3.13.4.01)

3.1.11.13

erase

remove *data* (3.1.1.15) from a *data medium* (3.1.1.39)

Note 1 to entry: *Erasing* is usually accomplished by overwriting the data or deleting the references.

[SOURCE: ISO/IEC 2382:2015, definition 2125480]

3.1.11.14

display

rendering of *data* (3.1.1.15) in a form directly interpretable by a human

[SOURCE: ISO 10324:1997, definition 3.21]

3.1.11.15

data integrity

quality (3.1.3.01) of *data* (3.1.1.15) lawfully *acquired* (3.6.2.2.01), *validated*, *stored* (1) *<placement>* (3.9.1.01) and kept up to date

Note 1 to entry: See also ISO/IEC 2382:2015, definition 2126247; ISO 7498-2:1989; ISO/TS 19299:2015, definition 3.24; ISO/TS 21547:2010, definition 3.2.10; ISO/IEC 27000:2016, definition 2.40; ISO/TS 27790:2009, definition 3.36.

3.1.11.16

data store

organized and persistent *collection* (2) *<gathering>* (3.6.1.05) of *data* (3.1.1.15) and *information* (3.1.1.16) that allows for its *retrieval* (3.10.1.01)

[SOURCE: ISO/IEC 15939:2007, definition 2.6]

3.1.11.17

data access

process that enables users to *retrieve* (3.10.1.01) or *read* (3.1.11.02) *published* (3.3.4.01) *data* (3.1.1.15)

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

Note 1 to entry: See also *access* (3.11.1.01).

3.1.11.18

data analysis

data (3.1.1.15) lifecycle stage that involves the techniques used to satisfy analyst goals of producing informative *knowledge* (3.1.1.17) from organized *data*

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

3.1.11.19

data archiving

digital preservation (3.2.1.39) process that is moving *data* (3.1.1.15) into a managed form of *storage* (1) *<placement>* (3.9.1.01) for long-term retention

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

3.1.11.20

data citation

practice of providing an *identifying* (3.2.1.26) reference to *data* (3.1.1.15) in a similar way that researchers routinely include a bibliographic reference to *published* (3.3.4.01) resources

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

Note 1 to entry: See also *citation metadata* (3.1.10.26.13).

3.1.11.21

data cleaning

process used to improve *data* (3.1.1.15) *quality* (3.1.3.01) by detecting and correcting (or removing) defects and errors in *data*

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

3.1.11.22

data curation

managed process, throughout the *data* (3.1.1.15) *lifecycle* (3.1.2.27), by which *data/data collections* (3.6.1.04) are cleansed, *documented* (3.2.1.22), *standardized* (3.4.7.78), *formatted* (3.1.13.12) and inter-related

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

3.1.11.23

data deposit

process by which *data* (3.1.1.15) is *stored* (3.9.1.01) in a data archive

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

3.1.11.24

data integration

systematic combining of *data* (3.1.1.15) from different independent and potentially heterogeneous sources, to create a more compatible, unified view of these *data* for research purposes

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

3.1.11.25

data registration

process following *data* (3.1.1.15) *acquisition* (3.6.2.2.01) by which *data* is identified as a unit for subsequent *access* (3.1.11.01) and processing

Note 1 to entry: The result of *data registration* is a form of processed data that may be called *registered data* (3.1.10.20).

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

Note 2 to entry: See also “*registration*” (3.2.1.27).

3.1.11.26**data publishing**

process whereby *data* (3.1.1.15) are subjected to an assessment process to determine whether they should be acquired by a *repository* (3.2.3.10); followed by a rigorous *acquisition* (3.6.2.2.01) and ingest process that results in products being publicly made available and supported for the long-term by that *repository*

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

Note 1 to entry: See also *publishing* (3.3.4.01).

3.1.11.27**technology migration**

process by which something technical in nature, like *data* (3.1.1.15) or an automated *system* (3.1.1.13), is migrated to a new form or representation

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

Note 1 to entry: See also *data migration* (3.1.11.10).

3.1.11.28**back up**, verb

to *copy* (3.1.11.07) and *store* (3.9.1.01) electronic *data* (3.1.1.15) for security or later processing

3.1.12 Digital data processing**3.1.12.01****data processing****DP**

systematic performance of operations upon *data* (3.1.1.15)

[SOURCE: ISO/IEC 2382:2015, definition 2121276]

3.1.12.02**file (1)**

<set of records> *set* (3.1.1.09) of related *records* (1) <*document(s)*> (3.1.12.16) (either analogue or electronic) kept together

Note 1 to entry: See also *file* (2) <*unit of documents*> (3.4.4.01).

3.1.12.03**information processing**

systematic performance of operations upon *information* (3.1.1.16), which includes *data processing* (3.1.12.01) and may include operations such as *data* (3.1.1.15) *communication* (3.1.8.04) and office automation

Note 1 to entry: *Information processing* should not be used as a synonym for *data processing*.

[SOURCE: ISO/IEC 2382:2015, definition 2121275]

3.1.12.04**text processing**

word processing

data (3.1.1.15) processing operations on *text (3.2.1.05)*

EXAMPLES Operations such as entering, *editing (3.3.4.02)*, merging, *retrieving (3.10.1.01)*, storing *(1) < placement > (3.9.1.01)*, *displaying (3.1.11.14)*, or *printing (3.3.5.1.01)*.

[SOURCE: ISO/IEC 2382:2015, definition 2121391]

3.1.12.05

pattern recognition

identification (3.2.1.26) of shapes, forms or configurations by automatic means

[SOURCE: ISO/IEC 2382:2015, definition 2125534]

3.1.12.06

speech recognition

identification (3.2.1.26) and conversion, by a functional unit, of a speech *signal (3.1.8.01)* to a representation of the content of the speech

[SOURCE: ISO/IEC 2382:2015, definition 2123783, modified]

3.1.12.07

voice recognition

identification (3.2.1.26) and conversion, by a functional unit, of a voice *signal (3.1.8.01)* to a representation of some acoustic features of the voice

[SOURCE: ISO/IEC 2382:2015, definition 2120736, modified]

3.1.12.08

music recognition

music information retrieval

MIR

automatic recognition comparing stored recorded pieces of *music (3.2.1.06)* with a given actual piece of music, indicating any matching if it exists, and any *data (3.1.1.15)* identifying the piece of music and its given actual *recording (3.3.3.19)*

Note 1 to entry: This technique is relevant, e.g. for certain types of automated searching in sound recording databases.

3.1.12.09

face recognition

facial recognition system

automatic *pattern recognition (3.1.12.05)* comparing stored *images (3.2.1.04)* of human faces with the image of an actual face, indicating any matching, if it exists, and any *data (3.1.1.15)*, if they exist, identifying the person to whom the face belongs

3.1.12.10

image rendition

image rendering

production of a non-photographic *image (3.2.1.04)* reflecting *properties (3.1.1.03)* of a *material object (3.1.1.60)* from measurement *data (3.1.1.15)* taken of the *object (3.1.1.01)* which are rendering the *image* as brightness values or colours

EXAMPLES Production of a thermographic image; computer tomography images.

3.1.12.11 publishing system

IT *system* (3.1.1.13) which spans over an entire work flow of the preparation of a *publication* (3.1.8.27) and allows to perform all relevant operations on IT-supported basis

Note 1 to entry: *Publishing systems* are used in *publishing houses* (3.2.3.15) and with *scientific editing* (3.3.4.02), for *books* (1) and *journals*, sometimes also for *newspapers* (3.4.1.28.04).

3.1.12.12 editorial system

IT tool or configuration of IT tools that supports the work of *editors* (3.2.4.07) and of *editing* (3.3.4.02)

3.1.12.13 presentation programme

software (3.1.12.14) package used to *display* (3.1.11.14) *information* (3.1.1.16) in the form of a *slide show* (1) <photographic slides> (3.4.7.22)

3.1.12.14 software

all or part of the programmes, procedures, rules, and associated *documentation* (3.2.1.22) of an *information* (3.1.1.16) *processing system* (3.1.1.13)

Note 1 to entry: *Software* is an intellectual creation that is independent of the *data medium* (3.1.1.39) on which it is recorded. Recorded software can be considered a *document* (3.1.1.38).

[SOURCE: ISO/IEC 2382:2015, definition 2121278, modified]

3.1.12.15 hardware

all or part of the physical components of an *information* (3.1.1.16) *processing system* (3.1.1.13)

[SOURCE: ISO/IEC 2382:2015(en), 2121277]

3.1.12.16 malware virus

computer programme intended to corrupt other computer programmes, computer *systems* (3.1.1.13), or *data* (3.1.1.15)

Note 1 to entry: See also ISO/IEC 27033-1:2015, definition 3.22.

3.1.12.17 search engine

software (3.1.12.14) searching the *internet* (3.1.9.01) for *digital documents* (3.3.3.02) or pieces thereof requested by an *information user* (3.11.2.05)

3.1.12.18 character string

string (3.1.1.11) of *letters* (1) <character> (3.1.4.07), *digits* (3.1.4.06), punctuation marks or other *symbols* (3.1.4.17)

[SOURCE: ISO 8459:2009, definition 2.13]

3.1.12.19

identifier

data (3.1.1.15) string (3.1.1.11) or pointer that establishes the identity of an item, organization (3.1.1.55) or person alone or in combination with other elements (3.1.1.10)

[SOURCE: ISO 8459:2009, definition 2.27, modified]

Note 1 to entry: See also ISO 25964-1:2011, definition 2.25; ISO 24619:2011, definition 3.2.1.

3.1.12.20

qualifier (1)

<general indication> predefined keyword (3.8.1.07) representing a property (3.1.1.03) or constraint imposed on a specification item

Note 1 to entry: See also *qualifier (2) <indication in information handling> (3.7.1.13)* and ISO 8777:1993, definition 3.12.

3.1.12.21

data attribute

single data element (3.1.13.05) related to a data object (3.1.1.01) such as in a database (3.1.13.03)

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

3.1.12.22

data type

class (3.8.5.03) of data (3.1.1.15), characterized by the members of the class and the operations that can be applied to them

3.1.12.23

data quality

degree to which the characteristics (3.1.1.04) of data (3.1.1.15) satisfy stated and implied needs when used under specified conditions

[SOURCE: ISO/IEC 25012:2008, definition 4.3]

3.1.12.24

label (1)

<identifier> identifier (3.1.12.19) associated with a data element (3.1.13.05) or data field (3.1.13.08)

Note 1 to entry: See also *label (2) <exterior visual identifier> (3.5.9.1.12)*.

3.1.12.25

tag (1)

<string> character string (3.1.12.18) in a directory (3.5.5.12) entry (3.2.1.32) used to identify a data field (3.1.13.08) or an associated data description (3.1.13.07) field

[SOURCE: ISO/IEC 8211:1994, definition 4.1.53]

Note 1 to entry: See also *tag (2) <user-assigned keyword> (3.1.12.35)*.

3.1.12.26**machine code**

computer instructions and *data* (3.1.1.15) definitions expressed in a form that can be recognized by the processing unit of a computer

[SOURCE: ISO/IEC IEEE 24765:2010, definition 3.1652]

3.1.12.27**file name**

data name

set name

title (3.7.4.01) consisting of alphanumeric *characters* (3.1.4.02) that is used to identify a *set* (3.1.1.09) of *data* (3.1.1.15) or a programme to a computer system (3.1.1.13)

Note 1 to entry: Different operating systems may have restrictions on the maximum number of characters and may prohibit the use of particular characters.

Note 2 to entry: Many systems allow or require the use of an extension to the file name to indicate the type of file.

3.1.12.28**digital watermark**

marker in the form of a bit sequence covertly embedded in a *signal* (3.1.8.01) such as audio or *image* (3.2.1.04) *data* (3.1.1.15) and typically used to identify ownership of the *copyright* (3.13.3.1.02) of such signal

Note 1 to entry: See also ISO/IEC TR 21000-11:2004, definition 2.1.10; ISO/IEC 15444-8:2007, definitions 3.28 and 3.28.1.

3.1.12.29**digital fingerprint**

marker in the form of a bit sequence generated from a *digital document* (3.3.3.02) using an algorithm that uniquely identifies the *original document* (3.4.7.11)

[SOURCE: ISO 14641-1:2012, definition 3.15, modified; ISO/IEC TR 21000-11:2004, definition 2.1.2]

3.1.12.30**link**

directed *relationship* (3.1.1.12) between two digital *entities* (3.1.13.27) in the field of *information* (3.1.1.16) and *documentation* (3.2.1.22)

[SOURCE: ISO 17316:2015, definition 2.3, modified]

3.1.12.31**hyperlink**

link (3.1.12.30) that represents a digital connection between two digital *objects* (3.1.1.01)

[SOURCE: ISO/IEC 10744:1997, definition 3.44, modified]

Note 1 to entry: See also ISO/TR 14873:2013, definition 2.24.

3.1.12.32**thread**

process within another process that uses the resources of the latter process

[SOURCE: ISO/IEC 2382:2015, definition 2122120]

3.1.12.33

path

file (1) <set of records> (3.1.12.02) or directory (3.5.5.12) which constitutes a main component of a URL (3.1.9.21) in computer file systems (3.1.1.13) and is the human-readable address of a resource [web document (3.1.1.38)] following the directory tree hierarchy

Note 1 to entry: Absolute paths (full paths) and relative paths can be distinguished.

3.1.12.34

log file

file (1) <set of records> (3.1.12.02) automatically created by a server that maintains a record (2) <set of data> (3.1.13.22) of its activities

[SOURCE: ISO/TR 14873:2013, definition 2.28]

3.1.12.35

tag (2)

<user-assigned keyword> freely chosen word (1) <orthographic word> (3.1.5.18) or symbol (3.1.4.17) assigned by users of an online database (3.1.13.03) alongside a text (3.2.1.05) or image (3.2.1.04) in that database, within the possibilities allowed by the system

Note 1 to entry: See also *tag (1) <string>* (3.1.12.25).

3.1.12.36

RFID

radio frequency identification

wireless non-contact system that uses radio-frequency electromagnetic fields to transfer data from a tag attached to an object, for the purposes of automatic identification and tracking

[SOURCE: ISO/TS 16791:2014, 3.1.29]

3.1.12.37

pick list

digital graphical user interface device that allows the user to select from a pre-set *list (3.4.7.25)* of options, e.g. *terms (3.1.5.25)*

Note 1 to entry: Typically the list of terms is shown when the user clicks on a down arrow next to the entry box for the preferred terms in a controlled vocabulary.

[SOURCE: ANSI/NISO Z39.19-2015 (R2010), 4.1, modified]

3.1.12.38

mobile device

small, hand-held computing device, typically having a display screen with touch input and/or a miniature keyboard

EXAMPLES Mobile computer, tablet computer, mobile phone, pager.

Note 1 to entry : See also ISO 2789 :2013, definition 2.2.20 ; ISO/TR 30125 :2016, definition 3.1.

3.1.12.39

crawler

DEPRECATED: spider

any automated *software* (3.1.12.14) programme or script which visits *websites* (3.3.3.24) and systematically *retrieves* (3.10.1.01) *information* (3.1.1.16) from them, often to provide *indexes* (3.5.1.08) for *search engines* (3.1.12.17)

Note 1 to entry: See also ISO/TR 14873:2013, definition 2.12.

3.1.13 Data representation in databases

3.1.13.01

data repository

data bank

set (3.1.1.09) of *files* (1) <*document(s)*> (3.1.12.02) or *databases* (3.1.13.03) combined with a *storage* (1) <*placement*> (3.9.1.01) *system* (3.1.1.13), a processing system and a *retrieval system* (3.10.1.05)

3.1.13.02

integrated repository

data repository (3.1.13.01) for *storing* (1) <*placement*> all *information* (3.1.1.16) pertinent to the *systems* (3.1.1.13) engineering process (SEP) to include all *data* (3.1.1.15), schema, models, tools, technical management decisions, process analysis *information*, requirement changes, process and product metrics, and trade-offs

[SOURCE: IEEE Std 1220:2005, definition 3.1.18]

3.1.13.03

database

collection of machine-readable *information* (3.1.1.16) organized so that it can be easily *accessed* (3.11.1.01), managed and updated

[SOURCE: ISO 8459:2009, definition 2.22]

3.1.13.04

full text database

database (3.1.13.03) containing complete *documents* (3.1.1.38) or fundamental parts of *documents*

3.1.13.05

data element

smallest parcel of *information* (3.1.1.16) within an identified *data* (3.1.1.15) group

[SOURCE: ISO/IEC 29881:2010, definition 3.3]

Note 1 to entry: See also *data field* (3.1.13.08).

3.1.13.06

corpus

set (3.1.1.09) of *documents* (3.1.1.38) or *data* (3.1.1.15) that has a scientific *meaning* (3.1.8.03)

Note 1 to entry: A *corpus* can be produced by an individual researcher's activity (including its archival materials), or from a laboratory research, field campaign or science and culture heritage project, a survey, etc.

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

Note 2 to entry: See also *documentation* (2) < *collection* > (3.6.1.21).

3.1.13.07

data description

formalized *description* (1) < *activity* > (3.2.1.28) of a *data element* (3.1.13.05) in the *context* (3.1.2.05) of the *data* (3.1.1.15) structure

3.1.13.08

data field

field

component in a *data* (3.1.1.15) *record* (2) < *set of data* > (3.1.13.22)

Note 1 to entry: See also *data element* (3.1.13.05).

Note 2 to entry: See also ISO/IEC 19762:2016, definition 01.01.28; ISO 8440:1986, definition 2.5; ISO 8777:1993, definition 3.7

EXAMPLE *Title* (3.7.4.01), *author* (3.7.1.01), and *date of publication* (3.3.4.10) are typical data fields in a bibliographic record.

3.1.13.09

code (1)

< *transformation rule* > *code* (2) < *data* > (3.1.13.10) showing the transformation of a *language* (3.1.5.01) into another language

Note 1 to entry: See also *code* (2) < *data* > (3.1.13.10).

3.1.13.10

code (2)

< *data* > *data* (3.1.1.15) transformed or represented in different forms according to a pre-established set (3.1.1.09) of rules

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

Note 1 to entry: See also *code* (1) < *transformation rule* > (3.1.13.09).

3.1.13.11

code element

individual entry in a *code* (2) < *data* > (3.1.13.10)

[SOURCE: ISO 639-4:2010, definition 3.4]

3.1.13.12

data format

predetermined arrangement of *data* (3.1.1.15) on a *data medium* (3.1.1.39)

Note 1 to entry: See also *media format* (3.1.1.06), *bibliographic format* (3.7.2.30).

3.1.13.13**input format**

data format (3.1.13.12) for data entry (3.1.11.03)

3.1.13.14**output format**

data format (3.1.13.12) enabling data (3.1.1.15) to be extracted from a given computer application

3.1.13.15**internal data format**

internal format

data format (3.1.13.12) for the processing of data (3.1.1.15) within the software (3.1.12.14) running on a computer

3.1.13.16**record(s) (1)**

<document(s)> *document(s) (3.4.7.11) containing recorded information (3.1.8.26) created, received and maintained as evidence (3.1.1.50) and as an asset (3.1.1.43) by an organization (3.1.1.55) or person, in pursuit of legal obligations or in the transaction of business*

[SOURCE: ISO 30300:2011, definition 3.1.7, modified]

Note 1 to entry: “Record(s) (1) <document(s)>” incorporate the body of activity of all administrations, public and private. They constitute the body of a huge mass of, in their vast majority, *unpublished documents (3.4.1.10)*.

Note 2 to entry: See also *record (2) <set of data> (3.1.13.22)*; *documentation (2) <collection> (3.6.1.21)*; *file (1) <set of records> (3.1.12.02)*; *file (2) <unit of documents> (3.4.1.01)*; *record (3) <sound carrier> (3.4.5.5.02)*.

3.1.13.17**catalogue record**

bibliographic record established for a *bibliographic item (3.7.2.11)*

Note 1 to entry: *Catalogue records* are sometimes prepared centrally by an agency with a view to being re-used in many other institutions within a programme of centralized cataloguing.

3.1.13.18**local record**

bibliographic *record (2) <set of data> (3.1.13.22)* containing additionally *data (3.1.1.15)* pertaining to one institution or application only

Note 1 to entry: In a bibliographic system of centralized *cataloguing* the *local record* is meant to be attached to the *catalogue record* to complement it with necessary *data* of purely local nature such as a *holdings statement (3.5.1.30)* and location information of the *document*.

3.1.13.19**exchange format**

machine-readable *data format (3.1.13.12)* for representing *information (3.1.1.16)* that is intended to facilitate exchange of the *information* between different applications

[SOURCE: ISO 25964-1:2011, definition 2.19 modified]

3.1.13.20

storage format

data format (3.1.13.12) for the hosting of digital *data (3.1.1.15)* in the main store of a computer or in a long-term *storage (1) <placement> (3.9.1.01) data repository (3.1.13.01)*

3.1.13.21

presentation format

data format (3.1.13.12) for the configuration of the *display (3.1.11.14)* of *digital data (3.1.10.25)* on the screen interface in a manner interpretable for human users

3.1.13.22

record (2)

<set of data> part of a *document (3.1.1.38)* or document containing a structured and internally organized *set (3.1.1.09)* of self-contained but related *data (3.1.1.15)* on one person or other *object (3.1.1.01)*, selected and presented for a predefined specific purpose

Note 1 to entry: Frequently in digital form. See also "*record(s) (1) <documents> (3.1.13.16)*"; *record (3) <sound carrier> (3.4.5.5.02)*.

3.1.13.23

RDF

Resource Description Framework

framework for constructing logical *languages (3.1.5.01)* that can work together in the *Semantic Web (3.1.9.06)*. A way of using XML for *data (3.1.1.15)* rather than just *documents (3.1.1.38)*

[SOURCE: <http://www.w3.org/2003/glossary/alpha/R/>]

3.1.13.24

triple

representation of a statement used by *RDF (3.1.13.23)*, consisting of just the *property (3.1.1.03)*, the resource *identifier (3.1.12.19)*, and the *property value in that order (3.1.1.14)*

3.1.13.25

metadata schema

logical plan showing the *relationships (3.1.1.12)* between *metadata (3.1.10.26.01) elements (3.1.1.10)*

[SOURCE: ISO/DIS 15489-1:2015, definition 3.16]

3.1.13.26

Simple Knowledge Organization System

SKOS

common *data model (3.1.13.33)* for sharing and linking *knowledge items (3.1.1.17)* via the *internet (3.1.9.01)*

[SOURCE: <http://www.w3.org/2001/sw/wiki/SKOS>, modified]

3.1.13.27

entity

something capable of being uniquely identified

Note 1 to entry: *Entities* include material objects, electronic representations of content, abstract items (such as times, places), parties (human and corporate), as well as anything else that can be identified uniquely.

Note 2 to entry: A defined fragment of an *entity* is itself an entity.

[SOURCE: ISO 17316:2015, definition 2.1]

Note 3 to entry: See also *object* (3.1.1.01); ISO/TR 9007:1987 (page 21); ISO 10303-11:2004, definition 3.3.6.

3.1.13.28

instance

entity (3.1.13.27) that has unique identity, a *set* (3.1.1.09) of operations can be applied to it, and state that stores the effects of the operations

[SOURCE: ISO 19103:2015 definition 4.20]

Note 1 to entry: See also *instance relationship* (3.1.7.09); ISO/TS 27790:2009, definition 3.35; ISO/TR 9007:1987 (page 26).

3.1.13.29

inheritance

mechanism by which more specific *elements* (3.1.1.10) incorporate structure and behaviour of more general *elements* related by behaviour

[SOURCE: ISO 19103:2015 definition 4.19]

Note 1 to entry: See also ISO 21127:2014, definition 3.6.

3.1.13.30

dependency

relationship (3.1.1.12) between two modelling *elements* (3.1.1.10), in which a change to one modelling element (the independent element) will affect the other modelling element (the dependent element)

[SOURCE: ISO 19103:2015 definition 4.15]

3.1.13.31

conceptual model

model that defines *concepts* (3.1.1.02) of a universe of discourse

[SOURCE: ISO 19103:2015 definition 4.11]

3.1.13.32

conceptual schema

formal description of a *conceptual model* (3.1.13.31)

[SOURCE: ISO 19103:2015 definition 4.12]

Note 1 to entry: See also ISO/TR 9007:1987 (pages 12, 27 and 72).

3.1.13.33

data model

description of the organization of *data* (3.1.1.15) in a manner that reflects an *information* (3.1.1.16) structure

[SOURCE: ISO 28258:2013, definition 3.9]

3.1.13.34

conceptual data model

data model (3.1.13.33) that represents an abstract view of the real world

Note 1 to entry: A *conceptual model* represents the human understanding of a *system (3.1.1.13)*.

[SOURCE: ISO/IEC 11179-1:2015, definition 3.2.5]

Note 2 to entry: See also ISO 25964-1:2011; definition 2.14.

3.1.13.35

archival system

organized *collection (2) <gathering> (3.6.1.05)* of *hardware (3.1.12.15)*, *software (3.1.12.14)*, policies, procedures and people, which maintains, stores (3.9.1.01), manages and makes available *records (1) <document(s)> (3.1.13.16)* over time

[SOURCE: ISO 23081-2:2009, definition 3.1]

3.1.13.36

business system

organized *collection (2) <gathering> (3.6.1.05)* of *hardware (3.1.12.15)*, *software (3.1.12.14)*, supplies, policies, procedures and people, which stores (3.9.1.01), processes and provides *access (3.11.1.01)* to an *organization's (3.1.1.55)* *business information (3.1.1.16)*

[SOURCE: ISO 23081-2:2009, definition 3.3]

Note 1 to entry: See also "management information system" (3.1.13.36).

3.1.13.37

records application software

specific *software (3.1.12.14)* application used to maintain, manage and provide *access (3.11.1.01)* to an *organization's (3.1.1.55)* record resources

[SOURCE: ISO 23081-2:2009, definition 3.8 modified]

3.2 Basic concepts for information and documentation

3.2.1 General concepts

3.2.1.01

naturafact

naturalium

material object (3.1.1.60) evolved from anorganic or organic natural processes

3.2.1.02

artefact (1)

<man-made object> *object (3.1.1.01)* made or shaped by a human

EXAMPLES An idea, a tool or an *art object (3.4.6.12)*.

Note 1 to entry: Objects created for their aesthetic value are considered *art objects*.

[SOURCE: ISO 18461:2016, definition 2.5.4]

Note 2 to entry: See also *artefact* (2) < distortion > (3.12.4.31) and ISO 21127:2014, classes E 22 and E 24.

3.2.1.03

mentefact

artefact (1) <man-made object> (3.2.1.02) as a result of intellectual endeavour

Note 1 to entry: See also *concept* (3.1.1.02).

3.2.1.04

image

retinal pattern formed by light reflected or transmitted by external stimuli, whose impression is completed by the physiological mechanisms and mental processes that affect visual *perception* (3.1.1.33)

Note 1 to entry: In graphic technology, the term is commonly used to identify any picture, drawing, illustration, graphic, text or other reproduction, visible to the human eye, that portrays the original in the proper form, colour and perspective.

[SOURCE: ISO 12637-1:2006, definition 31]

Note 2 to entry: “*Image*” generally refers to any kind of viewing perception, not only to that of pure pictorial content. In this general capacity, “image” also includes e.g. pure *text* (3.2.1.05) which itself consists solely of graphic/writing (3.1.11.01) characters (3.1.4.02). Thus, in certain *data processing* (3.1.12.01) operations, processing and display (3.1.11.14) of pure text nevertheless takes place as “image processing” (e.g. in an “image catalogue”).

Note 3 to entry: The ‘external stimuli’ can, when applying certain technical operations like *photographing* (3.3.5.15), be fixed onto a *data medium* (3.1.1.39) and thus a *document* (3.1.1.38) be created from the *image*.

Note 4 to entry: See also “*picture*” (3.4.7.51) and ISO 21127:2014, classes “E 36” and “E 38”.

3.2.1.05

text

data (3.1.1.15) intended with *language* (3.1.5.01) to convey a *meaning* (3.1.8.03) and whose interpretation is essentially based upon the reader's *knowledge* (3.1.1.17) of some *natural language* (3.1.5.02) or *artificial language* (3.1.5.08)

[SOURCE: ISO/IEC 2382:2015, definition 1.1.3, modified]

Note 1 to entry: *Text* can be expressed orally (3.1.8.13) or be fixed by *writing* (3.1.11.01) and then forms a *document* (3.1.1.38).

3.2.1.06

music

sounds of voices or musical instruments or both in a sequence or combination

3.2.1.07

work

distinct intellectual or artistic creation

[SOURCE: FRBR, page 13]

Note 1 to entry: See also *document* (3.1.1.38), *invention* (3.1.1.46), *intellectual property* (3.2.1.11), *primary document* (1) < *document of novelty* > (3.4.1.26); ISO/IEC 23000-15:2016, definition 3.2.1; and “abstraction” (ISO/TR 21000-1:2004, definition 2.1).

3.2.1.08

expression

intellectual or artistic realisation of one and only one *work* (3.2.1.07)

[SOURCE: FRBR, page 13]

EXAMPLES May take the form of a *notation* (1) < *symbols* > (3.1.4.16), *sound*, *image* (3.2.1.04), *object* (3.1.1.01) *movement* or *text* (3.2.1.05).

Note 1 to entry: See also ISO/TR 21000-1:2004, definition 2.5.

3.2.1.09

manifestation

physical embodiment of an *expression* (3.2.1.08)

[SOURCE: FRBR, page 13]

EXAMPLE *books* (2), *periodicals issues*, *posters*, *sound recordings*, *films*, *DVDs*, MP3 files, an original oil *painting*, etc.

Note 1 to entry: See also ISO/TR 21000-1:2004, definition 2.6.

3.2.1.10

item (1)

<exemplar> single exemplar of a *manifestation* (3.2.1.09)

[SOURCE: FRBR, page 13]

Note 1 to entry: See also *copy* (3) < *exemplar* > (3.3.2.02) and *archival item* (3.4.4.09).

3.2.1.11

intellectual property

ownership of an *intellectual work* (3.1.1.45)

3.2.1.12

industrial property

ownership of an *invention* (3.1.1.46), *design*, *trademark* (3.1.4.20), *service mark* (3.1.4.21) or *trade name* (3.1.5.28)

3.2.1.13

original work

work (3.2.1.07) embodying a new *intellectual work* (3.1.1.45) not present before

Note 1 to entry: See also “*original research*” (3.5.8.13); *primary document* (1) < *document of novelty* > (3.4.1.26).

3.2.1.14

textual work

distinct, abstract creation of intellectual or artistic content composed predominantly of a combination of words, whose existence is revealed or intended to be revealed through one or more *textual manifestations* (3.2.1.15)

Note 1 to entry: For the purposes of ISTC registration, the term *textual work* also encompasses the various categories of expression of intellectual or artistic content in textual form (e.g. a novel, a play, a *translation* (2)) but excludes any aspects of physical form (e.g. print, electronic) in which such *expressions* are made manifest.

Note 2 to entry: See also *textual manifestation* (3.2.1.15).

[SOURCE: ISO 21047:2009, definition 3.12]

Note 3 to entry: See also *text* (3.2.1.05).

3.2.1.15

textual manifestation

tangible or intangible fixation of a *textual work* (3.2.1.14) in one or more *copies* (3) <exemplar> (3.2.3.02)

[SOURCE: ISO 21047:2009, definition 3.8]

Note 1 to entry: See also “*textual document*” (3.4.7.24).

3.2.1.16

musical work

work (3.2.1.07) composed of a combination of sounds, with or without accompanying *text* (3.2.1.05)

[SOURCE: ISO 15707:2001, definition 2.2]

3.2.1.17

thema

topic

entity (3.1.13.27) used as a subject of a *work* (3.2.1.07)

[SOURCE: FRSAD, page 15]

3.2.1.18

nomen

sign (3.1.4.01) or sequence of *signs* that a *thema* (3.2.1.17) is known by, referred to, or addressed as

Note 1 to entry: A *nomen* can be human-readable or machine-readable.

EXAMPLE “love,” “∞,” or “595.733.”

[SOURCE: FRSAD, page 15, 18]

3.2.1.19

aboutness

relation (3.1.1.12) between a *work* (3.2.1.07) and its subject matter

Note 1 to entry: *Aboutness* includes human interpretation and the inclusion of cultural historic *knowledge*.

[SOURCE: FRSAD, page 10]

3.2.1.20

ofness

relation (3.1.1.12) between a work (3.2.1.07) and an actual object (3.1.1.01), scene or topic recognizable in it

[SOURCE: FRSAD, modified]

3.2.1.21

authoritative source

work (3.2.1.07) known to be reliable because its authority or authenticity is widely recognized by experts in the field

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

3.2.1.22

documentation (1)

<activity> continuous and systematic compilation and processing of recorded information (3.1.8.26) for the purpose of storage (1) <placement> (3.9.1.01), classifying (3.8.5.01), retrieval (3.10.1.01), utilization (3.11.2.01), or transmission

Note 1 to entry: See also *documentation (2) <collection> (3.6.1.21)*.

3.2.1.23

information management

planning, collection, control, distribution and exploitation of information resources (3.1.1.44) within an organization (3.1.1.55), including systems (3.1.1.13) development, and disposal or long-term preservation (3.2.1.39)

Note 1 to entry: See also *library (3.2.3.02)*; *business system (3.1.13.36)*; and ISO/IEC 2382:2015, definition 2121409.

3.2.1.24

knowledge management

range of strategies and practices used in an organization (3.1.1.55) to identify (3.2.1.26), create, represent, distribute, and enable adoption of insights and experiences

[SOURCE: ISO/TR 13054:2012, definition 2.3]

Note 1 to entry: See also *library (3.2.3.02)* and *business system (3.1.13.36)*.

3.2.1.25

medium

physical substance or material (paper (1) <material> (3.3.5.2.01), film, magnetic tape (3.4.5.5.05), optical disc (3.4.7.5.11), etc.) that carries or communicates information (3.1.1.16) content

EXAMPLE Clay tablet, papyrus, paper (1), parchment, film, magnetic tape.

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

Note 1 to entry: See also ISO 10209:2012, definition 2.49; ISO 18913:2012, definition 3.114; ISO 21217:2014, definition 3.40.

3.2.1.26**identification**

process of recognizing an *entity* (3.1.13.27) in a particular *domain* (3.1.2.09) as distinct from other *entities* (3.1.13.27)

[SOURCE: ISO/IEC 24760-1:2011, definition 3.2.1]

Note 1 to entry: See also ISO 10209:2012, definition 3.46 (pictorial representation).

3.2.1.27**registration**

act of giving an entity (3.1.13.27) a unique *identifier* (3.1.12.19) on its entry into a *system* (3.1.1.13)

3.2.1.28**document description**

description (1)

operations, or results thereof, including capturing, analysing, organizing and recording of *data* (3.1.1.15) on *documents* (3.1.1.38) in order to ensure their *identification* (3.2.1.26) and control

Note 1 to entry: *Document description* also refers to the products of the process.

Note 2 to entry: See also *description* (2) < part of patent > (3.4.7.8.02); *content description* (3.8.1.02); *cataloguing* (3.2.1.29).

3.2.1.29**cataloguing**

cataloging, US

preparation and maintenance of *catalogues* (2) <holdings-related list> (3.5.1.01)

Note 1 to entry: See also *document description* (3.2.1.28).

3.2.1.30**arrangement (1)**

<archival operation> intellectual and/or physical operations for organizing and controlling *documents* (3.1.1.38)

Note 1 to entry: *Arrangement* (1) is often used to designate the result of such operations.

Note 2 to entry: See also *arrangement* (2) < adaptation > (3.4.2.04).

3.2.1.31**categorization**

assignment of *symbols* (3.1.4.17) of *categories* (3.8.5.08) to *documents* (3.1.1.38) to allow their *arrangement* (1) <archival operation> (3.2.1.30) in a way that reflects the presumed interests of the *information user* (3.11.2.05)

3.2.1.32**entry**

record of a *document* (3.1.1.38)

Note 1 to entry: *Entry* is frequently used in combination with such terms as “*catalogue*”, “*bibliographic*” and various types of *finding aids* (3.10.1.06).

3.2.1.33

information service

storing (1) <placement> (3.9.1.01), accessing (3.11.1.01), processing or delivering information (3.1.1.16) to meet the needs of specific information users (3.11.2.05)

Note 1 to entry: *Information services* can include traditional *library* and *information services*, such as the handling of *books*, *journals*, *archives* (2), *standards*, *patents*, *research reports*, etc., but also *electronic documents*, *multimedia*, *online retrieval*, *current awareness service*, *electronic document delivery service*, etc.

3.2.1.34

information dissemination

conveyance of information (3.1.1.16) to a general or specific audience

Note 1 to entry: See also “communication” (3.1.8.04).

3.2.1.35

competitive intelligence

information (3.1.1.16) gathered and analysed about competitors’ plans, products, customers, and pricing

3.2.1.36

collection development

field of application of an *information and documentation organization* (3.2.3.37) embracing the planning, establishment, growth and maintenance of a *collection* (2) <gathering> (3.6.1.05)

3.2.1.37

accumulation

process by which *records* (1) <document(s)> (3.1.13.16) and *archives* (2) <records> (3.6.1.03) are created in the conduct of affairs of any kind

Note 1 to entry: The term also denotes the result of that process. See also *collection* (2) <gathering> (3.6.1.05) and *holdings* (3.6.1.01)

3.2.1.38

institutional repository

stored intellectual output (3.11.7.03) of an *organization* (3.1.1.55), particularly a research organization

Note 1 to entry: Loosely, may refer to an online locus for *collecting* (3.6.1.05), *preserving* (3.2.1.39), and *disseminating* (3.2.1.34) information (3.1.1.21) in digital form.

[SOURCE: ISO 2789:2013, definition 2.3.26]

3.2.1.39

preservation

all measures taken, including financial and strategic decisions, to maintain the integrity and to extend the life of *documents* (3.1.1.38) or *collections* (2) <gathering> (3.6.1.05)

Note 1 to entry: See also ISO 14416:2003, definition 3.29; ISO 18913:2012, definition 3.151.

Note 2 to entry: For physical *conservation* measures, see 3.12.1.

3.2.2 Study fields related to documentation

3.2.2.01

information science

field of study of functions, structure, and transmission of *information* (3.1.1.16) and the management of *information systems* (3.1.8.25)

3.2.2.02

knowledge organization

field of study concerned with the nature and quality of *knowledge* (3.1.1.17) organizing processes (KOP) as well as the knowledge organizing systems (3.1.1.13) (KOS) used to organize *documents* (3.1.1.38), document representations and *concepts* (3.1.1.02)

3.2.2.03

terminology work

work concerned with the systematic *collecting* (3.6.1.04), description, processing and presentation of *concepts* (3.1.1.02) and their *designations* (3.1.5.24)

Note 1 to entry: *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.

[SOURCE: ISO 1087-1:2000, definition 3.6.1]

3.2.2.04

terminography

part of *terminology work* (3.2.2.03), concerned with the recording and presentation of terminological *data* (3.1.1.15)

[SOURCE: ISO 1087-1:2000, definition 3.6.2]

3.2.2.05

records management

recordkeeping

field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of *records* (1) <document(s)> (3.1.13.16), including processes for capturing and maintaining *evidence* (3.1.1.50) of and *information* (3.1.1.16) about business activities and transactions in the form of records

[SOURCE: ISO 30300:2011, definition 3.3.8]

3.2.2.06

archival science

branch of *information science* (3.2.2.01) applied to the organization, administration and operations of *archives* (2) <records> (3.6.1.03) or *archives* (1) <organization> (3.2.3.01)

3.2.2.07

museology

theory, activities and techniques of the organization of *museums* (3.2.3.06) and the application of museum legislation

3.2.2.08

museography

techniques of identifying and describing *documents* (3.1.1.38) *preserved* (3.2.1.39) in *museums* (3.2.3.06)

3.2.2.09

library science

branch of *information science* (3.2.2.01) concerned with the organization, administration and operation of *libraries* (3.2.3.02)

3.2.2.10

librarianship

field of professional application of *library science* (3.2.2.07)

3.2.2.11

bibliography (1)

<activity> theories, activities and techniques of *identification* (3.2.1.26) and *description* (3.2.1.28) of *documents* (3.1.1.38)

Note 1 to entry: See also *bibliography* (2) <universal document list> (3.5.1.02).

3.2.2.12

bibliology

study of the techniques of the production and the dissemination of *books* (1) <intellectual work> (3.4.1.27.04) and *volumes* (3.3.5.2.37)

3.2.2.13

book science

study of the nature, production, history, *dissemination* (3.2.1.34) and use of *books* (1) <intellectual work> (3.4.1.27.04) of all kinds and of related *graphic objects* (3.1.1.01)

3.2.2.14

documentology

study of the nature, production, history, *dissemination* (3.2.1.34) and use of *documents* (3.1.1.38) of all kinds

3.2.2.15

codicology

study of the nature, production, history, *dissemination* (3.2.1.34) and use of *manuscripts* (1) <non-printed document> (3.4.7.02) of all kinds

3.2.2.16

scholarly editing

documentary editing
critical editing

science and practice of establishing the *text* (3.2.1.05) of *authors* (3.7.1.01) who are deceased and preparing their *works* (3.2.1.07) for *publication* (3.1.8.27)

3.2.2.17

terminology science

terminology (2)

science studying the structure, formation, development, usage and management of *terminologies* (1) (3.1.5.53) in various *subject fields* (3.1.2.07)

[SOURCE: ISO 1087-1:2000, definition 3.5.2]

Note 1 to entry: See also *terminology* (1) < *designations* > (3.1.5.53).

3.2.2.18

lexicography

science and practice of establishing *dictionaries* (3.5.5.02) and study of the nature and the internal *relations* (3.1.1.12) within the lexicon of a *language* (3.1.5.01)

3.2.2.19

translation science

translatology

study and theory concerning *translation* (1) < *activity* > (3.1.6.15)

3.2.3 Institutions in documentation

3.2.3.01

archives (1), pl

record office

<organization> *organization* (3.1.1.55) or part of an organization responsible for selection, *acquisition* (3.6.2.2.01), *preservation* (3.2.1.39) and *availability* (3.11.1.03) of one or more *archives* (2) < *records* > (3.6.1.03)

Note 1 to entry: See also *archives* (2) < *records* > (3.6.1.03).

Note 2 to entry: *Archives* (1) < *organization* > is sometimes treated as a singular noun.

Note 3 to entry: *Archives* (1) < *organization* > fulfill the functions of an *information and documentation organization* (3.2.3.37).

Note 4 to entry: *Archives* (1) < *organization* > in their work generally follow the “*principle of provenance*” (3.9.1.10).

3.2.3.02

library

organization (3.1.1.55) or part of an organization, the main aim of which is to facilitate the use of such *information resources* (3.1.1.44), *services* (3.1.1.59) and facilities as are required to meet the informational, research, educational, cultural or recreational needs of its users

Note 1 to entry: The supply of the required information resources can be accomplished by building and maintaining a collection and/or by organizing access to information resources.

Note 2 to entry: These are the basic requirements for a library and do not exclude any additional resources and services incidental to its main purpose.

[SOURCE: ISO 2789:2013, definition 2.1.6]

Note 3 to entry: *Libraries* fulfill the functions of an *information and documentation organization* (3.2.3.37).

Note 4 to entry: For “*library*” in a data processing sense, see also ISO/TS 13584-35:2010 and ISO/IEC 2382:2015, definition 2122125.

3.2.3.03

book shop

book store

individual retail point for the sale of *books* (1) <intellectual work> (3.4.1.27.04), sometimes combined with the sale of other *publications* (3.1.8.27), as well as of related material like stationery and gift *items* (1) <exemplar> (3.2.1.10)

Note 1 to entry: *Book shops* are sometimes divided into scientific book shops and general book shops. Book shops also fulfill partial functions of an *information and documentation organization* (3.2.3.37).

3.2.3.04

second hand book shop

book shop (3.2.3.03) for the sale of used *books* (1) <intellectual work> (3.4.1.27.04)

3.2.3.05

antiquarian book shop

book shop (3.2.3.03) for the sale of older *books* (1) <intellectual work> (3.4.1.27.04) no longer widely available, out-of-print books (1), sometimes of particularly valuable and precious books (1), as well as often of arts and craft, *paintings* (3.4.7.52), *graphic objects* (3.1.1.01) or *personal papers* (3.6.3.06) and *manuscripts* (1) <non-printed document> (3.4.7.02)

Note 1 to entry: An *antiquarian book shop* may be a department of a *bookshop*. Also, *second-hand book shops* and antiquarian book shops are sometimes combined into one. Antiquarian book shops also fulfill partial functions of an *information and documentation organization* (3.2.3.37).

3.2.3.06

museum

non-profit, permanent institution in the *service* (3.1.1.59) of society and its development, open to the public, which *acquires* (3.6.2.2.01), *conserves* (3.2.1.39), *researches*, *communicates* (3.1.8.04) and *exhibits* (3.11.1.09) the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment

Note 1 to entry: Natural, archaeological and ethnographic monuments and sites and historical monuments and sites of a museum nature are included, if they maintain a collection similar to *museums*.

Note 2 to entry: Zoos, aquaria, arboreta and botanical gardens are included, but should be reported separately.

Note 3 to entry: Collections in institutions of higher education that serve only the purposes of teaching and study are excluded.

Note 4 to entry: *Conservation* institutes and exhibition galleries in *libraries* and *archives* centres are included if they conform to the definition of museum.

Note 5 to entry: To conform to the definition it is not necessary that an institution be called a “*museum*”, but that it has the role and function of a museum.

[SOURCE: ICOM and ISO 18461:2016, definition 2.1.5]

Note 6 to entry: *Museums* also fulfill functions of an *information and documentation organization* (3.2.3.37).

Note 7 to entry: See also *gallery* (3.2.3.28).

3.2.3.07

information centre

information and documentation organization (3.2.3.37) providing *information services* (3.2.1.33)

3.2.3.08**documentation centre**

information and documentation organization (3.2.3.37) carrying out documentation (1) <activity> (3.2.1.22) functions

3.2.3.09**information service network**

group of units working together, sharing services (3.1.1.59) and resources for the benefit of information users (3.11.2.05)

3.2.3.10**repository**

store room

building or room designed or arranged and used specifically and exclusively for long-term storage (1) <placement> (3.9.1.01) of archives (2) <records> (3.6.1.03), museum (3.2.3.06), and library (3.2.3.02) materials

Note 1 to entry: *Repository* also refers to the measures for long-term storage and protections of all kinds of digital data (e.g. electronic documents, databases, electronic publications).

[ISO 11799:2015, definition 2.5, modified]

Note 2 to entry: See also ISO/TS 27790:2009, definition 3.64.

3.2.3.11**news agency**

commercial organization (3.1.1.55) which undertakes to capture and distribute against payment news and reports from all societal areas

Note 1 to entry: *News agencies* fulfill some functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.12**image agency**

commercial organization (3.1.1.55) which undertakes to capture and sell photographs (3.4.5.1.01) from all societal areas

Note 1 to entry: *Image agencies* fulfill some functions of an *information (3.1.1.16) and documentation (3.2.1.22) organization (3.1.1.55)*.

3.2.3.13**image library**

organization (3.1.1.55) or database (3.1.13.03) with related devices, or website (3.3.3.24) from which copies (2) <reproduction> (4.7.14) of photographs (3.4.5.1.01) may be borrowed or reproduced for use in advertising, in books (1) <intellectual work> (3.4.1.27.04), newspapers (3.4.1.28.04), magazines (3.4.1.28.20), or other print (3.3.5.1.01) materials

Note 1 to entry: *Image libraries* fulfill functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.14**press clipping service**

clipping service

press cutting service

media monitoring service

service (3.1.1.59) that monitors, on a regular basis, mass publications (3.1.8.27) [particularly newspapers (3.4.1.28.04)] along a request profile (3.10.2.12), extracts the items of interest or gives abstracts (3.5.4.01) of them and presents this material in an organized manner

Note 1 to entry: *Press clipping services* fulfill some functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.15

publisher

publishing house

organization (3.1.1.55) or individual whose predominant activity is to commission, create, collect, validate, host and distribute information (3.1.1.16) in printed (1) <technical process> (3.3.5.1.01) and/or in electronic form

[SOURCE ISO 9707:2008, definition 2.32]

Note 1 to entry: See also ISO 1086:1991, definition 3.15.

Note 2 to entry: *Publishers* fulfill some functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.16

printing house

printer

person or organization (3.1.1.55) whose predominant activities are the material operations of printing documents (3.1.1.38)

[SOURCE: ISO 9707:2008, definition 2.30]

Note 1 to entry: *Printing houses* also fulfill partial functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.17

producer

commercial organization (3.1.1.55) or individual who selects substance for, finances and oversees the production process, sometimes gives artistic input, and markets certain types of audiovisual documents (3.3.3.07)

EXAMPLES *Documents such as cinematographic films, TV films, music recordings.*

3.2.3.18

film distributor

commercial organization (3.1.1.55) or individual responsible for the marketing of a cinematographic film (3.4.5.1.09)

3.2.3.19

broadcast station

institution that emits (3.1.8.32) broadcasts (3.3.3.14) over radio frequency waves for distributed reception with a radio or TV set or over the internet (3.1.9.01)

3.2.3.20

radio station

broadcast station (3.2.3.19) that emits (3.1.8.32) radio broadcasts (3.3.3.14)

3.2.3.21

TV station

television station

broadcast station (3.2.3.19) that emits (3.1.8.32) television broadcasts (3.3.3.14)

3.2.3.22

content provider

organization (3.1.1.55) whose function is to commission, create, collect, validate, host, distribute and trade information (3.1.1.16) in electronic form

Note 1 to entry: See also *publisher (3.2.3.15)*.

3.2.3.23

patent office

governmental or inter-governmental authority charged with administering the *industrial property (3.2.1.12)* law of one or more countries, especially with *registration (3.2.1.27)*, examining, granting and *publishing (3.3.4.01)* of *industrial property titles (3.13.2.01)*

Note 1 to entry: A *patent office* fulfills functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.24

clearinghouse

organization (3.1.1.55) or part of an organization which is a service (3.1.1.59) point charged with the supply of the documents (3.1.1.38) produced or assembled by an organization

Note 1 to entry: A *clearinghouse* fulfills the functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.25

collective rights society

collecting society

copyright collective

organization (3.1.1.55) collectively administering rights on behalf of authors (3.7.1.01), artists or publishers (3.2.3.15)

[SOURCE: ISO 21047:2009, definition 3.34, modified]

3.2.3.26

registry

part of an *organization (3.1.1.55)* responsible for the *registration (3.2.1.27)* of records (1) <document(s)> (3.1.12.16)

Note 1 to entry: *Registries* fulfill partial functions of an *information and documentation organization (3.2.3.37)*.

Note 2 to entry: See also ISO/TS 27790:2009, definition 3.63.

3.2.3.27

metadata registry

information system (3.1.8.25) for registering (3.2.1.27) metadata (3.1.10.26.01)

[SOURCE: ISO/IEC 11179-1:2015, definition 3.2.19]

3.2.3.28

gallery

organization (3.1.1.55) or part of an organization exhibiting paintings (3.4.7.52), sculptures (3.3.2.22) and other works (3.2.1.07) of art intended for sale

Note 1 to entry: See also *museum (3.2.3.06)*.

3.2.3.29

zoo

zoological garden

establishment that maintains a *collection (2) <gathering> (3.6.1.05)* of live animals, typically in a park or in gardens, for display to the public, study, and *conservation (3.12.1.01)*

[SOURCE: ISO 18461:2016, definition 2.2.17]

3.2.3.30

aquarium

establishment that maintains a *collection (2) <gathering> (3.6.1.05)* of live aquatic animals and plants for display to the public, study, and *conservation (3.12.1.01)*

[SOURCE: ISO 18461:2016, definition 2.2.1]

3.2.3.31

botanic garden

establishment where plants are grown for scientific study and display to the public

[SOURCE: ISO 18461:2016, definition 2.2.5]

Note 1 to entry: *Botanic gardens* also fulfill partial functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.32

arboretum

botanic garden (3.2.3.31) devoted to trees

[SOURCE: ISO 18461:2016, definition 2.2.2]

3.2.3.33

office of origin

controlling agency

organization (3.1.1.55) or part of an organization in which a group of records (1) <document(s)> (3.1.13.16) is created or received and accumulated (3.2.1.37) in the conduct of business

3.2.3.34

departmental records office

part of an *organization (3.1.1.55)* managing *current records (3.6.3.01)* or *semicurrent records (3.6.3.02)* in their *office of origin (3.2.3.33)*

Note 1 to entry: *Departmental records offices* also fulfill partial functions of an *information and documentation organization (3.2.3.37)*.

3.2.3.35**editorial department**

organization (3.1.1.55) or part of an organization in which people create or arrange the editorial content of a newspaper (3.4.1.28.04) or a reference work (3.5.5.01)

Note 1 to entry: *Editorial departments also fulfill partial functions of an information and documentation organization (3.2.3.37).*

3.2.3.36**full-cover editorial department**

editorial department (3.2.3.38) being in a position to produce on its own, on a regular basis, all the editorial contents of a reference work (3.5.5.01) or, particularly, a newspaper (3.4.1.28.04)

3.2.3.37**information and documentation organization**

organization (3.1.1.55) or part of it that carries out functions of collecting (2) <gathering> (3.6.1.05), organizing, storing (1) <placement> (3.9.1.01), retrieving (3.10.1.01), disseminating (3.2.1.34) and, sometimes, producing information (3.1.1.21)

3.2.4 Professions and functions in documentation**3.2.4.01****information manager**

information officer, US

person responsible for *information management (3.2.1.23)*

3.2.4.02**subject specialist**

person responsible, by virtue of an academic education in and superior *knowledge (3.1.1.17)* of a subject or discipline, for selection and subject *cataloguing (3.2.1.29)* of *accessions (3.4.3.01)* in relevant *subject fields (3.1.2.07)* and for the associated *information service (3.2.1.33)*

3.2.4.03**data broker**

data (3.1.1.15) infrastructure that provides various low-barrier mediation and interconnection services (3.1.1.59) to support cross domain (3.1.2.09) and project activities

3.2.4.04**archivist**

person serving in the archival field with professional training in *archival science (3.2.2.06)* or professional skills gained in the work

3.2.4.05**librarian**

person serving in a *library (3.2.3.02)* with professional training in *librarianship (3.2.2.08)* or professional skills gained in the work

3.2.4.06**academic librarian**

librarian (3.2.4.05) who provides support to members of an academic community consisting of students, researchers and lecturing staff by managing, organizing, evaluating and *disseminating* (3.2.1.34) *information* (3.1.1.16)

3.2.4.07

editor

organization (3.1.1.55) or person responsible for the preparation for *publication* (3.1.8.27) of a *document* (3.1.1.38) from the point of view of its intellectual content

[SOURCE: ISO 1086:1991, definition 3.8]

3.2.4.08

author's editor

person or *organization* (3.1.1.55) undertaking *editing* (3.3.4.02) for an *author* (3.7.1.01) and hired by him or her

3.2.4.09

journal editor

editor (3.2.4.07) working, which may include *editing* (3.3.4.02), for a *journal* (2) <*specialized journal*> (3.4.1.28.03) and hired by it

3.2.4.10

scientific editor

editor (3.2.4.07), usually from the sciences, for *scientific texts* (3.2.1.05)

3.2.4.11

copy editor

person or *organization* (3.1.1.55) undertaking *editing* (3.3.4.02), including all correction and surveillance work concerning grammar, orthography, and formal presentation of a *manuscript* (2) <*dissemination manuscript*> (3.4.7.05) and for marking it in this respect for any typesetting

3.2.4.12

technical writer

technical editor

person who is specialized in writing *manuals* (3.4.7.40) and *technical product documentation* (3.4.6.08) with a view to accuracy and to enabling users for skilled use of technical equipment

3.2.4.13

volume editor

scientific editor (3.2.4.10) who undertakes the editing of *proceedings* (3.4.7.34)

3.2.4.14

curator

person responsible for overseeing a *collection* (2) <*gathering*> (3.6.1.05) or *exhibition* (3.11.1.09)

3.2.4.15

conservator

person who performs the operations necessary to maintain the integrity and value of *material objects* (3.1.1.60) in an *information and documentation organization* (3.2.3.37)

Note 1 to entry: See also *conservation* (3.12.1.01).

3.2.4.16**registrar**

person responsible for the surveilling, *handling* (3.11.2.02) and the action(s) of physical placement of *material objects* (3.1.1.60) in a *museum* (3.2.3.06) or for an *exhibition* (3.11.1.09)

3.2.4.17**chief registrar**

head of the *registry* (3.2.3.26) of an *information and documentation organization* (3.2.3.37)

3.2.4.18**film director**

person who undertakes the artistic making of a *cinematographic film* (3.4.5.1.09) or a *TV film* (3.3.3.27) by directing the visualization of the *screenplay* (3.4.7.30), following an overall vision of the film intended to be made

Note 1 to entry: In some countries, the *film director* is considered the *author* (3.7.1.01) of a film.

3.2.4.19**webmaster**

person or group responsible to the *website* (3.3.3.24) owner for ongoing maintenance of the site's presentation and *availability* (3.11.1.03)

3.2.4.20**registrant**

organization (3.1.1.55) or person that has either registered an *authentication* (3.1.1.51) *protocol* (3.1.9.13) or registered the adoption of an authentication protocol

[SOURCE: ISO/IEC 24727-6:2010, definition 3.4]

3.2.4.21**preparator**

person carrying out the operations required for the *conservation* (3.12.1.01) of dead animals for decoration purposes or for scientific study

3.2.5 Numbering systems, identifiers, connectors**3.2.5.01****International Standard Book Number****ISBN**

international standard *code* (2) <data> (3.1.13.10.) applied to a specific tradable *manifestation* (3.2.1.09) of a *book* (1) <intellectual work> (3.4.1.27.04) or other *monograph* (3.4.1.27.01)

Note 1 to entry: *ISBN* is specified in ISO 2108.

3.2.5.02**ISBN-A**

service (3.1.1.59) that allows an *ISBN* (3.2.5.01) to be expressed in the *DOI* (3.2.5.16) *system* (3.1.1.13) by including it in the syntax *string* (3.1.1.11) of a *DOI* (3.2.5.16)

Note 1 to entry: *ISBN-A* enables a specific *ISBN* to become actionable or clickable on the web.

3.2.5.03

International Standard Serial Number

ISSN

international standard code (2) <data> (3.1.13.09) identifying a serial (3.4.1.28.01) or continuing resource (3.4.1.05)

Note 1 to entry: The *ISSN* network was formerly ISDS (International Serial Data System).

Note 2 to entry: *ISSN* is specified in ISO 3297.

3.2.5.04

linking ISSN

ISSN-L

ISSN (3.2.5.02) designated by the ISSN Network to enable collocation or linking among the different media versions (3.4.1.04) of a continuing resource (3.4.1.05)

3.2.5.05

International Standard Music Number

ISMN

international standard code (2) <data> (3.1.13.10) identifying notated music (3.1.6.16) editions (3.4.1.12)

Note 1 to entry: *ISMN* is specified in ISO 10957.

3.2.5.06

International Standard Recording Code

ISRC

international standard code (2) <data> (3.1.13.10) identifying audio recordings (3.3.3.19) and music (3.2.1.06) video (3.4.5.1.11) recordings

Note 1 to entry: *ISRC* is specified in ISO 3901.

3.2.5.07

International Standard Linking Identifier

ISLI

international standard code (2) <data> (3.1.13.10) identifying links between entities (3.1.13.27) [or their names (3.1.5.28)] in the field of information (3.1.1.16) and documentation (1) <activity> (3.2.1.22)

Note 1 to entry: Entities identified by an *ISLI* can be *documents*, media resources, people, or more abstract items such as times or places.

Note 2 to entry: *ISLI* is specified in ISO 17316.

3.2.5.08

International Standard Audiovisual Number

ISAN

international standard code (2) <data> (3.1.13.10) identifying audiovisual works (3.4.7.63)

Note 1 to entry: *ISAN* is specified in ISO 15706.

3.2.5.09

International Standard Audiovisual Version Number

V-ISAN

unique *identifier* (3.1.12.19) composed of a registered *ISAN* (3.2.5.08) in combination with an appended *version* (3.4.1.04) segment for a specific *version* or other content derived from or directly related to an *audiovisual work* (3.4.7.63)

3.2.5.10

International Standard Text Code

ISTC

international standard *code* (2) <data> (3.1.13.10) identifying a *textual work* (3.2.1.14), independent of its *manifestation* (3.2.1.09) or form

Note 1 to entry: *ISTC* is specified in ISO 21047.

3.2.5.11

bar code

digital coding (3.1.11.04) *system* (3.1.1.13) showing an eye-visible linear array of rectangular marks of (possibly) varying width, height and vertical alignment, separated by spaces of (possibly) varying width in which the positioning and size of marks and spaces are used to code *information* (3.1.1.16) to identify various types of *material objects* (3.1.1.60)

[SOURCE: ISO 29404:2015, definition 3.2, modified]

Note 1 to entry: See also ISO 6196-8:1998, definition 08.06.05; ISO/IEC 2382-2015, definition 2125632; ISO 17712:2013, definition 3.1.6; ISO 12651-1:2012, definition 4.16; ISO/TS 16791:2014, definition 3.1.8.

3.2.5.12

GTIN

Global Trade Item Number

unique number from a standard *code* (2) <data> (3.1.13.10) used internationally to identify products and packaging units

Note 1 to entry: See ISO 22742:2010, definitions 3.25, 3.43; and 3.12; ISO/TS 16791:2014, definition 3.1.1.

Note 2 to entry: Up to 2009, this number was known as the “European article number” / EAN/UPC which was also applied in *libraries* (3.2.3.02).

3.2.5.13

country code

code element (3.1.13.11) used to represent the *name* (3.1.5.28) of a country, dependency, or other area of particular geopolitical interest

Note 1 to entry: *Country codes* are specified in ISO 3166. ISO 3166 provides alpha-2, alpha-3 and numeric-3 sets and three distinct codes (country code, country subdivision code and code for formerly used names of countries).

3.2.5.14

language code

combination of *characters* (3.1.4.02) used to represent the *name* (3.1.5.28) of a *language* (3.1.5.01) or languages

[SOURCE: ISO 15924:2004, definition 3.6]

Note 1 to entry: *Language codes* are specified in ISO 639. ISO 639 provides three distinct codes (2-letter code, 3-letter code, 4-letter code) concerning the names of languages or families of languages.

3.2.5.15

currency code

code element (3.1.13.11) used to represent the name (3.1.5.28) of a currency

Note 1 to entry: The international *currency code* is specified in ISO 4217 which provides an alpha-3 and a numeric-3 set.

3.2.5.16

LOCODE

UN Location Code

standardized (3.4.7.78) UN 3-letter code (2) <data> for the names (3.1.5.28) of ports, airports and similar places of trade exchange

3.2.5.17

Digital Object Identifier

DOI

standardized (3.4.7.78) string (3.1.1.11) for identifying a physical, digital, or abstract object (3.1.1.01) and providing persistent resolution to the object or information (3.1.1.16) about it

Note 1 to entry: *DOI* is specified in ISO 26324.

3.2.5.18

International Standard Identifier for Libraries and Related Institutions

ISIL

international standard (3.4.7.78) code (2) <data> (3.1.13.10) identifying libraries (3.2.3.02), archives (1) <organization> (3.2.3.01), museums (3.2.3.06) and related organizations (3.1.1.55)

Note 1 to entry: *ISIL* is specified in ISO 15511.

3.2.5.19

International Standard Musical Work Code

ISWC

international standard (3.4.7.78) code (2) <data> (3.1.13.10) identifying a musical work (3.2.1.16), independent of its manifestation (3.2.1.09)

Note 1 to entry: *ISWC* is specified in ISO 15707.

3.2.5.20

International Standard Name Identifier

ISNI

international standard (3.4.7.78) code (2) <data> (3.1.13.10) identifying the public identity of parties [a person or an organization (3.1.1.55)] across multiple fields of creative activity

Note 1 to entry: *ISNI* is specified in ISO 27729.

3.2.5.21

International Standard Collection Identifier

ISCI

international standard (3.4.7.78) code (2) <data> (3.1.13.10) identifying a collection (2) <gathering> (3.6.1.05), fonds (3.6.3.25), archival records series (3.6.3.30), or parts of any of these

Note 1 to entry: *ISCI* is specified in ISO 27730.

3.2.5.22**call number**

reference provided to enable the custodian to locate a resource within a *repository* (3.2.3.10)

[SOURCE: ISO 690:2010, definition 2.1]

3.2.5.23**OpenURL**

standardized (3.4.7.78) *URL* (3.1.9.21) that incorporates context-sensitive *information* (3.1.1.16) from a service request and uses a mediating *link* (3.1.12.30) *resolver* (3.2.5.27) *service* (3.1.1.59) to determine which of a number of potential targets best match the *context* (3.1.2.05) of the request

Note 1 to entry: OpenURL is specified in the standard ANSI/NISO Z39.88.

3.2.5.24**Standard Address Number****SAN**

standard (3.4.7.78) *code* (2) <data> (3.1.13.10) used to uniquely identify the addresses of *organizations* (3.1.1.55) in, or served by, the publishing industry

Note 1 to entry: SAN is specified in ANSI/NISO Z39.43.

3.2.5.25**PID****Persistent Identifier**

unique *identifier* (3.1.12.19) that ensures permanent *access* (3.11.1.02) for a digital *object* (3.1.1.01) by providing access to it independently of its physical location or current ownership

[SOURCE: ISO 24619:2011, definition 3.2.4]

3.2.5.26**Universally Unique Identifier****UUID**

128-bit number used to guarantee unique *identification* (3.2.1.26) for different *objects* (3.1.1.01) on the *internet* (3.1.9.01) over time

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

3.2.5.27**resolver****PID resolver**

software (3.1.12.14) application that translates an *identifier* (3.1.12.19) into another more suitable identifier, specifically that translates a resource *PID* (3.2.5.25) into its *URI* (3.1.9.20) and in this way points a client application to the location of the resource

[SOURCE: ISO 24619:2011, definition 3.3.3]

3.2.5.28**proprietary identifier**

unique *identifier* (3.1.12.19) given by *publishers* (3.2.3.15) and other *content providers* (3.2.3.22) to a product or *collection* (2) <gathering> (3.6.1.05) of products

3.2.5.29

matrix number

identification (3.2.1.26) number in early phonograph records (3.4.5.5.02)

3.2.5.30

opus number

identifier (3.1.12.19) (usually alphanumeric) preceded by “op.” given to a musical composition considered suitable to form part of the works (3.2.1.07) of a composer, assigned either by the artist or posthumously by persons systematically concerned with researching or editing (3.2.4.07) the composer’s musical works

Note 1 to entry: The *opus number* may be instrumental in assembling the “collected works” of the artist.

3.2.5.31

ORCID ID

Open Researcher and Contributor ID

nonproprietary alphanumeric numbering system (3.1.1.13) as a subset of the *ISNI (3.2.5.20)* number and hosted by the *ORCID organization (3.1.1.55)*, aiming to provide a unique number to scientific and other academic authors (3.7.1.01) so as to uniquely identify such authors' contributions to the scientific literature particularly in the e-science area

Note 1 to entry: *ORCID IDs* do function in view of the fact that many *personal names (3.1.5.43)* are not unique, change over time, or are written following very different conventions and *writing systems (3.1.6.01)*.

3.3 Objects, data media, documents

3.3.1 Object and document values

3.3.1.01

primary value

value that *documents (3.1.1.38)*, *records (1) <document(s)> (3.1.13.16)* or *archives (2) <records> (3.6.1.03)* possess, by virtue of their contents and for supporting the continued transaction of the business that gave rise to their creation

3.3.1.02

administrative value

primary value (3.3.1.01) of documents (3.1.1.38), records (1) <document(s)> (3.1.13.16) and archives (2) <records> (3.6.1.03) for the conduct of administrative business

3.3.1.03

fiscal value

financial value

primary value (3.3.1.01) of documents (3.1.1.38), records (1) <document(s)> (3.1.13.16) and archives (2) <records> (3.6.1.03) for the conduct of financial or fiscal business or evidence (3.1.1.50) thereof

3.3.1.04

legal value

primary value (3.3.1.01) of documents (3.1.1.38), records (1) <document(s)> (3.1.13.16) and archives (2) <records> (3.6.1.03) for the conduct of legal business or as legal evidence (3.1.1.50)

3.3.1.05

secondary value

archival value

value that *documents* (3.1.1.38), *records* (1) <document(s)> (3.1.13.16) or *archives* (2) <records> (3.6.1.03) possess, by virtue of their contents, for persons or *organizations* (3.1.1.55) other than their *creator* (3.7.1.06)

3.3.1.06

evidential value

secondary value (3.3.1.05) of *documents* (3.1.1.38), *records* (1) <document(s)> (3.1.13.16) and *archives* (2) <records> (3.6.1.03) for providing *evidence* (3.1.1.50) of the creator's origins, functions and activities

3.3.1.07

information value

secondary value (3.3.1.05) of *documents* (3.1.1.38), *records* (1) <document(s)> (3.1.13.16) or *archives* (2) <records> (3.6.1.03) for reference and research deriving from the *information* (3.1.1.16) they contain

3.3.1.08

intrinsic value

inherent value of *documents* (3.1.1.38) or other *material objects* (3.1.1.60) other than as a source of explicitly stated *information* (3.1.1.16)

Note 1 to entry: Such value may be derived from age, usage, circumstances of creation, *signature* (1) <autograph> (3.5.8.54) or attached *seals* (3.3.2.29), etc.

Note 2 to entry: See also *intrinsic data* (3.1.10.01).

3.3.2 Objects and data media

3.3.2.01

edition (1)

<exemplars> all *copies* (3) <exemplar> (3.3.2.02) of the same product line of a type of *material object* (3.1.1.60)

EXAMPLE A unique series of cars, perfumes, books, etc.

Note 1 to entry: See also *edition* (2) <identical documents> (3.4.1.12).

3.3.2.02

exemplar

copy (3)

single *document* (3.1.1.38) or other *material object* (3.1.1.60) which exists in more quantity and has been produced from one and the same process

Note 1 to entry: See also *copy* (1) <copy original> (3.4.7.12); *copy* (2) <reproduction> (3.4.7.14); *item* (1) <exemplar> (3.2.1.10).

3.3.2.03

index card

storage (1) <placement> (3.9.1.01) *medium* (3.2.1.25) in the form of a piece of cardboard destined to carry *data* (3.1.1.15), several of these pieces being combinable into a *file* (1) <set of records> (3.1.12.02)

3.3.2.04

punched card

storage (1) <placement> (3.9.1.01) medium (3.2.1.25) in the form of a piece of cardboard onto which data (3.1.1.15) are recorded by the presence of holes

Note 1 to entry: See also ISO/IEC 2382-12:1988, definition 12.01.62.

3.3.2.05

punched tape

storage (1) <placement> (3.9.1.01) medium (3.2.1.25) in the form of a long strip of paper (1) <material> (3.3.5.2.01) or flexible plastic material onto which data (3.1.1.15) are recorded by the presence of holes

3.3.2.06

harddrive

harddisk

in a computer environment, the *storage (1) <placement> (3.9.1.01)* area within or attached to the computer itself, where a huge amount of space is available to store digital *data (3.1.1.15)*

3.3.2.07

track (1)

<part of recording medium> part of a magnetic tape (3.4.5.5.05) or digital carrier (3.1.1.40) destined to host a recording (3.3.3.19)

Note 1 to entry: See also *track (2) <recording> (3.5.8.49)*.

3.3.2.08

convolute

bundle

several *material objects (3.1.1.60)* physically kept together on grounds of an identical external organizing feature

Note 1 to entry: Such feature can be: same origin, physical packing, offer for sale, use etc.

Note 2 to entry: See also *set (3.1.1.09); collection (2) <gathering> (3.6.1.05)*.

3.3.2.09

prototype

version (3.4.1.04) in the same medium (3.2.1.25) of an artefact (3.2.1.02) preceding its mass production

Note 1 to entry: See also ISO/TS 18152:2010, definition 4.18; ISO/IEC 2382-20:1990, definition 20.02.08.

3.3.2.10

specimen

material object (3.1.1.60) or living being representing a class (3.8.5.03) of material objects or living beings as a representative example

3.3.2.11

type specimen

type

specimen (3.3.2.10) on which the official scientific description (1) <activity> (3.2.1.28) and name (3.1.5.28) of a biological species is based

3.3.2.12

holotype

single biological *specimen* (3.3.2.10), chosen by the *author* (3.7.1.01) of a scientific *description* (1) <activity> (3.2.1.28) of a biological species to be the physical embodiment of the *concept* (3.1.1.02) of a particular species described by her or him

3.3.2.13

allotype

single biological *specimen* (3.3.2.10) chosen from the *paratype* (3.3.2.15) which has the opposite sex to the *holotype* (3.3.2.12)

3.3.2.14

syntype

name-bearing *type specimen* (3.3.2.11) where a *description* (1) <activity> (3.2.1.28) has been based collectively on a series of *specimens* (3.3.2.10)

3.3.2.15

paratype

remaining *specimen(s)* (3.3.2.10) in the sample from which a *holotype* (3.3.2.12) was chosen

3.3.2.16

lectotype

holotype (3.3.2.12) chosen from a *syntype* (3.3.2.14) series considerably after a scientific *author* (3.7.1.01) having studied and described a particular species but without nominating a *holotype* him- or herself

3.3.2.17

paralectotype

syntype (3.3.2.14) not chosen as a *lectotype* (3.3.2.16)

3.3.2.18

neotype

type specimen (3.3.2.11) from the *paratype* (3.3.2.15) series from which a *holotype* (3.3.2.12) had been chosen and which has been designated the new *holotype* after the original has been lost or destroyed

3.3.2.19

topotype

single biological *specimen* (3.3.2.10) collected from the same site as an original *type specimen* (3.3.2.11) but without being given taxonomic status

3.3.2.20

model (1)

<abstraction> abstraction of a *system* (3.1.1.13) with a certain purpose

[SOURCE: ISO 14813-5:2010, definition B.1.88]

Note 1 to entry: See also *model* (2) <three-dimensional representation> (3.3.2.21); ISO 15531-1:2004, definition 3.6.28; ISO 19338:2014, definition 3.13; ISO/TS 27790:2009, definition 3.45.

3.3.2.21

mock-up

model (2)

<three-dimensional representation> *material object* (3.1.1.60) being a three-dimensional representation of another real or imagined material object, made to present this latter, but usually not of the same solidity and material

Note 1 to entry: See also *model* (1) <abstraction> (3.3.2.20); *drawing* (3.4.7.53); ISO 29845:2011, definition 3.1.7.

3.3.2.22
sculpture

three-dimensional *work of art* (3.4.6.12) made by carving, moulding or casting

[SOURCE: ISO 18461:2016, definition 2.5.33]

3.3.2.23
studio piece

copy (2) <reproduction> (3.4.7.14) of a *work of art* (3.4.6.12) made by the original maker/artist or his/her assistants/pupils during his or her lifetime

3.3.2.24
school piece

work of art (3.4.6.12) in which *characteristic* (3.1.1.04) *elements* (3.1.1.10) of an artistic school or artistic style are copied or reproduced

3.3.2.25
replica

exact or faithful material *copy* (2) <reproduction> (3.4.7.14) of a *material object* (3.1.1.60)

[SOURCE: ISO 18461:2016, definition 2.5.32]

3.3.2.26
reconstruction

copy (2) <reproduction> (3.4.7.14) of a lost or destroyed *material object* (3.1.1.60) or a former state of this object

3.3.2.27
monument

architectural *object* (3.1.1.01) or *sculpture* (3.3.2.22) commemorating a person or an event

3.3.2.28
pastiche

collage (3.3.2.43) composed of parts of other *material objects* (3.1.1.60) or of *copies* (2) <reproduction> (3.4.7.14) of whole or parts of them

3.3.2.29
seal (1)

<soft material> piece of initially soft material impressed with a device and attached in some way to a *document* (3.1.1.38) to establish its authority

Note 1 to entry: See also *seal* (2) <device> (3.3.2.30).

3.3.2.30
seal (2)

<device> device used to make a *seal* (1) <soft material> (3.3.2.29)

Note 1 to entry: See also *seal* (1) < soft material > (3.3.2.29).

3.3.2.31

antique

artefact (1) <man-made object> (3.2.1.02) stemming from the period of classical Greek and Roman antiquity (from approximately 2000 B.C. to 400 A. D.) and representing a certain style of *works of art* (3.4.6.13)

3.3.2.32

oracle bone

piece of shell or bone on which questions were scripted and which were then heated, and later on interpreted by a diviner

Note 1 to entry: As the earliest carriers of Chinese characters, tortoise shells and animal bones were used for divination in the Yin and Zhou Dynasties.

3.3.2.33

birch bark scroll

thin sheets of flattened bark used as a *writing* (3.1.11.01) *medium* (3.2.1.25) by the Anishinaabe people of North America

3.3.2.34

clay tablet

writing (3.1.11.01) *medium* (3.2.1.25) composed of a lump of clay into which impressions of *characters* (3.1.4.02) are made

3.3.2.35

duchsustus

parchment (3.3.5.2.30) used for some religious writings in Judaism

3.3.2.36

ogham stick

wooden stick used as a *writing* (3.1.11.01) *medium* (3.2.1.25) for carved ancient Irish runes

3.3.2.37

ostrakon

shard of fired pottery used as a ballot in ancient Greek elections on which *words* (1) <orthographic word> (3.1.5.18) were scratched

3.3.2.38

palimpsest

parchment (3.3.5.2.30) on which *characters* (3.1.4.02), *symbols* (3.1.4.17) or *images* (3.2.1.04) have been *written* (3.1.11.01) and later *erased* (3.1.11.13) again, so that new such inscriptions have been or could be applied

Note 1 to entry: The erasing is often imperfect so that parts of the original signs remain visible.

3.3.2.39

papyrus

writing (3.1.11.01) medium (3.2.1.25) composed of thin paper (3.3.5.2.01)-like material manufactured from the pith of the papyrus plant

3.3.2.40

ceramic

small *material object (3.1.1.60)* made of clay and fired in a kiln

3.3.2.41

cuneiform tablet

document (3.1.1.38) in the form of a *clay tablet (3.3.2.34)* onto which logographic or syllable cuneiform *script (3.1.6.02) characters (3.1.4.02)* have been marked

3.3.2.42

dummy

placeholder

material object (3.1.1.60) usually with *text (3.2.1.05)* or *symbols (3.1.4.17)* on it and which is inserted at, or near, the place where another material object or a *document (3.1.1.38)* is normally stored when these have been removed

3.3.2.43

collage

art object (3.4.6.12) composed of various materials

3.3.3 Documents by medium

3.3.3.01

analogue document

analogue resource

document (3.1.1.38) usable without digital equipment

3.3.3.02

digital document

information (3.1.1.16) unit with a defined content that has been digitized or was originally produced in digital form

Note 1 to entry: This includes e-books, electronic patents, networked audiovisual documents and other documents when in digital form, e.g. reports, cartographic and music documents, preprints. Databases and electronic serials are excluded.

Note 2 to entry: A *digital document* can be structured into one or more *files (3.1.12.02)*.

Note 3 to entry: A *digital document* consists of one or more content units.

[SOURCE: ISO 9707:2008, definition 2.8; ISO 2789:2013, definition 3.2.12]

3.3.3.03

digital resource

resource that can be transmitted over and/or accessed via an *information (3.1.1.16) technology system (3.1.1.13)*

Note 1 to entry: A *digital resource* may be referenced via an unambiguous and stable *identifier (3.1.12.19)* in a recognized identification system (e.g. *ISBN, ISAN, UPC/EAN, URI*).

[SOURCE: ISO/IEC 24751-2:2008, definition 3.13, modified]

3.3.3.04

digitized document

document (3.1.1.38) whose contents and/or appearance has been, through digital scanning techniques, transferred/converted into digital form

3.3.3.05

born digital

document (3.1.1.38) that from the outset has been created in digital form

Note 1 to entry: See also ISO 18461:2016, definition 2.5.7.

3.3.3.06

electronic resource

resource which can be stored in the form of electrical *signals (3.1.8.01)*, usually on a computer

3.3.3.07

audiovisual document

document (3.1.1.38) in which sound and/or *pictures (3.4.7.51)* are prominent, and which requires the use of special equipment to be seen and/or heard

Note 1 to entry: This includes audio documents such as *phonographic records*, tapes, cassettes, audio compact discs, DVDs, files of digital audio recordings; visual documents such as *slides*, *transparencies*; and combined audiovisual documents, such as *motion pictures*, video recordings, computer games, etc.

Note 2 to entry: For *library (3.2.3.02)* and *museum (3.2.3.06)* statistics purposes, *microforms (3.4.5.1.03)* are excluded.

[SOURCE: ISO 18461:2016, definition 2.5.5, modified]

3.3.3.08

hard copy

copy (2) <reproduction> (3.4.7.14) or *copy (3) <exemplar> (3.3.2.02)*, usually on *paper (1) <material> (3.3.5.2.01)*, which can be read without the assistance of a technical device

Note 1 to entry: See also ISO/IEC 2382:2015, definition 2121385; ISO/TR 11065:1992, definition 280; ISO 12637-2:2008, 2.69; ISO 3664:2009, definition 3.4.

3.3.3.09

soft copy

copy (2) <reproduction> (3.4.7.14) in a form that a computer can *store (3.9.1.01)* or *display (3.1.11.14)* it on a computer screen

Note 1 to entry: See also ISO/IEC 2382:2015, definitions 2121386 and 2125994; ISO/TR 11065:1992, definition 580; ISO 3664:2009, definition 3.14.

3.3.3.10

electronic book

e-book

non-serial (3.4.1.28.01) digital document (3.3.3.02), licensed (3.4.7.74) or not, where searchable text (3.2.1.05) is prevalent, and which can be seen in analogy to a print (3.4.7.06) book (2) <stack of leaves> (3.3.5.2.37) [monograph (3.4.1.27.01)]

Note 1 to entry: The use of e-books is, in many cases, dependent on a dedicated device and/or a special reader or viewing software (3.1.12.14).

[SOURCE: ISO 2789:2013, definition 2.3.19]

Note 2 to entry: See also “electronic journal” (3.3.3.35) and “talking book” (3.3.3.34).

3.3.3.11

electronic record

machine-readable record

record (2) <set of data> (3.1.13.22) stored in a machine-readable medium (3.2.1.25)

3.3.3.12

virtual document

document (3.1.1.38) that exists in concrete but non-graphic form, e.g. on tape or disc (3.4.7.5.08) or in a computer memory

[SOURCE:ISO/TR 9544:1988, definition 3.467]

Note 1 to entry: See also screen image (3.4.7.5.16).

3.3.3.13

digital library document

information (3.1.1.16) unit with a defined content, born digital (3.3.3.05) or a digitized document (3.3.3.04), that has been created or digitized by the library (3.2.3.02) or acquired (3.6.2.2.01) in digital form as part of the library (3.2.3.02) collection (2) <gathering> (3.6.1.05)

Note 1 to entry: This includes e-books, electronic patents, networked audiovisual documents and other digital documents, e.g. reports, cartographic and music documents, preprints. Databases and, for library statistics purposes, electronic serials are excluded.

Note 2 to entry: A digital library document can be structured into one or more files (3.1.12.02).

[SOURCE: ISO 2789:2013, definition 2.3.13, modified]

3.3.3.14

broadcast

virtual document (3.3.3.12) that exists in the moment of its emission (3.1.8.32) and the reception parallel to it and which can be turned into recorded information (3.1.8.26) when applying adequate techniques at the right moment

Note 1 to entry: See also ISO/IEC 21000-19:2010, definition 3.1.9; ISO 13183:2012, definition 4.1; ISO/IEC 2382:2015, definition 2124422.

3.3.3.15

radio programme

length of emission (3.1.8.32) that is destined to acoustical reception

3.3.3.16**TV programme**

television programme

length of *emission* (3.1.8.32) that is destined to audiovisual reception

3.3.3.17**news programme**

radio or TV *broadcast* (3.3.3.14) in which latest news and reports of current societal issues are read by a speaker, on TV often accompanied by illustrating film shoots

Note 1 to entry: See also “*news section*” (3.5.8.48).

3.3.3.18**multimedia resource**

resource comprising two or more distinct *media* (3.2.1.25) or differing forms of the same medium, no one of which is identifiable as being of primary importance

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

Note 1 to entry: A *multimedia resource* is usually intended for use as a unit.

Note 2 to entry: See also *medium* (3.2.1.25).

3.3.3.19**recording**

result of a recording process independent of the type and number of audio or audiovisual *carriers* (3.1.1.40) and technology used

Note 1 to entry: The term “*recording*” applies to each recorded item which may be used as a separate unit regardless of whether it is issued as part of a larger recorded work (e.g. each separate *track* (2) < *recording* > (3.5.8.49) on an *album* (3.4.5.5.04) of audio recordings).

[SOURCE: ISO 3901:2001, definition 3.3]

Note 2 to entry: See also “*recorded information*” (3.1.8.26) and “*to write*” (3.1.11.01).

3.3.3.20**non-textual resource**

material composed exclusively of non-textual content and descriptive *text* (3.2.1.05) about that content

Note 1 to entry: *non-textual resources* published either: a) in an online journal, book or other publication that is often associated with a full text article, encyclopedia entry, or other textual material; or b) in a database or digital library.

EXAMPLES Image, audio, video.

3.3.3.21**roll (2)**

<data medium> *data medium* (3.1.1.39) consisting of one or more sheets of *parchment* (3.3.5.2.30) or *paper* (1) <material> (3.3.5.2.01) sewn together end to end and rolled

Note 1 to entry: See also *roll* (1) < *matricle* > (3.5.1.24).

3.3.3.22

bamboo-slips

strips of bamboo or wood brushed with *text* (3.2.1.05) *characters* (3.1.4.02), sequentially organized and bound with leather strips or silk strings

Note 1 to entry: One of major styles of books in ancient China (ca. 8th century B.C.-5th century).

3.3.3.23

hologram

three-dimensional *photographic* (3.4.5.1.01) representation produced by an arranged interference between coherent light beams

3.3.3.24

website

collection (2) <gathering> (3.6.1.05) of logically connected *webpages* (3.3.3.25) managed as a single *entity* (3.1.13.27) and accessed through the same base *URL* (3.1.9.21)

Note 1 to entry: See also ISO/TR 14873:2013, definition 2.52.

3.3.3.25

webpage

digital multimedia *object* (3.1.1.01) as delivered from the *internet* (3.1.9.01) on request to a client *system* (3.1.1.13)

[SOURCE: ISO/IEC IEEE 24765:2010, definition 3.3317, modified]

3.3.3.26

homepage

main or opening screen of a *website* (3.3.3.24), to which all other pages for users are linked

3.3.3.27

TV film

television film

cinematographic film (3.4.5.1.09) produced or adapted for *emission* (3.1.8.32) in a *TV programme* (3.3.3.16)

3.3.3.28

silent film

silent picture

silent movie, US

cinematographic film (3.4.5.1.09) without sound

3.3.3.29

sound film

talkie

cinematographic film (3.4.5.7.1.09) with sound

3.3.3.30

black-and-white film

film which produces a monochromatic *picture* (3.4.7.51) in shades of grey [usually a metallic silver *image* (3.2.1.04)]

[SOURCE: ISO 4246:1994, definition 46]

3.3.3.31

colour film

color film, US

film carrying one or more emulsions which, during processing, yield dye *images* (3.2.1.04), reproducing the brightness and *colour* (3.12.2.30) value of a scene

[SOURCE: ISO 4246:1994, definition 90]

3.3.3.32

short film

film not exceeding a certain pre-defined length

Note 1 to entry: The length is usually defined as being of not more than 40 min.

3.3.3.33

long film

film exceeding a certain pre-defined length

Note 1 to entry: The length is usually defined as being more than 40 min.

3.3.3.34

talking book

book (1) <intellectual work> (3.4.1.27.04) presented in oral *language* (3.1.5.01) after having been recorded (3.3.3.19) by a human voice so that reception of it goes through listening rather than *reading* (3.1.11.02)

Note 1 to entry: See also “*electronic book*” (3.3.3.10).

3.3.3.35

electronic journal

e-journal

serial (3.4.1.28.01) *digital document* (3.3.3.02), *licensed* (3.4.7.74) or not, where searchable *text* (3.2.1.05) is prevalent, and which can be seen in analogy to a *print* (3.4.7.06) *serial publication* (3.4.1.28.01)

Note 1 to entry: The use of *e-journals* is, in many cases, dependent on a dedicated device and/or a special reader or viewing *software* (3.1.12.14).

Note 2 to entry: See also “*electronic book*” (3.3.3.10).

3.3.4 Processes in the intellectual production of documents

3.3.4.01

publishing

activity of making a *publication* (3.1.8.27) *available* (3.11.1.03) to a general audience

Note 1 to entry: See also “*publication*” (3.1.8.27); “*right of correction or withdrawal*” (3.13.3.2.05).

3.3.4.02

editing

process of reviewing a *document* (3.1.1.38) such as a *manuscript* (2) <dissemination manuscript> (3.4.7.05) or *data* (3.1.1.15) *set* (3.1.1.09) and making necessary modifications such as correcting, condensing or adapting the content

Note 1 to entry: See also “*editor*” (3.2.4.07); “*data editing*” (ISO 20252:2012, definition 2.17).

3.3.4.03 film editing

cutting and bringing together the different (camera) shots to produce a final film *copy* (1) <copy original> (3.4.7.12)

3.3.4.04 dubbing

provision of the oral language (3.1.5.02) *text* (3.2.1.05) of a film, superimposed over the original spoken text, in the language of the intended audience of a film whose original spoken-language *version* (3.4.1.04) is different

Note 1 to entry: See also *subtitling* (3.3.4.18); *translation* (1) <activity> (3.1.6.15).

3.3.4.05 review

document (3.1.1.38) giving basic *information* (3.1.1.16) about another document, a *material object* (3.1.1.60), a *service* (3.1.1.59), an activity or an event, giving a critical assessment and rating it against criteria

3.3.4.06 peer review

assessment of an academic work or of an application for a research grant by persons equally of academic status as the applicant is

Note 1 to entry: Peer review is often carried out in preparation for the *publishing* (3.3.4.01) of a *paper* (3) (3.5.8.12).

3.3.4.07 parallel submission

submission of the same *intellectual work* (3.1.1.45) or *research data* (3.1.10.10) to two or more different recipients for *publication* (3.1.8.27) without notifying each about the other recipients

Note 1 to entry: In science publishing, this constitutes scientific misconduct.

3.3.4.08 date of submission

date on which a *manuscript* (2) <dissemination manuscript> (3.4.7.05) proposed for *publishing* (3.3.4.01) reaches the *editor's* (3.2.4.07) office

Note 1 to entry: This is particularly relevant for original articles in science publishing. In case of dispute or doubt, the date of submission may be taken to be the priority date of the scientific discovery that can be claimed.

3.3.4.09 date of acceptance

date on which a *manuscript* (2) <dissemination manuscript> (3.4.7.05) is accepted for *publishing* (3.3.4.01) by the responsible *editor* (3.2.4.07)

Note 1 to entry: This is particularly relevant for original articles in science publishing. Acceptance does not preclude further ameliorations of the manuscript to be asked from the author before ultimate publication

3.3.4.10

date of publication

date on which a *work* (3.2.1.07) is *published* (3.3.4.01)

Note 1 to entry: Particularly relevant in science publishing.

3.3.4.11

nominal date of publication

date of publication (3.3.4.10) as formally indicated in the *publication* (3.1.8.27)

3.3.4.12

actual date of publication

date on which a *publication* (3.1.8.27) is actually available, particularly in respect to a given place or places

3.3.4.13

duplicate publishing

redundant publishing

re-use of one's own previous relevant *publication* (3.1.8.27) or part of it as a new one without revealing its original identity

Note 1 to entry: This can constitute fraud when it infringes on the *novelty* of a *work* assumed by the people *reviewing* (3.3.4.05) it

3.3.4.14

self-duplication

self-plagiarism

re-use of substantial portions of relevant *text* (3.2.1.05) from one's own previous *work* (3.2.1.07)

Note 1 to entry: This can constitute fraud when it infringes on the *novelty* of a *work* assumed by the people *reviewing* (3.3.4.05) it.

3.3.4.15

publication bias

publishing (3.3.4.01) or proposing for inclusion in science *publications* (3.1.8.27) only such scientific studies which render positive proof of the hypothesis under study, and to not publish studies that do not

Note 1 to entry: *Publication bias* is discouraged by codes of ethics in science since absence of valid but “negative” or “not significant” results may cause erroneous assessment of theories or proposed actions.

3.3.4.16

retraction

official announcement in a *scientific journal* (3.4.1.28.03) that an *article* (3.5.8.06) that has been *published* (3.1.8.27) in it is to be considered as not published

Note 1 to entry: Usually this is done because a scientific misconduct in connection with the article is assumed to be proven [e.g. falsification, *duplicate publishing* (3.3.4.13)]

3.3.4.17

articles in press

full-text (3.2.1.05) *articles* (3.5.8.06) that have been accepted for *publication* (3.1.8.27) in a *journal* (3.4.1.28.03) and have been made available online to customers, and which will be assigned a *publication date* (3.3.4.10) of the current year or a future year

3.3.4.18

subtitling

provision in a film of written *text* (3.2.1.05) running (often at the bottom) over the projected *images* (3.2.1.04) and that renders, in the *language* (3.1.5.02) of the intended audience, the original spoken-language *version* (3.4.1.04) of that film

Note 1 to entry: This can be done as a visual aid to the reception/comprehension of the spoken text in the same language, or to provide its *translation* (2) <document> (3.4.2.02).

Note 2 to entry: See also “*dubbing*” (3.3.4.04).

3.3.5 Physical production of documents

3.3.5.1 General concepts

3.3.5.1.01

printing (1)

<technical process> process or business of producing printed material by means of inked type and a printing press or similar technology

Note 1 to entry: This includes the output operation of a computer that renders an *image* (3.2.1.04) on a substrate.

Note 2 to entry: See also *printing* (2) <handwriting> (3.1.6.08); *printer* (3.2.3.16); and ISO 12637-1:2006, definition 60.

3.3.5.1.02

print on demand

computer-processed *printing* (1) <technical process> (3.3.5.1.01) of a *book* (2) <stack of leaves> (3.3.5.2.37) or *pamphlet* (3.4.1.27.06) in unlimited quantities as and when requested

[SOURCE: ISO 9707:2008, definition 2.27, modified]

Note 1 to entry: See also *print on demand publication* (3.1.8.29).

3.3.5.1.03

direct printing

image (3.2.1.04) transfer from an *image carrier* (3.1.1.40) to a substrate

[SOURCE: ISO 12637-1:2006, definition 13]

3.3.5.1.04

indirect printing

image (3.2.1.04) transfer from an *image carrier* (3.1.1.40) to a substrate by means of an intermediate *element* (3.1.1.10)

[SOURCE: ISO 12637-1:2006, definition 40]

3.3.5.1.05**letterpress printing**

letterset printing

forme-based *printing (1) <technical process> (3.3.5.1.01)* process using rigid relief formes where the raised inked areas reproduce *images (3.2.1.04)* directly onto a substrate

[SOURCE: ISO 12637-1:2006, definitions 45 and 46, modified]

3.3.5.1.06**intaglio printing**

forme-based *printing (1) <technical process> (3.3.5.1.01)* process using formes which are rigid flat or wraparound plates where the *image (3.2.1.04)* areas are etched or engraved below the non-image areas producing lines and hatchings from which ink is transferred directly to a substrate

[SOURCE: ISO 12637-1:2006, definition 43, modified]

3.3.5.1.07**gravure printing**

intaglio printing (3.3.5.1.06) using formes which are plated cylinders or wraparound plates where the *image (3.2.1.04)* areas are recessed below the non-image areas producing microscopic cells from which ink is transferred directly to a substrate

Note 1 to entry: *Gravure printing* is an intaglio process where the cells can have various width, depth and frequency characteristics.

[SOURCE: ISO 12637-1:2006, definition 30]

3.3.5.1.08**planographic printing**

printing (1) <technical process> (3.3.5.1.01) process employing formes whose *image (3.2.1.04)* carrying areas and non-image areas situated on the same level, reproduce *images* on a substrate using processes such as an *offset* and *lithographic printing (3.3.5.1.09)*

[SOURCE: ISO 12637-1:2006, definition 56, modified]

3.3.5.1.09**offset lithographic printing**

planographic printing (3.3.5.1.08) process that reproduces *images (3.2.1.04)* indirectly onto a substrate

[SOURCE: ISO 12637-1:2006, definition 50]

3.3.5.1.10**flexographic printing**

forme-based *printing (1) <technical process> (3.3.5.1.01)* process/method using flexible relief formes where the raised inked areas reproduce *images (3.2.1.04)* onto a substrate with either high or low viscosity solvent-based or water-based inks

[SOURCE: ISO 12637-1:2006, definition 23, modified]

3.3.5.1.11**diazo printing**

inkless photochemical process using substrates, coated with non-silver light sensitive compounds, and exposed by ultraviolet illumination through transparencies of *image* (3.2.1.04) areas, that are developed either by heat or by ammonia vapours

[SOURCE: ISO 12637-1:2006, definition 11]

3.3.5.1.12

phototypesetting

photocomposition

formatting and output of *text* (3.2.1.05) and graphic *elements* (3.1.1.10) using photographic imaging techniques

3.3.5.1.13

reprography

reproduction (3.4.7.17) of the *image* (3.2.1.04) of a *document* (3.1.1.38) by technical means

3.3.5.1.14

copying

production of an *image* (3.2.1.04) which is a *reproduction* (3.4.7.17) of the *image* of another *document* (3.1.1.38)

[SOURCE: ISO 12637-1:2006, definition 50, modified]

3.3.5.15

photographing

fixing an *image* (3.2.1.04) by taking a *photograph* (3.4.5.1.01)

3.3.5.1.16

mixing

bringing together and determining each one's role of different *tracks* (2) <recording> (3.5.8.50) in a musical *recording* (3.3.3.19)

3.3.5.2 Paper as a document medium and its related components

3.3.5.2.01

paper (1)

<material> coherent *sheet* (2) <print sheet> (3.3.5.2.36) or web of cellulose fibres

Note 1 to entry: The term "*paper* (1) <material>" may be used for both paper (1) <material> and *board* (1) <paper> (3.3.5.2.02). Materials of grammage less than 225g/m² are generally considered to be paper (1), and materials of grammage of 225g/m² or more to be board (1).

Note 2 to entry: See also *parchment* (3.3.5.2.30); *paper* (2) <document> (3.4.1.27.09); *paper* (3) <scientific text> (3.5.8.12); ISO 4046-3:2016, definition 3.95.

3.3.5.2.02

board (1)

<paper> *paper* (1) <material> (3.3.5.2.01) of a relatively high *rigidity* (3.12.2.19)

Note 1 to entry: The term "*paper* (1) <material>" may be used for both paper (1) <material> and *board* (1) <paper>. Materials of grammage less than 225g/m² are generally considered to be paper (1), and materials of grammage of 225g/m² or more to be board (1) <paper>.

Note 2 to entry: See also *board (2) < cover > (3.5.9.2.16)*; ISO 4046-3:2016, definition 3.16.

3.3.5.2.03

broke

paper (1) <material> (3.3.5.2.01) which is discarded at any stage during *paper (1) <material>* manufacture

3.3.5.2.04

ground wood paper

DEPRECATED: mechanical woodpulp paper

paper (1) <material> (3.3.5.2.01) made from fibres obtained from wood by mechanical means

Note 1 to entry: Historically, *ground wood paper* has been liable to deterioration as a consequence of its high lignin content.

3.3.5.2.05

woodfree paper

lignin-free paper, US

paper (1) <material> (3.3.5.2.01) made, in principle, only from cellulose fibres obtained either chemically from wood or from other vegetable matter

3.3.5.2.06

acid-free paper

paper (1) <material> (3.3.5.2.01) with a *pH value (3.12.2.29)* which indicates that it is neutral or alkaline

Note 1 to entry: See also ISO 18913:2012, definition 3.6.

3.3.5.2.07

durable paper

paper (1) <material> (3.3.5.2.01) which meets the requirements for *durability (3.12.2.02)* under specified conditions of tests

3.3.5.2.08

permanent paper

archival paper

acid-free paper (3.3.5.2.06) which, during long-term *storage (1) <placement> (3.9.1.01)* in *libraries (3.2.3.02)*, *archives (1) <organization> (3.2.3.01)* and other protected environments, will undergo little or no change in *properties (3.1.1.03)* that affect use

[SOURCE: ISO 11800:1998, definition 3.25, modified]

3.3.5.2.09

reclaimed paper

paper (1) <material> (3.3.5.2.01) incorporating unused paper (1) <material> products or fibres obtained from waste during the manufacture of paper products

3.3.5.2.10

recycled paper

paper (1) <material> (3.3.5.2.01) incorporating fibres obtained from paper (1) <material> recovered after use

3.3.5.2.11

newsprint

paper (1) <material> (3.3.5.2.01) made from ground wood paper (3.3.5.2.04) with little or no mineral loading

3.3.5.2.12

art paper (1)

<drawing paper> high-grade drawing (3.4.7.53) paper (1) <material> (3.3.5.2.01)

Note 1 to entry: See also *art paper (2) <coated paper> (3.3.5.2.13)*.

3.3.5.2.13

art paper (2)

<coated paper> coated paper (3.3.5.2.18), free from ground wood paper (3.3.5.2.04), intended for fine screen printing (1) <technical process> (3.3.5.1.01)

Note 1 to entry: See also *art paper (1) <drawing paper> (3.3.5.2.12)*.

3.3.5.2.14

imitation art paper

uncoated paper (1) <material> (3.3.5.2.01) with a very high filler content and heavily calendered to give it the characteristics (3.1.1.04) of art paper (2) <coated paper> (3.3.5.2.13)

3.3.5.2.15

India paper

thin, dense, opaque, and durable printing (1) <technical process> (3.3.5.1.01) paper (1) <material> (3.3.5.2.01), intended for printing volumes (3.3.5.2.37) in a less bulky form

3.3.5.2.16

plan paper

map paper

heavily sized paper (1) <material> (3.3.5.2.01) with good strength properties (3.1.1.03), particularly tensile strength (3.12.2.11), folding endurance (3.12.2.13) and resistance to abrasion (3.12.4.02), and having high dimensional stability (3.12.2.23)

3.3.5.2.17

security paper

paper (1) <material> (3.3.5.2.01) which incorporates identification (3.2.1.26) features to deter counterfeiting

EXAMPLE Paper (1) <material> used for *printing (1) <technical process> (3.3.5.1.01)* banknotes.

Note 1 to entry: See also *"security print" (3.4.7.29)*

3.3.5.2.18

coated paper

paper (1) <material> (3.3.5.2.01) which has been given a coating (3.12.3.01) of clay or other materials to improve its finish

3.3.5.2.19

calendered paper

paper (1) <material> (3.3.5.2.01) which has been given a smooth surface by passing it through rollers one or more times

3.3.5.2.20

unsized paper

absorbent *paper (1) <material> (3.3.5.2.01)* to which no *sizing (3.12.3.02)* has been added

EXAMPLES Blotting paper; *repair tissue (3.3.5.2.34)*.

3.3.5.2.21

pigment

substance, generally in the form of fine insoluble particles, used to impart *colour (3.12.2.30)* to a *carrier (3.1.1.40)*

3.3.5.2.22

dye

natural or synthetic substance which gives the requisite *colour (3.12.2.30)* to a *data medium (3.1.1.39)* or *carrier (3.1.1.40)* by *impregnation (3.12.6.12)*

3.3.5.2.23

paint

liquid or powder containing *pigments (3.3.5.2.21)* which, when applied to a *data medium (3.1.1.39)*, forms an opaque film having protective, decorative or specific technical *properties (3.1.1.03)*

[SOURCE: ISO 4618:2014, definition 2.184, modified]

3.3.5.2.24

size

substance either added to *paper (1) <material> (3.3.5.2.01)* pulp or to the surface of *paper (1) <material>* to reduce *absorbency (3.12.2.03)* and increase strength

3.3.5.2.25

alum

aluminium sulphate used in combination with rosin as a *size (3.3.5.2.24)*

Note 1 to entry: This is one of the potential sources of acidity in *paper (1) <material>*.

3.3.5.2.26

buffer

substance used to establish an *alkali reserve (3.12.2.08)*

3.3.5.2.27

filler

restoration (3.1.2.1.02) paste or liquid applied to make good minor *damage (3.12.1.11)* to a *material object (3.1.1.60)*

3.3.5.2.28

cellulose acetate

cellulose ester

synthetic material composed of the carbohydrate salt of acetic acid

Note 1 to entry: *Cellulose acetate* is used as a *data medium* for *photographic documents*.

3.3.5.2.29

barrier sheet

sheet of *paper (1)* <material> (3.3.5.2.01) inserted to prevent either *off-setting (3.12.4.34)* from one *page (3.5.9.1.02)* to another or migration of a chemical agent

3.3.5.2.30

parchment

material obtained by treating animal skins

Note 1 to entry: Usually the skins of sheep or goats. See also *paper (1)* <material> (3.3.5.2.01); *erasability (3.12.2.21)*.

3.3.5.2.31

vellum

fine *parchment (3.3.5.2.30)* prepared from the skin of a calf

3.3.5.2.32

Xuan paper

Shuen paper

rice paper

paper (1) <material> (3.3.5.2.01) made from *Pteroceltis tatarinowii* Maxim bark and rice straw

Note 1 to entry: *Xuan paper* is often used for Chinese calligraphy and painting.

3.3.5.2.33

tissue

lightweight *unsized paper (3.3.5.2.20)*

3.3.5.2.34

repair tissue

tissue (3.3.5.2.33) intended for use as an overlay or underlay in the *restoration (3.12.1.02)* of *paper (1)* <material> (3.3.5.2.01) documents (3.1.1.38)

3.3.5.2.35

adhesive

substance with the capability of bonding materials to each other by chemical or mechanical action or both

3.3.5.2.36

print sheet

sheet (2)

large piece of *paper (1)* <material> (3.3.5.2.01) on which a number of *pages (3.5.9.1.02)* are *printed (1)* <technical process> (3.3.5.1.01), normally on both sides, arranged according to an imposition scheme

Note 1 to entry: See also *sheet (1)* <piece> (3.4.1.27.08).

3.3.5.2.37

volume

book (2)

codex

stack of *leaves (3.5.9.1.01)* or similar *objects (3.1.1.01)* forming a physical unit which is held together by a *binding (1)* <covers> (3.5.9.1.10)

Note 1 to entry: See also *book* (1) < *intellectual work* > (3.4.1.27.04).

Note 2 to entry: See also ISO 2789:2013, definition 2.3.50; ISO 12637-4:2008, definition 2.10; ISO 9707:2008, definition 2.4 defining *book* (2) < *stack of leaves* > as having at least 49 pages exclusive of the cover *pages* (3.5.9.1.02) (according to UNESCO Revised Recommendation 1.11.1985).

3.4 Documents

3.4.1 General concepts

3.4.1.01

document type

class (3.5.8.03) of *documents* (3.1.1.38) characterized (3.1.1.04) by a specific materiality, purpose or type of content

[SOURCE: ISO/IEC TR 29166:2011, definition 3.3, modified]

Note 1 to entry: See also “*general material designation*” (3.7.2.03), “*specific material designation*” (3.7.2.04); “*special collection*” (3.6.1.10); ISO 10209:2012, definition 11.58; ISO 29845:2011, definition 3.1.3; ISAD (G) 1999 (“form”).

3.4.1.02

unicum

material object (3.1.1.60) existing in only one *copy* (3) < *exemplar* > (3.3.2.02)

3.4.1.03

multiplum

multiple

material object (3.1.1.60) existing in several identical *copies* (3) < *exemplar* > (3.3.2.02)

3.4.1.04

version

one state of an *object* (3.1.1.01) of which several states exist or are planned

Note 1 to entry: Correlated with *edition* (2) < *identical documents* > (3.4.1.12), “*version*” expresses its main and minor changes, not necessarily forming a new one.

3.4.1.05

continuing resource

publication (3.1.8.27), in any *medium* (3.2.1.25), that is issued over time with no predetermined conclusion and made available to the public

[SOURCE: ISO 3297:2007, definition 2.1]

3.4.1.06

integrating resource

publication (3.1.8.27), either finite or with no predetermined conclusion, that is added to or changed by updates that do not remain discrete and are integrated into the whole and made available to the public in any product form

[SOURCE: ISO 2108:2005, definition 3.5]

EXAMPLES Updating loose-leaf editions; updating websites.

3.4.1.07

secondary document

secondary literature

document (3.1.1.38) being a *work* (3.2.1.07) in its own right but which is built on analyzing, discussing or commenting one or more other documents, resulting usually in partial modification of the perspective taken so far on the topic

Note 1 to entry: The distinction between *secondary documents* and *primary documents* plays an important role in academic studies and in the rules for academic work.

Note 2 to entry: On occasions, a further refined analysis may be required to make the distinction between *primary*, *derived* and *secondary documents*.

3.4.1.08

derived document

derivation

distinctive *work* (3.2.1.07) made predominantly out of material from another work or works

[SOURCE: ISO 21047:2009, definition 3.6, modified]

EXAMPLES *Abridgement*, illustrated *edition*, shortened *edition*, *arrangement*, *translation* (2) <document>, *remake*, theatre play made after a film, the contents of a poem presented as a novel, etc.

3.4.1.09

tertiary document

tertiary literature

document (3.1.1.38) *listing* (3.4.7.25) other documents or describing (but not *reproducing* (3.4.7.17) to any large degree) their contents, or being a systematic compilation/*collection* (2) <gathering> (3.6.1.05) of *data* (3.1.1.15)

EXAMPLES *Reference work*, *abstract*, *catalogue*, *list*, *classification table*, *index*.

3.4.1.10

unpublished document

document (3.1.1.38) that has not been offered for reception to a general public

3.4.1.11

impression

whole *set* (3.1.1.09) of *copies* (3) <exemplar> (3.3.2.02) of an *edition* (3.4.1.12) or issue printed at one time and in a single operation

[SOURCE: ISO 1086:1991, definition 3.11]

3.4.1.12

edition (2)

<identical documents> all *manifestations* (3.2.1.09) of a *publication* (3.1.8.27) embodying essentially the same content

Note 1 to entry: A single *edition* (2) <identical documents> of a publication may be published in multiple product forms. It may be the *edition* (2) <identical documents> of a *monographic resource* (3.4.1.27.01) or of one of the *issues* (3.4.1.28.17) of a *serial publication* (3.4.1.28.01).

Note 2 to entry: See also *edition (1) <exemplars> (3.3.2.01)*.

3.4.1.13

first edition

first *publication (3.1.8.27)* of an original or *translated (1) <activity> (3.1.6.15) document (3.1.1.38)*

[SOURCE: ISO 9707:2008, definition 2.13]

3.4.1.14

re-edition

publication (3.1.8.27) distinguished from previous *editions (2) <identical documents> (3.4.1.12)* by changes made in the contents (*revised edition (3.4.1.22)* or layout [*new edition (3.4.1.15)*]

Note 1 to entry: When this product is identified by an ISBN (3.2.5.01), the re-edition requires a new one.

[SOURCE: ISO 9707:2008, definition 2.34 modified]

3.4.1.15

new edition

re-edition (3.4.1.14) distinguished from previous *editions (2) <identical documents> (3.4.1.12)* by changes made in the layout and which requires a new *ISBN (3.2.5.01)*

[SOURCE: ISO 9707:2008, definition 2.34, modified]

3.4.1.16

expurgated edition

edition (2) <identical documents> (3.4.1.12) in which certain parts of a *work (3.2.1.07)* have been omitted or removed because they are considered unacceptable by a party other than the *author (3.7.1.01)*

[SOURCE: ISO 21047:2009, D 4]

3.4.1.17

scholarly edition

documentary edition

edition (2) <identical documents> (3.4.1.12), established according to the principles of *scholarly editing (3.2.2.16)*

3.4.1.18

anonymous document

document (3.1.1.38) by an unknown or unmentioned *author (3.7.1.01)*

3.4.1.19

plagiarism

document (3.1.1.38) arisen from *plagiary (3.13.2.08)*

3.4.1.20

full plagiarism

entire *document (3.1.1.38)* being a *plagiarism (3.4.1.19)*

3.4.1.21

translated plagiarism

document (3.1.1.38) showing literal use of translated *text* (3.2.1.05) or a complete *translation* (1) <activity> (2.1.6.15) or *translation* (2) <document> (3.4.2.02) of a text as a *publication* (3.1.8.27) by oneself

3.4.1.22

revised edition

re-edition (3.4.1.14) distinguished from previous *editions* (2) <identical documents> (3.4.1.12) by changes made in the contents and which requires a new *ISBN* (3.2.5.01)

[SOURCE: ISO 9707:2008, definition 2.34, modified]

3.4.1.23

camouflage document

clandestine document

document (3.1.1.38) containing under a *camouflage title* (3.7.4.01) a contents that is not openly *disclosed* (3.13.5.03) by its originator because it is prohibited or may entail serious consequences like persecution

3.4.1.24

orphan work

intellectual work (3.1.1.45) whose *publishing date* (3.3.4.10) supposedly falls within the *author's rights* (3.13.3.1.01) protection period but whose *author* (3.7.1.01) or any author's rights holders cannot be identified despite considerable research efforts

3.4.1.25

non-booktrade document

grey literature

document(s) (3.1.1.38) not available through the regular supply chain of the booktrade

Note 1 to entry: By customer request, *book shops* (3.2.3.03) may engage in specifically procuring certain types of non-booktrade documents.

3.4.1.26

primary document (1)

primary literature (1)

<document of novelty> *document* (3.1.1.38) which is recognized as embodying certain intellectual content for the first time or as being of a particularly authoritative nature

Note 1 to entry: This includes original *works*, original research *articles* or *monographs*, *legal documents*, basic *religious documents*, many types of archival documents, belles-lettres works, etc.

Note 2 to entry: See also *original document* (3.4.7.11); *work* (3.2.1.07); *original work* (3.2.1.13).

3.4.1.27

primary document (2)

primary literature (2)

<study object> *document* (3.4.1.38) which is the object of (often scientific) study and discussion in, or of systematic reference by, one or more other documents

Note 1 to entry: This is often the case with documents used as the basis of scientific study e.g. in the humanities.

3.4.1.1 Monographic resources

3.4.1.27.01

monographic resource

publication (3.1.8.27) in *print* (3.4.7.06) or non-print form, complete in itself or intended to be completed in a finite number of parts

[SOURCE: ISO 690:2010, definition 2.13]

Note 1 to entry: See also *integrating resource* (3.4.1.06) and ISO 9707:2008, definition 2.19.

3.4.1.27.02

monographic series

series (1)

<group of resources> group of separate resources related to one another by the fact that each resource bears, in addition to its own *title proper* (3.7.4.02), a *collective title* (3.7.4.11) applying to the group as a whole

Note 1 to entry: The individual resources may or may not be numbered.

[SOURCE: RDA]

Note 2 to entry: See also *series* (2) < *records series* > (3.6.3.30).

3.4.1.27.03

subseries

monographic subseries

monographic series (3.4.1.27.02) within a monographic series (i.e., a monographic series that always appears in conjunction with another, usually more comprehensive, monographic series of which it forms a section)

Note 1 to entry: Its *title* (3.7.4.01) may or may not be dependent on the title of the main monographic series.

[SOURCE: RDA J 24]

Note 2 to entry: See also *archival subseries* (3.6.3.31); *common title* (3.7.4.10); *dependent title* (3.7.4.14).

3.4.1.27.04

book (1)

<intellectual work> *intellectual work* (3.1.1.45) *published* (3.1.8.27) either in *handwritten* (3.1.6.07), printed (1) <*technical process*> (3.3.5.1.01) or electronic form, usually *paginated* (3.5.9.1.07) and forming a physical unit

Note 1 to entry: See also *book* (2) < *stack of leaves* > (3.3.5.2.37).

3.4.1.27.05

incunabulum

volume (3.3.5.2.37) *printed* (1) <*technical process*> (3.3.5.1.01) in Europe from moveable type and dating from before 1501-01-01

Note 1 to entry: The *name* (3.1.5.28) of a *printer* (3.2.3.16) of an *incunabulum* (3.4.2.27.05) can be concluded from the *font* (3.1.6.05) used for the *printing* (1) < *technical process* > (3.3.5.1.01).

3.4.1.27.06

pamphlet

monograph (3.4.1.27.01) of at least five but not more than 48 *pages* (3.5.9.1.02), exclusive of the cover pages

[SOURCE: ISO 9707:2008, definition 2.23, modified]

Note 1 to entry: Definition worded according to the UNESCO "Revised Recommendation concerning the international standardization of statistics on the production and distribution of books, newspapers and periodicals", adopted on 1985-11-01:

http://portal.unesco.org/en/ev.php-URL_ID=13146&URL_DO=DO_TOPIC&URL_SECTION=201.html

Note 2 to entry: *pamphlet* often have their *sections* (3.5.9.2.03) held together by *saddle stitching* (3.5.9.4.07).

3.4.1.27.07

brochure

pamphlet (3.4.1.27.06) of an ephemeral nature

Note 1 to entry: See also ISO 16763:2016, definition 3.3.5.

3.4.1.27.08

sheet (1)

<piece> single piece of *paper* (1) <material> (3.3.5.2.01) other than a broadsheet which may be holding printed matter on one or both sides

Note 1 to entry: See also *leaf* (3.5.9.1.01) and *sheet* (2) <print sheet> (3.3.5.2.36).

3.4.1.27.09

paper (2)

<document> *text* (3.2.1.05) *document* (3.1.1.38) delivered before an audience or contributed to an edited *volume* (3.4.1.27.12) or a *scientific journal* (3.4.1.28.19)

Note 1 to entry: See also *paper* (1) <material> (3.3.5.2.01); *paper* (3) <scientific text> (3.5.8.12).

3.4.1.27.10

collection (1)

<monographic document> *document* (3.1.1.38) bringing together, normally under a *common title* (3.7.4.10), *works* (3.2.1.07) by one or more *authors* (3.7.1.01) or *editors* (3.2.4.07) on one or more subjects

Note 1 to entry: See also *collection* (2) <gathering> (3.6.1.05); *collection* (3) <manuscripts> (3.6.1.12).

3.4.1.27.11

anthology

selected extracts

document (3.1.1.38) consisting of a *collection* (2) <gathering> (3.6.1.05) of full documents or of extracts, usually of literary *works* (3.2.1.07)

3.4.1.27.12

edited volume

contributed volume

collection (1) <monographic document> (3.4.1.27.10) of original works (3.2.1.13) in the form of scholarly or scientific chapters (3.5.8.05) written by different authors (3.7.1.01)

Note 1 to entry: The chapters in an *edited volume* are original works (not republished works).

3.4.1.27.13

collected edition

edition (2) <identical documents> assembling works (3.2.1.07) by one author (3.7.1.01) that have already been published (3.3.4.01) before

3.4.1.27.14

reader

document (3.1.1.38) containing a collection (2) <gathering> (3.6.1.05) of texts (3.2.1.05) put together for learning purposes

Note 1 to entry: See also *textbook* (3.4.7.82).

3.4.1.2 Continuing resources

3.4.1.28.01

serial

serial publication

publication (3.1.8.27) in print (3.4.7.06) or in non-print form, issued in successive parts, usually having numerical or chronological designations (3.1.5.24), and intended to be continued indefinitely, whatever its periodicity

Note 1 to entry: *Serials* can include *periodicals, journals, newspapers, annuals, etc.*

[SOURCE: ISO 690:2010, definition 2.16, modified]

3.4.1.28.02

periodical

serial (3.4.1.28.01) generally characterized (3.1.1.04) by variety of contents and contributors (3.7.1.04), both within one issue (3.4.1.28.17) of the publication (3.1.8.27) and from one issue to another

3.4.1.28.03

journal (2)

<specialized journal> serial (3.4.1.28.01) addressing readers interested in a specific subject or profession

Note 1 to entry: See also *journal (1) <chronological record> (3.4.7.38).*

3.4.1.28.04

newspaper

serial (3.4.1.28.01) which contains news on current events of general or special interest, the individual parts of which are listed chronologically or numerically and usually appear at least once a week

[SOURCE: ISO 2789:2013, definition 2.3.36]

Note 1 to entry: See also UNESCO “Revised Recommendation concerning the international standardization of statistics on the production and distribution of books, newspapers and periodicals”, adopted on 1985-11-01: http://portal.unesco.org/en/ev.php-URL_ID=13146&URL_DO=DO_TOPIC&URL_SECTION=201.html

3.4.1.28.05

daily newspaper

daily

newspaper (3.4.1.28.04) appearing at least four days a week

3.4.1.28.06

weekly newspaper

weekly

newspaper (3.4.1.28.04) appearing once, twice or three times a week

3.4.1.28.07

supra-regional newspaper

newspaper (3.4.1.28.04) serving the full area of a nation and sometimes beyond

3.4.1.28.08

regional newspaper

newspaper (3.4.1.28.04) serving a restricted local area

3.4.1.28.09

full newspaper

newspaper (3.4.1.28.04) whose entire editorial contents is produced by the *editorial department (3.2.3.35)* of the newspaper itself

Note 1 to entry: See also "principal edition" in ISO 4087:2005, definition 3.1.

3.4.1.28.10

side edition (of a newspaper)

newspaper (3.4.1.28.04) which takes over large, usually supra-regional parts of its contents from a *full newspaper (3.4.1.28.09)*

3.4.1.28.11

zoned edition

edition (2) <identical documents> (3.4.1.12) of a *full newspaper (3.4.1.28.09)* which varies in some, but not the supra-regional, parts from the master edition of the full newspaper, in order to adapt to a relevant local area

3.4.1.28.12

official bulletin

document (3.1.1.38) serving as the *authoritative source (3.2.2.21)* for *messages (3.1.8.02)* of a legal nature

3.4.1.28.13

newsletter

serial (3.4.1.28.01) from an *organization (3.4.1.55)*, generally to its members, to give current *information (3.1.1.16)* in its sphere of activity

3.4.1.28.14

blog

weblog

web page (3.3.3.25) that is a frequent *continuing resource (3.4.1.05)* of *web links (3.1.12.30)* and/or comments on a particular *topic (3.2.1.17)* or subject (broad or narrow in scope), often in the form of

short articles (3.5.8.06) arranged in reverse *chronological order* (3.1.1.64), the most recently added piece of *information* (3.1.1.16) appearing first

Note 1 to entry: The information can be *written* (3.1.11.01) or collected by the site owner or be contributed by users.

[SOURCE: ISO 2789:2013, definition 2.2.4, modified]

3.4.1.28.15

primary journal

archival journal

scientific journal (3.4.1.28.19) that as its main contents *publishes* (3.1.8.27) *original research* (3.5.8.13)

3.4.1.28.16

advertising journal

newspaper (3.4.1.28.04)-like *publication* (3.1.8.27) consisting essentially of advertisements for products, shops and events, largely financed by the interested business and often distributed free of charge to a general audience

3.4.1.28.17

issue

one of the usually regularly appearing, self-contained and physically independent parts, marketed individually, of which a *serial* (3.4.1.28.01) is constituted, bearing a numerical or chronological *designation* (3.1.5.24)

Note 1 to entry: Analogue *manifestations* (3.2.1.09) of *issues* usually consist of *sections* (2) <folded leaves> (3.5.9.2.03), stapled rather than having a *book binding* (1) <covers> (3.5.9.1.10) and are usually later bound together in one *volume* (3.3.5.2.37) per year, for protection and easier *filing* (3) <determining arrangement in a locality> (3.9.2.05) in *storage* (1) <placement> (3.9.1.01). A large quantity of “issues” is *disseminated* (3.2.1.34) on the basis of pre-established subscriptions.

Note 2 to entry: See also *brochure* (3.4.1.27.07) and *pamphlet* (3.4.1.27.06).

3.4.1.28.18

instalment (1)

<incomplete part in delivery> incomplete but physically (and sometimes intellectually) self-contained part of an intended complete *monographic resource* (3.4.1.27.01) or of an *updating loose-leaf resource* (3.4.7.80), as it emanates from physical production and is *disseminated* (3.2.1.34) only on the basis of a pre-established subscription to that *work* (3.2.1.07), to be assembled with other instalments (1) <incomplete part in delivery> which together, in the case of the monographic resource, upon completion form the entire *document* (3.1.1.38)

Note 1 to entry: See also *instalment* (2) <episode> (3.4.5.6.13); ISO 215:1986, definition 3.8.

3.4.1.28.19

scientific journal

journal (2) <specialized journal> (3.4.1.28.03) devoted to scientific discussion, to elaborate treatise of sciences and scientific topics, and to the readership interested in these issues

3.4.1.28.20

professional journal

journal (2) <specialized journal> (3.4.1.28.03) addressing a specific field of professional activity and the readership interested in it

EXAMPLES Lawyer's review; Artisan review; Taxidriver's monthly; etc.

3.4.1.28.21

magazine

journal (2) <specialized journal> addressing non-scientific, non-professional general interest topics

EXAMPLES Political magazine (weekly); fashion magazine; home improvement magazine; 'women's world'; wildlife/hunting magazine; collector's magazine; airline in-flight magazine; etc.

3.4.2 Derived documents

3.4.2.01

abridgement

document (3.1.1.38) resulting from the condensation of another document to its essence

3.4.2.02

translation (2)

<document> *text* (3.2.1.05) *document* (3.1.1.38) being the outcome of a *translation* (1) <activity> (3.1.6.15) process

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

Note 1 to entry: See also *translation* (1) <activity> (3.1.6.15).

3.4.2.03

adaptation

work (3.2.1.07) derived from another, especially when intended for a different *medium* (3.2.1.25) or genre, in a different literary or musical form

3.4.2.04

arrangement (2)

<adaptation> *adaptation* (3.4.2.03) of a *music* (3.2.1.06) *work* (3.2.1.07) 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

Note 1 to entry: See also *arrangement* (1) <archival operation> (3.2.1.30).

3.4.2.05

medley

coherent piece of *music* (3.2.1.06) assembled from tunes or parts of tunes of other musical pieces

3.4.2.06

bootleg

bootleg record

audio or visual *recording* (3.3.3.19) made available while infringing on the *right of disclosure* (3.13.3.2.04) and the *right of reproduction* (3.13.3.3.03)

3.4.3 Documents by acquisition status

3.4.3.01 accession

document (3.1.1.38) or group of documents added to the holdings (3.6.1.01) of an information and documentation organization (3.2.3.37)

Note 1 to entry: See also *accessioning (3.6.2.2.02)*.

3.4.3.02 accrual

accession (3.4.3.01) to a records series (3.6.3.30) already held by an archive(s) (1) <organization> (3.2.3.01)

3.4.3.03 desiderata, pl

documents (3.1.1.38) sought by a library (3.2.3.02) at the request (2) <user demand> (3.10.2.06) of a specific user

3.4.3.04 duplicate

copy (3) <exemplar> (3.3.2.02) of a document (3.1.1.38) already in a collection (2) <gathering> (3.6.1.05)

3.4.3.05 added copy

duplicate (3.4.3.04) acquired for, or retained in, a collection (2) <gathering> (3.6.1.05)

3.4.3.06 withdrawal (1)

<cancelled document> document (3.1.1.38) or item withdrawn from a collection (2) <gathering> (3.6.1.05) during the reporting period

[SOURCE: ISO 2789:2013, definition 2.3.51]

Note 1 to entry: See also *withdrawal (2) < restitution > (3.6.2.2.14)*.

3.4.3.07 estray

document (3.1.1.38) not in the possession of the authorized custody (3.1.1.58), especially government records (1) <document(s)> (3.1.13.16) in private hands

3.4.4 Records, legal and archival documents

3.4.4.01 file (2)

<unit of documents> organized unit of documents (3.1.1.38) grouped together either for current use by the creator (3.7.1.06) or in the process of archival arrangement (1) <archival operation> (3.2.1.30), because they relate to the same subject, activity or transaction

Note 1 to entry: See also *file (1) < set of records > (3.1.12.02); record(s) (1) < documents > .*

3.4.4.02

closed file

file (2) <unit of documents> (3.4.4.01) containing documents (3.1.1.38) on which action has been completed and to which additional documents are not likely to be added

3.4.4.03

engrossed copy

fair copy

final version (3.4.1.04) of a written (3.1.11.01) communication (3.1.8.04) document (3.1.1.38), drawn up in due form, to be passed on to the recipient(s)

Note 1 to entry: Usually outgoing *letters (2) > documents > (3.4.7.42)*, decrees of a sovereign, *legal documents (3.4.6.02)*.

3.4.4.04

record copy

file copy

document (3.1.1.38) that is placed on file as the official copy (3) <exemplar> (3.3.2.02) to document a matter or to assist in its further pursuance

Note 1 to entry: Often it is a *copy (2) <reproduction> (3.4.1.17)* [e.g. of a *fair copy (3.4.4.03)*], and most often of *letters (2) <document> (3.4.7.42)* sent or received.

3.4.4.05

action copy

copy (2) (<reproduction> (3.4.1.17) or copy (3) <exemplar> (3.3.2.02) of a document (3.1.1.38) sent to an agency, office, or individual with the appropriate authority to respond

3.4.4.06

information copy

copy (2) (<reproduction> (3.4.1.17) or copy (3) <exemplar> (3.3.2.02) which is sent to an agency, office, or individual but who are not responsible for handling the matter in question

3.4.4.07

archival unit

single document (3.1.1.38) or set (3.1.1.09) of documents in an archives (2) <records> (3.6.1.03), treated as an entity (3.1.13.27)

3.4.4.08

piece

archival piece

smallest physically indivisible archival unit (3.4.4.07)

Note 1 to entry: See also item (1) <exemplar> (3.2.1.10); copy (3) <exemplar> (3.3.2.02).

3.4.4.09

archival item

item (2)

smallest intellectually indivisible archival unit (3.4.4.07)

EXAMPLE A letter (2) <document>, memorandum, report, photograph, sound recording.

[SOURCE: ISAD (G):1999 Glossary of terms associated with the general rules]

3.4.4.10

frozen record

record (1) <document> (3.1.13.16) that cannot be destroyed in accordance with a *records schedule* (3.5.3.01) because special circumstances require a temporary extension of the specified *retention period* (3.6.5.09)

EXAMPLE Such a special circumstance may be a court order.

3.4.4.11

epigraph

characters (3.1.4.02) or other *symbols* (3.1.4.17) as an inscription forming an original part of a solid *material object* (3.1.1.60) such as walls, buildings or statues

3.4.4.12

diploma (1)

<charter> charter issued by a sovereign

Note 1 to entry: See also *diploma (2)* <formal document> (3.4.4.13).

3.4.4.13

diploma (2)

<formal document> formal *legal document* (3.4.6.02) conferring some honour, degree, privilege or *licence* (3.4.7.74)

Note 1 to entry: See also *diploma (1)* <charter> (3.4.4.12).

3.4.4.14

act

legal document (3.4.6.02) formally embodying prescriptions or rules issued by a legislative body or other highest public authority and addressed to a country's citizens to be observed as generally valid in the conduct of public or private life

3.4.4.15

voucher

bill

business document (3.4.6.10) serving as *evidence* (3.1.1.50) or proof, specifically, a receipt or statement attesting to the expenditure or receipt of money, usually accompanied by bills or other evidence of indebtedness or expenditure

3.4.4.16

ledger

business document (3.4.6.10) in the form of a *volume* (3.3.5.2.37) of final *entry* (3.2.1.32) in accounting in which are entered debits, credits, and all other money transactions under each individual account or heading

3.4.4.17

will

testament

legal *document* (3.1.1.38) giving instructions on how an individual's *property* (3.1.1.03) is to be disposed of after the individual's death

3.4.4.18

vidimus

inspeximus, UK

charter in which the grantor states that an earlier *document* (3.1.1.38) has been seen and/or inspected, which is now recited and confirmed

Note 1 to entry: See also *endorsement* (3.5.8.55).

3.4.4.19

public document

document (3.1.1.38) established (drawn) in due form by a public authority or a person legally entrusted to act on the authority's behalf

Note 1 to entry: Such a person may be a notary.

EXAMPLES A public *will*, a commercial contract deposited with a notary, certificate of birth, university *diploma* (2), tax demand, a security (commercial paper), paper money.

3.4.4.20

private document

document (3.1.1.38) established (drawn) with respect to certain form requirements and established by or between private persons without bearing a formal *certification* (2) <statement> (3.1.1.53) as sanctioned by public belief

EXAMPLES A private *will*, a contract of privately lending money, an ordinary sales purchase contract.

3.4.5 Special types of documents

3.4.5.1 Photographic and other optical documents

3.4.5.1.01

photograph

photo

picture (3.4.7.51) obtained by a process which fixes a direct and durable *image* (3.2.1.04) on a sensitized surface by the action of electromagnetic radiation

Note 1 to entry: Radiation may be light, X-rays, etc.

3.4.5.1.02

photocopy

hard copy (3.3.3.08) produced on or via sensitized material by the action of electromagnetic radiation

Note 1 to entry: There are proprietary techniques like Photostat and Xerox.

3.4.5.1.03

microform

photographic *document* (3.1.1.38), usually photographic film, that contains micro-*images* (3.2.1.04) and requires magnification when used

Note 1 to entry: *Microfiche* and *microfilm* are included.

Note 2 to entry: See also ISO 6196-1:1993, definition 01.02; ISO 2789:2013, definition 2.3.30; ISO/TR 11219:2012, definition 2.51.

3.4.5.1.04

microfilm

microform (3.4.5.1.03) in the shape of a strip or roll

[SOURCE: ISO 6196-4:1998, definition 4.10]

3.4.5.1.05

microfiche

microform (3.4.5.1.03) in the shape of a rectangular sheet having one or more *micro-images* (3.2.1.04) usually arranged in a grid pattern with a *heading* (1) <text line> (3.5.8.09) area across the top

[SOURCE: ISO 6196-4:1998, definition 4.14]

3.4.5.1.06

ultrafiche

microfiche (3.4.5.1.05) with *images* (3.2.1.04) reduced more than 90 times

3.4.5.1.07

microcard

microform (3.4.5.1.03) on an opaque *sheet* (1) <piece> (3.4.1.27.08) in which the *micro-images* (3.2.1.04) are arranged in a grid pattern

3.4.5.1.08

motion picture

moving picture

moving images

picture (3.4.7.51) series which, when projected or produced rapidly one after another on a screen, give the illusion of natural and continuous movement

Note 1 to entry: Usually a series of *photographs* (3.4.5.1.01). Such *motion pictures* may be *recorded* (3.3.3.19) on magnetic, optical, or digital media.

3.4.5.1.09

cinematographic film

movie

motion picture (3.4.5.1.08) which enacts a story

3.4.5.1.10

filmstrip

filmstrip, US

photographic document (3.1.1.38) in the form of a short length of transparent material carrying *photographic images* (3.2.1.04) intended for projection as still *pictures* (3.4.7.51)

3.4.5.1.11

video

motion picture (3.4.5.1.08) *recorded* (3.3.3.19) on a magnetic or electronic *data medium* (3.1.1.39)

3.4.5.1.12

transparency

pictorial *document* (3.1.1.38) consisting of a *sheet* (1) <piece> (3.4.1.27.08) of material bearing *information* (3.1.1.16) which is revealed when viewed against a light source or projected on a screen

Note 1 to entry: See also ISO 3664:2009, definition 3.17; ISO 18913:2012, definition 3.203.

3.4.5.1.13

slide

pictorial *document* (3.1.1.38) comprising an *image* (3.2.1.04) [on either glass or film *carrier* (3.1.1.40)], a suitable mask and protection, all rigidly mounted for optical projection by transmitted light

[SOURCE: ISO 1755:1987, definition 3.1, modified]

3.4.5.1.14

stereograph

pictorial *document* (3.1.1.38) consisting of a pair of *pictures* (3.4.7.51) of the same *material object* (3.1.1.60) taken from slightly different points of view, together conveying a three-dimensional impression when viewed simultaneously with a stereoscope or with special glasses

3.4.5.2 Historic photographic documents

3.4.5.2.01

daguerreotype

positive *photograph* (3.4.5.1.01) fixed on a silver-coated copper plate

3.4.5.2.02

carbon print

photographic (3.4.5.1.01) *print* (3.4.7.68) transferred during development onto *paper* (3.3.2.06) or any other film support from a carbon *tissue* (3.3.5.2.33) initially exposed to light through a photographic negative

3.4.5.2.03

collodion print

photographic (3.4.5.1.01) *print* (3.4.7.68) obtained in a *coating* (3.12.3.01) of collodion which is made light sensitive with silver salts and exposed to light through a photographic negative

3.4.5.2.04

albumen print

photographic (3.4.5.1.01) *print* (3.4.7.68) obtained in a *coating* (3.12.3.01) of albumen which is made light sensitive with silver salts and exposed to light through a photographic negative

3.4.5.2.05

vitrotype

positive *photograph* (3.4.5.1.01) fixed on a glass plate coated with collodion or albumen

3.4.5.2.06

ferrotype

positive *photograph* (3.4.5.1.01) fixed on a black or dark brown enamelled iron sheet coated with collodion

3.4.5.2.07**pannotype**

positive *photograph* (3.4.5.1.01) fixed on oilcloth coated with collodion

3.4.5.3 Printed artistic graphic documents**3.4.5.3.01****relief print**

print (3.4.7.68) from raised and inked areas of a plate, block or cylinder

3.4.5.3.02**lithograph (1)**

<print> *print* (3.4.7.68) either from a water-absorbent stone, or from a specially treated metal or bimetallic plate on which *printing* (1) <technical process> (3.3.5.1.01) ink adheres to areas only where the *image* (3.2.1.04) has been designed, due to *properties* (3.1.1.03) of the printing surface which either attracts or repels ink

Note 1 to entry: See also *lithograph* (2) <planographic print> (3.4.5.3.19).

3.4.5.3.03**screen print**

print (3.4.7.68) through a gauze of silk or synthetic *tissue* (3.3.5.2.33), the *printing* (1) <technical process> (3.3.5.1.01) areas of which are permeable to liquid colours

3.4.5.3.04**stencil print**

print (3.4.7.68) obtained either by passing ink through apertures in a template or by inking the areas surrounding it and the parts of which may be held together by a net

3.4.5.3.05**woodcut**

print (3.4.7.68) from a woodblock, usually sawn along the grain, the non-printing areas of which have been cut away leaving the *image* (3.2.1.04) to be printed standing in relief

3.4.5.3.06**metal relief cut**

print (3.4.7.68) from a plate of metal, the non-printing areas of which have been cut away leaving the *image* (3.2.1.04) to be printed standing in relief

3.4.5.3.07**metal relief etching**

print (3.4.7.68) from a plate of metal, the non-printing areas of which have been etched away leaving the *image* (3.2.1.04) to be printed standing in relief

3.4.5.3.08**relief half-tone print**

metal relief etching (3.4.5.3.07) in which variation in tone is represented by dots in different sizes

3.4.5.3.09**wood engraving**

print (3.4.7.68) from a woodblock cut across the grain, the non-printing areas of which have been engraved, leaving the *image* (3.2.1.04) to be printed standing in relief

3.4.5.3.10

linocut

print (3.4.7.68) from a piece of linoleum (lino), the non-printing areas of which have been cut away, leaving the *image* (3.2.1.04) to be printed standing in relief

3.4.5.3.11

engraving (1)

<intaglio print> *print* (3.4.7.68) made from any kind of intaglio plate, whether engraved with hand-tools or a machine, or etched with acid, so that the *printing* (1) <technical process> (3.3.5.1.01) areas are lower than the non-printing areas

Note 1 to entry: See also *engraving* (2) <steel print> (3.4.5.3.13).

3.4.5.3.12

copper engraving

print (3.4.7.68) from a plate of copper, or of copper faced with steel, the *printing* (1) <technical process> (3.3.5.1.01) areas of which have been engraved so that they are lower than the non-printing areas

3.4.5.3.13

engraving (2)

<steel print> *print* (3.4.7.68) from a plate of steel, the *printing* (1) <technical process> (3.3.5.1.01) areas of which have been cut with tools so that they are lower than the non-printing areas

Note 1 to entry: *Engraving* (2) <steel print> includes line engraving and steel engraving.

Note 2 to entry: See also *engraving* (1) <intaglio print> (3.4.5.3.11).

3.4.5.3.14

mezzotint

print (3.4.7.68) from a plate of metal initially roughened all over, traditionally with a rocker, and subsequently reburnished in places where the *printing* (1) <technical process> (3.3.5.1.01) areas call for white parts or half-tone effects

3.4.5.3.15

dry point

print (3.4.7.68) from a plate of metal, the *printing* (1) <technical process> (3.3.5.1.01) areas of which have been scratched with a steel point

3.4.5.3.16

etching

print (3.4.7.68) from a plate of metal initially coated with an acid-resistant ground in which subsequently the design has been drawn, exposing the plate to varying degrees of etching with acid so that the *printing* (1) <technical process> (3.3.5.1.01) areas are lower than the non-printing areas

3.4.5.3.17

soft ground etching

etching (3.4.5.3.18) in which the design has been drawn by tracing through a *paper* (1) <material> (3.3.5.2.01) overlay, thus exposing the plate to varying degrees of etching with acid

3.4.5.3.18**aquatint**

print (3.4.7.68) from a plate of metal initially coated with powdered resin or asphalt, in which the design has been made by partially removing and adding extra powder, thus exposing the plate to varying degrees of etching with acid

3.4.5.3.19**lithograph (2)**

<planographic print> *planographic print* (3.3.5.1.08) from a flat-surfaced stone on which the design of the *image* (3.2.1.04) has been drawn directly or as a *transfer* (1) <picture> (3.4.5.4.02) from specially prepared *paper* (1) <material> (3.3.5.2.01)

Note 1 to entry: See also *lithograph* (1) <print> (3.4.5.3.02).

3.4.5.3.20**collotype print**

print (3.4.7.68) from a plate of metal initially coated with bichromated gelatin which, when exposed to light under a reversed *photographic* (3.4.5.1.01) negative, hardens in proportion to the amount of light each part receives, and thus forms a *planographic printing* (3.3.5.1.08) surface on which the ink adheres in proportion to its degree of hardness

3.4.5.4 Manually produced artistic graphic documents**3.4.5.4.01****tracing (1)**

<picture> *picture* (3.4.7.51) obtained by placing a *translucent* (3.12.2.34) *leaf* (3.5.9.1.01) of *paper* (1) <material> (3.3.5.2.01) over another picture and making a *drawing* (3.4.7.53) on it of selected *elements* (3.1.1.10) of the latter

Note 1 to entry: See also *tracing* (2) <list of headings> (3.7.3.06).

3.4.5.4.02**transfer (1)**

<picture> *picture* (3.4.7.51) obtained by moving *pigments* (3.3.5.2.21) from one surface to another by direct contact

Note 1 to entry: See also *transfer* (2) <activity> (3.6.2.2.06).

3.4.5.4.03**rubbing**

picture (3.4.7.51) obtained through friction and pressure of a coloured substance on *paper* (1) <material> (3.3.5.2.01) placed over a raised, incised or textured surface

3.4.5.4.04**watercolour**

picture (3.4.7.51) in sepia, bistre or water-diluted colours

3.4.5.4.05**wash drawing**

drawing (3.4.7.53) in pencil or ink with a *watercolour* (3.4.5.4.04) wash

3.4.5.4.06

cartoon (2)

<preparatory drawing> preparatory *drawing* (3.4.7.53) for a *painting* (3.4.7.52), mosaic or decoration which is usually of the same size as the finished work (3.2.1.07)

Note 1 to entry: See also *cartoon* (1) < pictures > (3.4.7.57).

3.4.5.4.07

monotype

unique *picture* (3.4.7.51) produced by making a *transfer* (1) <picture> (3.4.5.4.02) of a *painting* (3.4.7.52) through the application of pressure

3.4.5.4.08

miniature

highly detailed *picture* (3.4.7.51) on ivory or vellum (3.3.5.2.31)

Note 1 to entry: A *miniature* is most often a portrait, rarely exceeding a height of 50 mm.

3.4.5.5 Electromagnetic and electronic documents or their carriers

3.4.5.5.01

sound carrier

carrier (3.1.1.40) for the *recording* (3.3.3.19) and *storage* (1) <placement> (3.9.1.01) of sounds

3.4.5.5.02

gramophone record

phonograph record

record (3)

sound carrier (3.4.5.5.01) in the form of a *disc* (3.4.5.5.08) on which non-erasable sound is *recorded* (3.3.3.19) in the form of a helical groove and from which audio playback is possible

Note 1 to entry: See also *record(s)* (1) <document(s)> (3.1.13.16); *record* (2) <set of data> (3.1.13.22); ISO/TR 11219:2012, definition 2.68.

3.4.5.5.03

single

gramophone record (3.4.5.5.02) usually on both sides comprising one or two short *sound recordings* (3.3.3.19) with a playing time of each side of normally no more than 7 minutes and released and sold on its own

3.4.5.5.04

LP

Long Player

music album

gramophone record (3.4.5.5.02) usually on both sides comprising one or more *sound recordings* (3.3.3.19) with a playing time of each side of normally round about 30 minutes and released and sold on its own

3.4.5.5.05

magnetic tape

tape, usually of plastic material, the surface of which is covered with a magnetized layer permitting the recording of *data* (3.1.1.15)

Note 1 to entry: See also ISO/IEC 16382:2000, definition 4.20.

3.4.5.5.06

recording tape

magnetic tape (3.4.5.5.05) on which an *audio recording (3.3.3.19)* has first been made

3.4.5.5.07

videotape

magnetic tape (3.4.5.5.05) on which are *recorded (3.3.3.19)* *electric signals (3.1.8.01)* that can be converted to *images (3.2.1.04)* and sounds using video playback equipment

[SOURCE: RDA, Glossary]

3.4.5.5.08

diskette

floppy disc

portable *magnetic disc (3.4.5.5.10)* of flexible material and standardized size for *storage (1) <placement> (3.9.1.01)* of *digital data (3.1.10.25)* which are produced on a computer

3.4.5.5.09

disc

disk, US

data medium (3.1.1.39) in flat circular form on which the *information (3.1.1.16)* is impressed or compressed on the surface and from which it can be recovered by special devices

3.4.5.5.10

magnetic disc

flat *disc (3.4.5.5.08)*, the surface of which is covered with a magnetized layer permitting the recording of *data (3.1.1.15)*

3.4.5.5.11

optical disc

disc (3.4.5.5.08) for a *recording (3.3.3.19)*, playback or *retrieval (3.10.1.01)* of *data (3.1.1.15)* by means of a laser scanner

Note 1 to entry: See also ISO 18913:2012, definition 3.130.

3.4.5.5.12

sound disc

sound carrier (3.4.5.5.01) in the form of a *diskette (3.4.5.5.09)*

Note 1 to entry: See also ISO 18913:2012, definition 3.1.30.

3.4.5.5.13

compact disc

CD

small *optical disc (3.4.5.5.11)*

Note 1 to entry: Normally a *compact disc* has a diameter of 11.989 cm (4.72 in).

3.4.5.5.14

DVD

Digital Video Disc

optical *storage* (1) <placement> (3.9.1.01) *medium* (3.2.1.25) of the same size as a *compact disc* (3.4.5.5.13), but with significantly greater recording capacity

[SOURCE: ISO 2789:2013, definition 2.3.18]

Note 1 to entry: *DVD* is also understood as “Digital Versatile Disc” (see ISO 18913:2012, definition 3.54).

3.4.5.5.15

CD-ROM

Compact Disc Read-Only Memory

computer-based *information* (3.1.1.16) *storage* (1) <placement> (3.9.1.01) and *retrieval* (3.10.1.01) *medium* (3.2.1.25) based on laser technology that contains *data* (3.1.1.15) in *text* (3.2.1.05) and/or *multimedia formats* (3.1.13.12)

[SOURCE: ISO 2789:2013, definition 2.3.8]

Note 1 to entry: See also ISO/TR 12037:1998, definition 3.4; ISO 18913:2012, definition 3.29; ISO 18913:2012 also shows “compact disc” / CD (3.36) and “read only medium” (3.157).

3.4.5.5.16

screen image

graphic representation of analogue or *digital data* (3.1.10.25) on a monitor or other appropriate equipment

Note 1 to entry: See also *virtual document* (3.3.3.12).

3.4.5.5.17

audiovisual record

carrier (3.1.1.40) for the *recording* (3.3.3.19) and *storage* (1) <placement> (3.9.1.01) of sounds and *images* (3.2.1.04)

3.4.5.5.18

master tape

magnetic tape (3.4.5.5.05) containing the *audio recording* (3.3.3.19) which is selected, in a given *context* (3.1.2.05), as the best one available and serving as a *copy* (1) <copy original> (3.4.7.12)

Note 1 to entry: A *master tape* has usually undergone post-production processes.

3.4.5.5.19

sound tape

sound carrier (3.4.5.5.01) in the form of a *magnetic tape* (3.4.5.5.06)

3.4.5.6 Audiovisual documents by status

3.4.5.6.01

director's cut

re-edition (3.4.1.14) of a *cinematographic film* (3.4.5.1.09) containing sequences which the *film director* (3.2.4.18) approved but which were removed before first *publication* (3.1.8.27) of the film

3.4.5.6.02

remake

cinematographic film (3.4.5.1.09) essentially reproducing, or based on, an earlier film but realizing the contents independently, usually with a number of different *characteristics (3.1.1.04)* against the earlier one

3.4.5.6.03

sequel

independent, self-contained *cinematographic film (3.4.5.1.09)* or *TV film (3.3.3.27)*, following up on the theme, story and some of the characters of an earlier film, and which does not bear a chronological or numeric *designation (3.1.5.24)* but continues a general, overall story

3.4.5.6.04

season

audiovisual *series (3.4.1.27.02)* in the form of a *TV programme (3.3.3.16)* or *radio programme (3.3.3.15)* consisting of a *number of episodes (3.4.5.6.13)* and having a *common main title (3.7.4.10)*, produced in one integral production run and the episodes being *broadcast (3.3.3.14)* in regular intervals, with a longer interval lasting between the broadcasting of one season and that of the next

3.4.5.6.05

trailer (1)

<self-contained filmstrip> short *filmstrip (3.4.5.1.10)* announcing or advertising the upcoming of a new *cinematographic film (3.4.5.1.09)* or *TV film (3.3.3.27)*

Note 1 to entry: See also *trailer (2) < opening sequence of a film > (3.5.8.42)*; *trailer (3) < cast list > (3.5.8.43)*.

3.4.5.6.06

rerun

rebroadcast

re-airing

second identical *broadcast (3.3.3.14)* of a radio or TV *emission (3.1.8.32)* after the original emission, within a specified period of time

3.4.5.6.07

cover version

version (3.4.1.04) of a piece of non-classical *music (3.2.1.06)* played differently from the *original work (3.2.1.13)*, and by (a) musician(s) different from the original one(s)

3.4.5.6.08

remix

new *version (3.4.1.04)* of an existing piece of *music (3.2.1.06)* created by using original *recording tapes (3.4.5.5.06)*, *arranging (2) <adaptation> (3.4.2.04)* them anew, giving the piece of music a new combination, and different emphasis, of its components

3.4.5.6.09

sampler

sound carrier (3.4.5.5.01) bringing together in a separate *edition (2) <identical documents> (3.4.1.12)* musical pieces from different musical groups or of different types of *music (3.2.1.06)*, or from the same artist(s) but released separately before

Note 1 to entry: The term “sampler” stems from “giving examples (samples)”.

3.4.5.6.10

single version

recording (3.3.3.19), or shortened *version (3.4.1.04)* of a longer recording of the same piece, destined for *dissemination (3.2.1.34)* on *single (3.4.5.5.03)* or *EP*

3.4.5.6.11

LP version

album version

version (3.4.1.04) of a piece of *music (3.2.1.06)* destined for *dissemination (3.2.1.34)* on *LP (3.4.5.5.04)*

3.4.5.6.12

radio disc

gramophone record (3.4.5.5.02) particularly for use in *radio stations (3.2.3.20)* and technically processed for this purpose, usually distributed only in a limited *edition (2)* <identical documents> (3.4.1.12) to radio staff

3.4.5.6.13

episode

instalment (2)

smallest self-contained filmic unit within a *season (3.4.5.6.04)*, *broadcast (3.3.3.14)* in itself but each individual one in consecutive sequence with the others

3.4.5.7 Types of patents and patent acquisition documents

3.4.5.7.01

letters patent

patent abridgement (1)

document (3.1.1.38) issued by a *patent office (3.2.3.23)* as *evidence (3.1.1.50)* of an *industrial property title (3.13.2.01)*

Note 1 to entry: The term "letter's patent" stems from the fact that originally (from the 16th century on) such documents conferring certain privileges were issued by the King as open letters, thus also meant for public cognizance.

Note 2 to entry: See also *patent abridgement (2) (3.4.5.8.03)*.

3.4.5.7.02

utility model patent

limited *industrial property title (3.13.2.01)*, usually granted for a fairly short period of time and under less stringent conditions of *protection (3.13.2.02)* than those for patentability

3.4.5.7.03

inventor's certificate

industrial property title (3.13.2.01) to an *invention (3.1.1.46)* granting *moral rights (3.13.3.2.01)* and a fair remuneration to its inventor but reserving the full *economic rights (3.13.3.3.01)*

3.4.5.7.04

main patent

patent (3.4.7.73) on which one or more *patents of addition (3.4.5.7.04)* are dependent

3.4.5.7.05

patent of addition

patent (3.4.7.73) which represents minor improvement or modification of an *invention (3.1.1.46)* which is the subject of another patent, generally on behalf of the same owner

3.4.5.7.06

improvement patent

patent (3.4.7.73) which represents an improvement of an *invention (3.1.1.46)* and which requires the permission of the owner of the previous patent before it may be implemented

3.4.5.7.07

national patent

patent (3.4.7.73) effective in one country only

3.4.5.7.08

regional patent

patent (3.4.7.73) effective in countries which have agreed to a common patent system (3.1.1.13)

3.4.5.7.09

petty patent

patent (3.4.7.73) accepted after a simplified *patent application (3.4.5.7.11)* procedure and with a shorter period of validity

3.4.5.7.10

prior disclosure

publication (3.1.8.27) by the same *author (3.7.1.01)* and on the same subject which preceded the *priority date (3.13.2.07)* of a *patent application (3.4.5.7.11)*

3.4.5.7.11

patent application

patent specification (3.4.5.8.04) and completed form for obtaining a *patent (3.4.7.73)* submitted for *filing (1) <placement> (3.9.2.01)* to the competent *patent office (3.2.3.23)*

Note 1 to entry: The term also covers the act of a *patent application* in a legal procedure.

3.4.5.7.12

divisional application

patent application (3.4.5.7.11) resulting from dividing an application into several parts because it covers more than one *invention (3.1.1.46)*

3.4.5.8 Parts of industrial property titles

3.4.5.8.01

claim

document (3.1.1.38) part giving a statement of the technical *characteristics (3.1.1.04)* of an *invention (3.1.1.46)* and defining the extent of *protection (3.13.2.02)* demanded or obtained

3.4.5.8.02

description (2)

<part of patent> *document (3.1.1.38)* part giving a full and clear account of an *invention (3.1.1.46)* indicating for *documentation (1) <activity> (3.2.1.22)* purposes the object of the *invention* and the content of the *patent specification (3.4.5.8.04)*

Note 1 to entry: See also *description (1) <activity> (3.2.1.28)*.

3.4.5.8.03

patent abstract

patent abridgement (2)

brief *description* (2) <part of patent> (3.4.5.8.02) of an *invention* (3.1.1.46) indicating the object of the *invention* for *documentation* (1) <activity> (3.2.1.22) purposes

Note 1 to entry: See also *patent abridgement* (1) (3.4.5.7.01).

3.4.5.8.04

patent specification

description (2) <part of patent> (3.4.5.8.02) and *claim* (3.4.5.8.01) relating to a *patent* (3.4.7.73)

Note 1 to entry: A *patent specification* generally also contains figures and a *patent abstract* (3.4.5.8.03).

3.4.5.8.05

preamble

first part of a *claim* (3.4.5.8.01), stating the field of the *invention* (3.1.1.46)

3.4.5.8.06

characterizing portion

second part of a *claim* (3.4.5.8.01) stating the scope of *protection* (3.13.2.02) demanded or obtained and specifically *describing* (3.2.1.26) the parts of the *invention* (3.1.1.46) which possess the necessary *novelty* (3.13.2.06) or *originality* (3.13.2.05)

3.4.5.8.07

main claim

first *claim* (3.4.5.8.01) containing the broadest possible definition of the extent of *protection* (3.13.2.02)

3.4.5.8.08

independent claim

claim (3.4.5.8.01) different from the *main claim* (3.4.5.8.07) and referring to technical matters not contained in that claim

3.4.5.8.09

dependent claim

claim (3.4.5.8.01) relating to a previous claim and restricting and clarifying the scope of that previous claim

3.4.5.8.10

registered trade mark notice

imprint (3.7.1.09) notice on a *material object* (3.1.1.60) indicating ownership of a *registered* (3.2.1.21) *trademark* (3.1.4.20)

EXAMPLE The sign ® or "TM" possibly followed by the year of *registration* (3.2.1.21).

3.4.6 Documents by originator and intended purpose

3.4.6.01

government document

document (3.1.1.38) published at government expense or as required by law or published by an international agency

EXAMPLES Such an agency may be the United Nations, the European Union, UNESCO.

[SOURCE: ISO 9707:2008, definition 2.14]

3.4.6.02

legal document

document (3.1.1.38) laying down decisions of territorial *corporate bodies (3.1.1.57)*, parliaments, or court rulings drawn up in accordance with certain rules

3.4.6.03

administrative document

document (3.1.1.38) created in pursuing the daily activities of a territorial *corporate body (3.1.1.57)* or any *organization (3.1.1.55)* in general

3.4.6.04

military document

document (3.1.1.38) created by any functional role within the armed forces

3.4.6.05

parliamentary paper

document (3.1.1.38) created in support of parliamentary debates, inquiries, or legislation

3.4.6.06

juridical document

law document

document (3.1.1.38) containing the discourse of juridical matters of any kind

3.4.6.07

technical document

document (3.1.1.38) treating of matters of technology in the study, construction and examination of technical apparatuses

Note 1 to entry: See also ISO 10209:2012, definition 11.154.

3.4.6.08

technical product documentation

documentation (2) <collection> (3.6.1.21) describing technical products, their features, production, *handling (3.11.2.02)* and use requirements

Note 1 to entry: See also ISO 11005:2010, definition 3.2.

3.4.6.09

medical document

document (3.1.1.38) treating of matters related to the body and health of humans and mammals

Note 1 to entry: See also "health record" (ISO/TR 18307:2001, definition 3.68).

3.4.6.10

business document

document (3.1.1.38) created by any functional role within a commercial enterprise

3.4.6.11

trade document

business document (3.4.6.10) containing arrangements concerning the paying exchange of economic goods

Note 1 to entry: See also “commercial document” (ISO 18323:2015, definition 2.14.1).

3.4.6.12

art object

work of art

artistic document

work (3.2.1.07) made with an artistic intention or considered of artistic value

[SOURCE: ISO 18461:2016, definition 2.5.3, modified]

3.4.6.13

literary document

artistic document (3.4.6.12) consisting mainly of prose or poetics

3.4.6.14

news document

document (3.1.1.38) issued by a *commercial information dissemination (3.2.1.34)* agency serving for the public dissemination of *information (3.1.1.16)* on current events and *topics (3.2.1.17)*

3.4.6.15

religious document

document (3.1.1.38) with content considered sacred and which is related to the worshipping of the faith of a religious community

Note 1 to entry: Certain *religious documents* are defined in IFLA, List of uniform titles for liturgical works of the Latin rites of the Catholic Church. London: IFLA Office for UBC, 1981.

3.4.7 Documents by main feature

3.4.7.01

draft

preliminary *version (3.4.1.04)* of a *document (3.1.1.38)*

3.4.7.02

manuscript (1)

<non-printed document> *original document (3.4.7.11)* that is in *handwriting (3.1.6.07)* or in *typescript (3.4.7.04)*

[SOURCE: ISO 2789:2013, definition 2.3.29]

Note 1 to entry: See also *manuscript (2)* < dissemination manuscript > (3.4.7.05).

3.4.7.03

holograph (2)

autograph (1)

<handwritten document> *manuscript (1)* <non-printed document> (3.4.7.11) entirely in the *handwriting (3.1.6.07)* of its *author (3.7.1.01)*

Note 1 to entry: See also *holograph* (1) <name in handwriting> (3.5.8.52); *autograph* (2) <name in handwriting> (3.5.8.52).

3.4.7.04

typescript

printed document (3.4.7.06) produced by means of a typewriter or a computer

3.4.7.05

manuscript (2)

<dissemination manuscript> *manuscript* (1) <non-printed document> (3.4.7.02) prepared for later *publishing* (3.3.4.01) of an ordinary *publication* (3.1.8.27), in multiple *copies* (2) <reproduction> (3.4.7.14) or *copies* (3) <exemplar> (3.3.2.02), which incorporates it

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

3.4.7.06

printed document

document (3.1.1.38) in which the *characters* (3.1.4.02), *pictures* (3.4.7.51) and *drawings* (3.4.7.53) are reproduced by any method of mechanical impression or computer *printing* (1) <technical process> (3.3.5.1.01)

[SOURCE: ISO 9707:2008, definition 2.28]

3.4.7.07

hand press print

printed document (3.4.7.06) made on a hand *printing* (1) <technical process> (3.3.5.1.01) equipment

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

3.4.7.08

proof

trial or extra careful impression of a *print* (3.4.7.68)

3.4.7.09

fax

image facsimile

document (3.1.1.38) prepared for transmission through *telecommunication* (3.1.8.30) lines or received as an outcome of such procedure

3.4.7.10

offprint

document (3.1.1.38) which is part of a more comprehensive *publication* (3.1.8.27), produced from the latter's type *image* (3.2.1.04) but made available separately

3.4.7.11

original document

initially created *document* (3.1.1.38) as distinguished from any *copy* (2) <reproduction> (3.4.7.14) thereof

3.4.7.12

copy (1)

<copy original> *document* (3.1.1.38) which serves as the original matter from which a *reproduction* (3.4.7.17) or a more finished document is eventually prepared

Note 1 to entry: See also *copy* (2) <*reproduction*> (3.4.7.14); *copy* (3) <*exemplar*> (3.3.2.02); and ISO 3664:2009, definition 3.11.

Note 2 to entry: In general language, *copy* (1) <*copy original*> often is referred to as “*original*”.

3.4.7.13

master copy

copy (3) <*exemplar*> (3.3.2.02) of a *document* (3.1.1.38) or the *original document* (3.4.7.11) from which other *copies* (2) <*reproduction*> (3.4.7.14) can be made

3.4.7.14

copy (2)

<*reproduction*> *reproduction* (3.4.7.17) or transcript of a *document* (3.1.1.38)

Note 1 to entry: See also *copy* (1) <*copy original*> (3.4.7.12), *copy* (3) <*exemplar*> (3.3.2.02); ISO 18913:2012, definition 3.41.

3.4.7.15

private copy

copy (2) <*reproduction*> (3.4.7.14) made or distributed for personal use

Note 1 to entry: See also *commercial copy* (3.4.7.77).

3.4.7.16

certified copy

copy (2) <*reproduction*> (3.4.7.14) that has undergone *certification* (1) <*activity*> (3.1.1.52)

3.4.7.17

reproduction

document (3.1.1.38) copied from and resembling another document which is recognized as being the *original document* (3.4.7.11)

3.4.7.18

facsimile

reproduction (3.4.7.17) that approximates as nearly as possible to the content, form and appearance of the *original document* (3.4.7.11), but is not necessarily of the same size

3.4.7.19

supplement

physically independent, self-contained *text* (3.2.1.05) or *image* (3.2.1.04) material complementing the body of a *document* (3.1.1.38), usually of a similar body and presentation form

EXAMPLES Supplement to a *newspaper* (3.4.1.28.04); supplemental *volume* (3.3.5.2.39) to an *encyclopedia* (3.5.5.10).

Note 1 to entry: See also *addendum* (3.5.8.19); *annex* (3.5.8.18); and *accompanying material* (3.4.7.20).

3.4.7.20

accompanying material

any physically separate material (usually of a different nature) issued directly together with the main part(s) of the resource being described and intended to be used with it, available simultaneously with the resource and usually referenced in the resource or in its wrapping

[SOURCE: ISBD Consolidated Edition 2011, Appendix E, modified]

3.4.7.21

ephemera, pl

documents (3.1.1.43) produced for a specific event, or series of events, ceasing to serve their original purpose after a period of time or in another *context* (3.1.2.05)

EXAMPLES Train schedules; *advertising journals*; menus.

3.4.7.22

slide show (1)

<photographic slides> *set* (3.1.1.09) of photographic *slides* (3.4.5.1.13) projected as a continuous presentation

Note 1 to entry: See also *slide show* (2) <digital presentation> (3.4.7.23).

3.4.7.23

slide show (2)

<digital presentation> continuous digital presentation of *images* (3.2.1.04) based on a digital *presentation programme* (3.1.12.13)

Note 1 to entry: There are proprietary techniques like "Power Point". See also *slide show* (1) <photographic slides> (3.4.7.22).

3.4.7.24

textual document

document (3.1.1.38) in which *written* (3.1.11.01) *text* (3.2.1.05) is the most prominent feature

Note 1 to entry: See also "textual manifestation" (3.2.1.15).

3.4.7.25

list

textual document (3.4.7.24) containing a finite, ordered *set* (3.1.1.09) of related items

[SOURCE: ISO/IEC 2382:2015, definition 2121612, modified]

Note 1 to entry: See also ISO 29845:2011, definition 3.1.12.

3.4.7.26

table

document (3.1.1.38) containing ordered *data* (3.1.1.15) typically arranged in rows and *columns* (2) <vertical division> (3.5.9.1.04) and possibly with an accompanying *text* (3.2.1.05)

3.4.7.27

form

formsheet

document (3.1.1.38), usually *printed* (3.3.5.1.01), with predesigned spaces for the *recording* (3.1.8.26) of specific *information* (3.1.1.16)

Note 1 to entry: For 'form' indicating the type of document see "*document type*" (3.4.1.01).

3.4.7.28

graphic document

iconic document

document (3.1.1.38) in which pictorial representation is the most prominent feature

Note 1 to entry: A *graphic document* is pictorial rather than linguistic, musical or cartographic in form.

EXAMPLES Art *prints*, art originals, art *reproductions*, *photographs*, *posters*, study *prints*, *technical drawings*.

Note 2 to entry: See also ISO 10209:2012, definition 3.46.

[SOURCE: Note 1 and EXAMPLES taken from ISO 2789:2013, definition 2.3.25]

3.4.7.29

security print

print (3.4.7.68) produced by means of a combination of graphic processes or some secret method of production in order to prevent counterfeit *copying* (3.3.5.1.14)

Note 1 to entry: See also *security paper* (3.3.5.2.17).

3.4.7.30

screenplay

scenario

document (3.1.1.38) containing the dialogues and directions for action for the players in a film or a *radio play* (3.4.7.67)

3.4.7.31

thesis

document (3.1.1.38) reporting the *author's* (3.7.1.01) research and findings and submitted by the author in support of candidature for a degree or professional qualification

[SOURCE: ISO 9707:2008, definition 2.38]

3.4.7.32

report

document (3.1.1.38) containing a presentation of facts or a description of some proceeding, investigation or event

Note 1 to entry: See also "*minutes*" (3.4.7.33); and ISO 29845:2011, definition 3.1.15.

3.4.7.33

minutes, pl

document (3.4.1.43) containing the official *record* (1) <*document*> (3.1.13.16) of what was said and done at a meeting or conference

Note 1 to entry: See also "*report*" (3.4.7.32).

3.4.7.34

proceedings, pl

transactions, pl

document (3.1.1.38) containing the *papers (2) <document> (3.4.1.27.09)* submitted to a conference and generally also reporting discussion arising from the papers, and business transacted in connection with the conference

3.4.7.35

memorandum

memo

document (3.1.1.38) in the business environment so titled and directed to management or staff members and *recording (3.1.8.26) information (3.1.1.16)* used for internal *communication (3.1.8.04)*

3.4.7.36

diary

document (3.1.1.38) containing a daily *written (3.1.11.01)* record of experiences or observations

Note 1 to entry: A "personal diary" contains mostly the personal experiences or observations of a private individual.

3.4.7.37

war diary

official *diary (3.4.7.36)* on military actions and on general situation assessments in a war, prepared by the military authority of a combatant party in the war

3.4.7.38

journal (1)

<chronological record> *document (3.1.1.38)* containing a chronological record of impersonal accounts of daily occurrences, transactions or *proceedings (3.4.7.34)* in an *organization (3.1.1.55)* or legislative body

Note 1 to entry: See also *journal (2) <specialized journal> (3.4.1.28.03)*; *commonplace book (3.5.2.18)*; *register (3.5.1.17)*.

3.4.7.39

guide (1)

<introductory document> *document (3.1.1.38)* containing introductory *information (3.1.1.16)* comprehensive enough for a user to carry out an operation

Note 1 to entry: See also *guide (2) <finding aid> (3.5.4.08)*.

3.4.7.40

manual

detailed *guide (1) <introductory document> (3.4.7.39)* providing instructions for the practice, manufacture, use or *repair (3.12.1.03)* of a *material object (3.1.1.60)* or an equipment

3.4.7.41

style guide

manual (3.4.7.40) establishing what the formal presentation of a *document (3.1.1.38)* should look like, and the *citation style (3.5.8.41)* to be used

3.4.7.42

letter (2)

<document> *textual (3.2.1.05) communication (3.1.8.04)* carrying an explicit addressing to a person or an *organization (3.1.1.55)*

Note 1 to entry: See also *letter* (1) < character > (3.1.4.07); *email* (1) < document > (3.1.9.14); *postcard* (3.4.7.43).

3.4.7.43

postcard

document (3.1.1.38) in the form of a piece of cardboard for conveyance by post, often with a *picture* (3.4.7.51) on one side, or a digital *version* (3.4.1.04) of this

3.4.7.44

sales catalogue

catalogue (1)

list (3.4.7.25) of *material objects* (3.1.1.60) with a view to soliciting the interest of an audience in a sale

Note 1 to entry: See also *catalogue* (2) < holdings-related list > (3.5.1.01); *catalogue* (3) < exhibition catalogue > (3.4.7.76).

3.4.7.45

papal bull

document (3.1.1.38) of great formality, issued by the Pope and either *sealed* (3.3.2.29) with a round metal bulla or having such a bulla as an attachment

3.4.7.46

blurb

text (3.2.1.05) on a *publication* (3.1.8.27) or on a separate leaflet containing a short *publisher's* (3.2.3.15) description, usually also for advertising purposes, of the *document* (3.1.1.38) and possibly *information* (3.1.1.21) on its *author* (3.7.1.01)

Note 1 to entry: See also *liner notes* (3.5.8.51).

3.4.7.47

libretto

document (3.1.1.38) containing the *words* (1) < orthographic word > (3.1.4.15) of an extended *musical work* (3.2.1.16)

Note 1 to entry: Such a *musical work* may be an opera.

3.4.7.48

score

document (3.1.1.38) containing *notation* (3.1.4.16) for a *musical work* (3.2.1.16), with the staves of the parts arranged on the *page* (3.5.9.1.02) so that *notes* (2) < music character > (3.1.4.11) sounded simultaneously are vertically aligned

3.4.7.49

sheet music

printed (1) < technical process > (3.5.3.1.01) *music* (3.2.1.06) issued without *covers* (2) < covering material > (3.5.9.2.13), whether actually printed (1) < technical process > on single *sheets* (1) < piece > (3.4.1.27.08) or not

3.4.7.50

chart

document (3.1.1.38) showing tabulated or methodically arranged *information* (3.1.1.16) in graphic form

Note 1 to entry: See also ISO 10209:2012, definition 11.26.

3.4.7.51**picture**

document (3.1.1.38) giving a two-dimensional visual representation of one or more objects (3.1.1.01) or shapes

Note 1 to entry: See also “*image*” (3.2.1.04), “*photograph*” (3.4.5.1.01), *illustration* (3.5.9.14), and ISO 21127:2014, class “E 38”.

3.4.7.52**painting**

picture (3.4.7.51) created using pigments, or any material which can realize a shape on a surface such as paper (1) <material> (3.3.5.2.01) or canvas

Note 1 to entry: The pigment can be in wet form, such as paint, or in dry form, such as pastels.

[SOURCE: ISO 18461:2016, definition 2.5.26, modified]

3.4.7.53**drawing**

picture (3.4.7.51) made with a solid mineral substance or a pointed tool, or created on a computer

Note 1 to entry: See also *mock-up* (3.3.2.21).

3.4.7.54**technical drawing**

drawing (3.4.7.53) showing a technical installation, process, or product with a view to clarifying their structure and to enable for their construction

Note 1 to entry: See also ISO 10209:2012, definition 11.63, and for individual types of *technical drawings*.

3.4.7.55**poster (1)**

<pictorial print> large single-faced *print (3.4.7.68)* for *display (3.1.11.14)* on a flat surface

Note 1 to entry: See also *poster (2) <presentation document> (3.4.7.56)*.

3.4.7.56**poster (2)**

<presentation document> *poster (1) <pictorial print> (3.4.7.55)* of size A4 and larger containing a short illustrated *textual (3.2.1.05)* description of an issue, project or scientific study for public *display (3.1.11.14)* to a formally gathered audience e.g., at a scientific conference

Note 1 to entry: The part of a conference where the *posters (2)* are shown is usually called the “poster session”.

Note 2 to entry: See also *poster (1) <pictorial print> (3.4.7.55)*.

3.4.7.57**strip cartoon**

cartoon (1)

graphic novel

pictures (3.4.7.51), forming a story, usually accompanied by short *text (3.2.1.05)* inside or outside the pictures

Note 1 to entry: See also *cartoon* (2) < *preparatory drawing* > (3.4.5.4.06).

3.4.7.58

cartographic document

document (3.1.1.38) showing a conventional representation, on a reduced scale, of concrete or abstract phenomena which can be localized in space and time

Note 1 to entry: This includes documents such as two- and three-dimensional *maps*, *globes*, *plans*, *topographic models* (2), tactile maps and aerial representations, but for *library* (3.2.3.02) statistics purposes, excludes *atlases* and any other *cartographic documents* in *codex*, *micro*, *audiovisual* and electronic form.

[SOURCE: ISO 2789:2013, definition 2.3.6, modified]

3.4.7.59

map

flat *cartographic document* (3.4.7.58) showing features of the surface of a celestial body

Note 1 to entry: The celestial body is in many cases the earth, and *maps* usually include *toponyms* (3.1.5.31).

3.4.7.60

atlas

document (3.1.1.38) being a *collection* (2) < *gathering* > (3.6.1.05) of *maps* (3.4.7.59)

3.4.7.61

plan

large-scale *map* (3.4.7.59) of a limited area

Note 1 to entry: See also ISO 10209:2012, definition 3.47.

3.4.7.62

globe

spherical *cartographic document* (3.4.7.58) representing a celestial body

Note 1 to entry: Usually the earth.

3.4.7.63

audiovisual work

work (3.2.1.07) consisting of a sequence of related *images* (3.2.1.04) with accompanying sound, which is intended to be made visible as a *moving image* (3.4.5.1.08) through the use of devices

3.4.7.64

serial audiovisual work

audiovisual work (3.4.7.63) produced in individual *episodes* (3.4.5.6.13) or parts which bear a *relationship* (3.1.1.12) to each other and, usually, a *common title* (3.7.4.10) for the whole *monographic series* (3.4.1.27.02) or *serial publication* (3.4.1.28.01)

[SOURCE: ISO 15706-1:2002, definition 3.6]

3.4.7.65

documentary film

motion picture (3.4.5.1.08) documenting some aspect of reality

3.4.7.66**newsreel**

short historic *cinematographic film* (3.4.5.1.09) composed of film clips presenting news from all areas of societal life and shown in cinemas, often in conjunction with a feature film

Note 1 to entry: *Newsreels* have not been much in use after the 1980s.

3.4.7.67**radio play**

radio drama

literary work (3.2.1.07) or *adaptation* (3.4.2.03) of a literary work, intended as a radio *broadcast* (3.3.3.14), in a theatre-like performance which consists exclusively of the human voices and any sounds as necessary

3.4.7.68**print**

image (3.2.1.04) fixed on a *data medium* (3.1.1.39)

Note 1 to entry: See also ISO 3664:2009, definition 3.12; “photographic print” (ISO 18913:2012, definition 3.141).

3.4.7.69**documentary photo**

photograph (3.4.5.1.01) showing an individual *material object* (3.1.1.60), a person or an event or a group of such, preferably static and in best detail possible, for the purpose of documenting the state of these at a given moment, allowing *identification* (3.2.1.26) of as much detail as possible, and intended for later study and reference

EXAMPLE A photograph of a museum object.

3.4.7.70**artistic photo**

photograph (3.4.5.1.01) taken to implement an artistic intention into a *work of art* (3.4.6.12)

3.4.7.71**private photo**

photograph (3.4.5.1.01) taken by private individuals in their sphere of personal life and experience and documenting events and circumstances of that sphere

3.4.7.72**design document**

record of a design

3.4.7.73**patent**

patent of invention

exclusion patent

industrial property title (3.13.2.01) assigning *protection* (3.13.2.02) to an *invention* (3.1.1.46), *utility model patent* (3.4.5.7.02) or design for a specified period of time

3.4.7.74**licence**

document (3.1.1.38) containing an authorization granting the right to exploit, under specified conditions, an *intellectual work (3.1.1.45)* or use a product

3.4.7.75

delivery note

delivery slip

bill of delivery

trade document (3.4.6.11) accompanying the delivery of goods ordered stating their *designation(s) (3.1.5.24)*, quantity, date and reference of ordering and possibly short further *information (3.1.1.16)*

3.4.7.76

exhibition catalogue

catalogue (3)

publication (3.1.8.27) containing a *listing (3.4.7.25)* of *museum (3.2.3.06)* *objects (3.1.1.01)* with some *description (3.2.1.28)*, usually accompanied by *images (3.2.1.04)* or at least some of these objects, and/or *articles (3.5.8.06)* discussing these objects or, possibly, any general cultural issues

Note 1 to entry: See also *catalogue (1) <sales catalogue> (3.4.7.44)*; *catalogue (2) <holdings-related list> (3.5.1.01)*.

3.4.7.77

commercial copy

copy (2) <reproduction> (3.4.7.14) made to be *disseminated (3.2.1.34)* for a monetary profit

Note 1 to entry: See also *private copy (3.4.7.15)*.

3.4.7.78

standard

document (3.1.1.38), established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or *characteristics (3.1.1.04)* for *material objects (3.1.1.60)*, activities or their results, aimed at the achievement of the optimum degree of order in a given *context (3.1.2.05)*

[SOURCE: ISO/IEC Guide 2:2004, definition 3.2, modified]

3.4.7.79

tête-bêche

turning book

document (3.1.1.38) presenting its contents in that it starts at both ends of the *cover (2) <covering material> (3.5.9.2.13)* so that both contents parts meet somewhere in the middle of the document, and the document can be read starting from both ends

Note 1 to entry: Often used for bilingual documents and then usually presenting the same contents, in two different *languages (3.1.5.01)*.

3.4.7.80

loose-leaf edition

updating loose-leaf resource

one or more *volumes (3.3.5.2.37)* made up of individual, physically separate *sheets (1) <piece> (3.4.1.27.08)* held together by a mechanism of upright, openable poles so that each of the sheets (1) <piece> can be taken out individually, sheets can be added and are exchangeable against different ones at any time

3.4.7.81**artist's book**

volume (3.3.5.2.37) made with an artistic intention

3.4.7.82**textbook**

monographic *book (1)* <intellectual work> (3.4.1.27.04) providing in one continuous *text (3.2.1.05)* a complete overview and synthesized presentation of the entirety of a subject or scientific discipline, for use at adult education level

Note 1 to entry: Often, a one-author *work*. See also *handbook (3.5.5.11)*. In some countries, *text book* also covers "school textbook".

3.4.7.83**school textbook**

school book

book (1) <intellectual work> (3.4.1.27.04) prescribed for pupils receiving education at the primary and secondary level

[SOURCE: ISO 9707:2008, definition 2.36]

Note 1 to entry: In some countries, *school textbook* is covered by *textbook (3.4.7.82)*.

3.4.7.84**mixed manuscript**

classical or medieval *handwritten (3.1.6.07) manuscript (1)* <non-printed document> (3.4.7.02) containing one coherent *text (3.2.1.05)* but which has been consecutively *written (3.1.11.01)* by several scribes

3.4.7.85**composite manuscript**

classical or medieval *handwritten (3.1.6.07) manuscript (1)* <non-printed document> (3.4.7.02) containing *texts (3.2.1.05)* by different *authors (3.2.1.05)* and forming a physical unit, either from the outset or through *binding (2)* <activity> (3.5.9.2.01) previously separate units into one

Note 1 to entry: The different texts may or may not have been *written (3.1.11.01)* by different scribes.

3.4.7.86**festschrift**

document (3.1.1.38) issued on the occasion of a festive event, usually connected to a jubilee

Note 1 to entry: Often the jubilee of a natural person.

3.4.7.87**biography**

document (3.1.1.38) portraying the life of one or more persons or *organizations (3.1.1.55)*

3.4.7.88**autobiography**

biography (3.4.7.87) for which the portrayed person or *organization (3.1.1.55)* themselves take responsibility

3.4.7.89

main document

modern time *technical document* (3.4.6.07) for and in manufacturing processes, containing the complete compilation of the *information* (3.1.1.16) by which a part or an assembly is specified

[SOURCE: ISO 11005:2010, definition 3.3, modified]

3.7.90

complementary document

modern time *technical document* (3.4.6.07) for and in manufacturing processes, referenced in the *main document* (3.4.7.89) and containing specifying *information* (3.1.1.16)

[SOURCE: ISO 11005:2010, definition 3.4, modified]

3.5 Tertiary documents

3.5.1 General concepts

3.5.1.01

catalogue (2)

catalog, US

<holdings-related list> *list* (3.4.7.25) or *bibliographic retrieval system* (3.10.1.07) allowing access (3.11.1.01) to *data* (3.1.1.15) and addresses of *documents* (3.1.1.43) in one or several *collections* (2) <gathering> (3.6.1.05)

Note 1 to entry: See also *finding aid* (3.10.1.06); *catalogue* (1) <sales catalogue> (3.4.7.44); *catalogue* (3) <exhibition catalogue> (3.4.7.76); *bibliography* (2) <universal document list> (3.5.1.02); *directory* (3.5.5.12).

3.5.1.02

bibliography (2)

<universal document list> *list* (3.4.7.25) or *bibliographic retrieval system* (3.10.1.07) allowing access (3.11.1.01) to *data* (3.1.1.15) which describe (3.2.1.28) and uniquely identify (3.2.1.26) *documents* (3.1.1.38), independently of whether or not they are contained in a specific *collection* (2) <gathering> (3.6.1.05) or a *citation* (3.5.8.16) is made to them in a given document

Note 1 to entry: See also *bibliography* (1) <activity> (3.2.2.11); *list of references* (3.5.8.17); *catalogue* (2) <holdings-related list> (3.5.1.01).

Note 2 to entry: *Bibliographies* (2) may contain a *description* (3.2.1.28) of the contents of *documents*.

3.5.1.03

hidden bibliography

bibliography (2) <universal document list> (3.5.1.02) being an integral part of a more comprehensive *publication* (3.1.8.27) and therefore not *retrievable* (3.10.1.01) as an independent *bibliographic unit* (3.7.2.11)

3.5.1.04

national bibliography

bibliography (2) <universal document list> (3.5.1.02) in which in principle all *publications* (3.1.8.27) meeting certain criteria and *published* (3.3.4.01) in a single country are recorded and *described* (3.2.1.28)

[SOURCE: ISO 9707:2008, definition 2.21, modified]

3.5.1.05**regional bibliography**

bibliography (2) <universal document list> (3.5.1.02) recording (3.1.8.26) all publications (3.1.8.27) meeting certain criteria and published (3.3.4.01) within a given region or about this region

3.5.1.06**personal bibliography**

bibliography (2) <universal document list> (3.5.1.02) recording (3.1.8.26) all documents (3.1.1.43) meeting certain criteria, by, and often also those about, a given person

3.5.1.07**calendar (1)**

<archival list> *archival* (1) <organization> (3.2.3.01) list (3.4.7.25), usually in *chronological order* (3.1.1.64), of single documents (3.1.1.38) in the same records series (3.6.3.30) or class or of a specified kind from a variety of sources, with a *summary* (3.5.4.06) of each document

Note 1 to entry: See also *calendar* (2) <time-indicating document> (3.5.5.14).

3.5.1.08**index**

list (3.4.7.25) or part of a *retrieval system* (3.10.1.05) allowing *access* (3.11.1.01) to a differently organized part of it, to the document (3.1.1.38) address or to the document itself

Note 1 to entry: In indexes, the lists of terms referring to the location of documents are usually selected from the documents themselves.

Note 2 to entry: See also ISO 12651-1:2012, definition 4.77.

3.5.1.09**subject index**

alphabetical *index* (3.5.1.08) of keywords (3.8.1.07) or *subject headings* (3.7.3.04) showing their location in a document (3.1.1.38) or in the tables (3.4.7.26) of a retrieval system (3.10.1.05)

Note 1 to entry: Sometimes *subject indexes* specifically exclude proper names (3.1.5.28) that are indexed (3.8.2.01) separately.

3.5.1.10**chain index (1)**

<subject index> *subject index* (3.5.1.09) established through *chain* (3.8.5.12) analysis of the class (3.8.5.03) symbols (3.1.4.17)

Note 1 to entry: See also *chain index* (2) <browsing> (3.5.1.11).

3.5.1.11**chain index (2)**

<browsing> repeated *browsing* (2) <search method> (3.10.2.15) from one website (3.3.3.24) to another using *hyperlinks* (3.1.12.31)

Note 1 to entry: See also *chain index* (1) <subject index> (3.5.1.10).

3.5.1.12**relative index**

name (3.1.5.28) given to the subject index (3.5.1.09) in the Dewey Decimal Classification (DDC) (3.8.6.07)

3.5.1.13

citation index

index (3.5.1.08) linking documents (3.1.1.43) by means of the citations (3.5.8.16) they contain

Note 1 to entry: See also “*impact factor*” (3.11.7.14).

3.5.1.14

co-citation

citation (3.5.8.16) of one document (3.1.1.38) in two or more other documents

3.5.1.15

concordance list

conversion list

list (3.4.7.25) of relations (3.1.1.12) between the terms (3.1.5.25) of two or more indexing languages (3.8.1.06) or records (1) <document(s)> (3.1.12.16) that are differently arranged and listed in finding aids (3.10.1.06)

3.5.1.16

shelf list

list (3.4.7.25) of holdings (3.6.1.01) reflecting the topology of their storage (1) <placement> (3.9.1.01)

Note 1 to entry: See also “*location index*” (3.5.3.03).

3.5.1.17

register

document (3.1.1.38), usually a volume (3.3.5.2.37), in which data (3.1.1.15) are entered in a formal manner by a statutory authority

Note 1 to entry: In modern usage, usually a *database* (3.1.13.08). See also *journal* (1) (3.4.7.38).

3.5.1.18

register of data files

directory of data files

list (3.4.7.25) of data (3.1.1.15) collections (2) <gathering> (3.6.1.05), their contents and purposes

3.5.1.19

roombook (1)

<list of rooms> list (3.4.7.25) of all rooms in a given building

Note 1 to entry: See also *roombook* (2) <list of objects> (3.5.1.20) and “*usable area*” (3.11.3.06).

3.5.1.20

roombook (2)

<list of objects> list (3.4.7.25) of all material objects (3.1.1.60) or exhibition (3.11.1.09) objects (3.1.1.01) in a room of a given building

Note 1 to entry: See also *roombook* (1) <list of rooms> (3.5.1.19); “*inventory*” (3.5.1.21).

3.5.1.21

inventory (1)

<list> *list* (3.4.7.25) of all *material objects* (3.1.1.60) that make the legal possessions of a person or *organization* (3.1.1.55)

Note 1 to entry: See also *inventory* (2) < *finding aid by archival class* > (3.5.4.09).

3.5.1.22

personal inventory

inventory (1) <list> (3.5.1.21) of the possessions of a person

Note 1 to entry: *Personal inventories* are often made when a person is deceased but can be established before.

3.5.1.23

institutional inventory

inventory (1) <list> (3.5.1.21) of the possessions of a legal body or other *organization* (3.1.1.55)

3.5.1.24

matricle

roll (1)

document (3.1.1.38), drawn up for a specified purpose, giving a *list* (3.4.7.25) of the *names* (3.1.5.28) of persons

EXAMPLES The persons enlisted at a university or in military service.

Note 1 to entry: See also *roll* (2) < *data medium* > (3.3.3.21).

3.5.1.25

accession register

register (3.5.1.17) of all *accessions* (3.4.3.01) arranged in *chronological order* (3.1.1.64) by date of receipt

Note 1 to entry: See also “*accession list*” (3.5.1.26).

3.5.1.26

accession list

list (3.4.7.25) of the *documents* (3.1.1.38) or other *material objects* (3.1.1.60) added to the *holdings* (3.6.1.01) of an *information and documentation organization* (3.2.3.37) during a specific period of time

Note 1 to entry: See also “*accession register*” (3.5.1.25).

3.5.1.27

de-accession register

discards register

record (1) <document> (3.1.13.16) of all *documents* (3.1.1.38) or other *material objects* (3.1.1.60) eliminated from a *collection* (2) <gathering> (3.6.1.05) or an *accumulation* (3.2.1.37) during a specific period of time

3.5.1.28

transfer list

list (3.4.7.25) of *records* (1) <document(s)> (3.1.13.16), other *material objects* (3.1.1.60) or *archives* (2) <records> (3.6.1.03) included in a single *transfer* (2) <activity> (3.6.2.2.06)

3.5.1.29

holdings record

record (1) <document(s)> (3.1.13.16) in a cataloguing (3.2.1.29) system (3.1.1.13) that describes (3.2.1.28), analyzes and controls holdings (3.6.1.01) associated with a bibliographic, archival (1) <organization> (3.2.3.01) or museum (3.2.3.06) record (2) <set of data> (3.1.13.22),

[SOURCE: ISO 8459:2009, definition 2.25, modified]

3.5.1.30

holdings statement

record (2) <set of data> (3.1.13.22) of the locations of a specific bibliographic resource (3.7.2.10) or other document (3.1.1.38) and, optionally, the units of that item (3.2.1.10) held at the location

[SOURCE: ISO 8459:2009, definition 2.26, modified; ISO 10324:1997, definition 3.29, modified]

3.5.1.31

continuation record

record (2) <set of data> (3.1.13.22) documenting (1) <activity> (3.2.1.22) the receipt of documents (3.1.1.38) issued in parts as they are received

EXAMPLES Parts such as *instalments (1) <incomplete part in delivery> (3.4.1.28.18) or issues (3.4.1.28.17).*

3.5.1.32

dead file

acquisition (3.6.2.2.01) record (2) <set of data> (3.1.13.22) containing information (3.1.1.16) on documents (3.1.1.38) ordered or requested but never received

3.5.1.33

patent register

register (3.5.1.17) of data (3.1.1.15) on patent specifications (3.4.5.8.04) and patents (3.4.7.73), their validity and proprietorship

3.5.1.34

charge out register

register (3.5.1.17) used to record charge out (3.11.6.09)

Note 1 to entry: See also *charge out (3.11.6.09).*

3.5.1.35

frontlist

list (3.4.7.25) from a publisher (3.2.3.15) of their newly issued publications (3.1.8.27)

Note 1 to entry: See also *"blurb" (3.4.7.46).*

3.5.1.36

backlist

list (3.4.7.25) from a publisher (3.2.3.15) of their publications (3.1.8.27) published (3.3.4.01) at an earlier date but still available

3.5.1.37

letterbook

volume (3.3.5.2.37) in which draft (3.4.7.01) or fair copy (3.4.4.03) letters (2) <document> (3.4.7.42) sent have been written, usually in chronological order (3.1.1.64), or have been bound together when having originally existed as separate sheets (1) <piece> (3.4.1.27)

3.5.1.38**KWIC index**

keyword-in-context index

index (3.5.1.08) in which are shown, line by line, different phrases or sentences or parts thereof, in the length permitted by the layout, and which contain a marked phrase or *keyword (3.8.1.07)* each, which thus appear, in their alphabetical *order (3.1.1.14)*, on one line below the other

Note 1 to entry: Thus, the *KWIC index* is an alphabetic index by keywords but at the same time preserves their *textual (3.2.1.05) context (3.1.2.05)*. Depending on how many keywords have been chosen from each *text (3.2.1.05)* segment, the same text segment will appear several times in the same KWIC index.

3.5.2 Catalogues and archival registers**3.5.2.01****card catalogue**

analogue catalogue made up of *index cards (3.3.2.03)* carrying *information (3.1.1.21)*

Note 1 to entry: Often a *catalogue (2) < holdings-related list > (3.5.1.01)*.

3.5.2.02**online public access catalogue****OPAC**

computerized *catalogue (2) < holdings-related list > (3.5.1.01)* of the *holdings (3.6.1.01)* of an *information and documentation organization (3.2.3.37)* which can be consulted directly by an *information user (3.11.2.05)* through a terminal on the premises or via a remote network connection

3.5.2.03**union catalogue (1)**

<comprehensive catalogue> catalogue (2) < holdings-related list > (3.5.1.01) being a single and unified *list (3.4.7.25)* of all *bibliographic units (3.7.2.11)* or similar *documents (3.1.1.38)* from the *holdings (3.6.1.01)* of several *organizations (3.1.1.55)*

Note 1 to entry: See also *union catalogue (2) < uniform rules catalogue > (3.5.2.04)*.

3.5.2.04**union catalogue (2)**

<uniform rules catalogue> union catalogue (1) <comprehensive catalogue> (3.5.2.03) built from bibliographic descriptions (3.7.2.06) that had applied uniform *cataloguing (3.2.1.29)* rules so that each *bibliographic resource (3.7.2.10)* or similar *document (3.1.1.38)* is *listed (3.4.7.25)* only once, and adding where necessary the *holdings statements (3.5.1.30)* of several *organizations (3.1.1.55)*, all in one *bibliographic record (2) <set of data> (3.1.13.22)*

Note 1 to entry: See also *union catalogue (1) < comprehensive catalogue > (3.5.2.03)*.

3.5.2.05**cooperative catalogue**

union catalogue (1) <comprehensive catalogue> (3.5.2.03) bringing together *bibliographic descriptions (3.7.2.06)* which follow different *cataloguing (3.2.1.29)* rules so that the same *bibliographic entity (3.1.13.27)* may be represented by several, differing *bibliographic records (2) <set of data> (3.1.12.22)* and thus be contained in the *catalogue (2) < holdings-related list > (3.5.1.01)* several times

3.5.2.06

classified catalogue

catalogue where the *entries* (3.2.1.32) are filed (1) <placement> (3.9.2.01) based on a *classification system* (3.8.5.02) and the catalogue contains a *subject index* (3.5.1.09)

Note 1 to entry: Most often a *catalogue* (2) <holdings-related list> (3.5.1.01).

3.5.2.07

subject catalogue

catalogue whose *entries* (3.2.1.32) are filed (1) <placement> by subjects either in alphabetical or in *classified order* (3.1.1.65), taken from a *list* (3.4.7.25) of *subject headings* (3.7.3.04) or an *authority file* (3.7.2.29)

Note 1 to entry: Most often a *catalogue* (2) <holdings-related list> (3.5.1.01).

3.5.2.08

dictionary catalogue

catalogue where subject *entries* (3.2.1.32), preferably taken from a *list* (3.4.7.25) of *subject headings* (3.7.3.04) or an *authority file* (3.7.2.29), are merged or interfiled with *author* (3.7.1.01) and *title* (3.7.4.01) *entries* (3.2.1.34) into one controlled alphabetical sequence

Note 1 to entry: Most often a *catalogue* (2) <holdings-related list> (3.5.1.01).

3.5.2.09

author catalogue

catalogue with only *author* (3.7.1.01) and *title* (3.7.4.01) *entries* (3.2.1.32) as *access points* (3.7.2.14)

Note 1 to entry: Most often a *catalogue* (2) <holdings-related list> (3.5.1.01).

3.5.2.10

alphabetico-classified catalogue

catalogue based on alphabetically ordered broad *classes* (3.8.5.03) subdivided by subjects, also arranged alphabetically, and the *entries* (3.2.1.32) arranged alphabetically within each subject

Note 1 to entry: Most often a *catalogue* (2) <holdings-related list> (3.5.1.01).

3.5.2.11

alphabetic catalogue

catalogue ordered in *alphabetic order* (3.1.1.14) of its *entries* (3.2.1.32)

Note 1 to entry: Most often a *catalogue* (2) <holdings-related list> (3.5.1.01).

3.5.2.12

catalogue discontinuation

officially ceasing the proper and regular maintenance of a *catalogue* (2) (3.5.1.01)

Note 1 to entry: This can be caused by a change of *cataloguing* (3.2.1.29) rules which requires a new *order* (3.1.1.15) and arrangement of the catalogue; by discontinuation of the *acquisition* (3.6.2.2.01) of the types of *documents* (3.1.1.38) listed (3.4.7.25); by the termination of existence of the *organization* (3.1.1.55) maintaining the catalogue, etc.

3.5.2.13**guestbook (1)**

<register of guests> official *register* (3.5.1.17) of the guests of a hotel or other commercial place of accommodation

Note 1 to entry: See also *guestbook (2)* <list of recognition> (3.5.2.14).

3.5.2.14**guestbook (2)**

<list of recognition> *document* (3.1.1.38) into which visitors are signing in as an act of recognition and possibly enter comment in prose or poetics

Note 1 to entry: A *guestbook (2)* <list of recognition> may be in a private home, or may be accompanying an *exhibition, a monument, museum, archive, library collection* etc.

Note 2 to entry: See also *guestbook (1)* <register of guests> (3.5.2.13).

3.5.2.15**civil register(s)**

vital statistics

register(s) (3.5.1.17) established and kept by a competent authority recording chronologically births, marriages and deaths and possibly related *data* (3.1.1.15)

3.5.2.16**parish register(s)**

register(s) (3.5.1.17) established and kept by an ecclesiastical parish, recording chronologically baptisms, marriages, burials and possibly related *data* (3.1.1.15)

3.5.2.17**field-book**

cadastre

volume (3.3.5.2.37) which identifies, by numbers referring to parcels of land delineated on a *map* (3.4.7.59), all lands within a given geographical area with the *names* (3.1.5.28) of their owners and, usually, their extent and occupiers

3.5.2.18**commonplace book**

memorandum book

volume (3.3.5.2.37) in which is entered, with or without *arrangement (1)* <archival operation> (3.2.1.30), *information* (3.1.1.16) of any kind to be remembered or referred to by the compiler

Note 1 to entry: See also *journal (1)* <chronological record> (3.4.7.38).

3.5.2.19**discography**

list (3.4.7.25) or *retrieval system* (3.10.1.05) allowing *access* (3.11.1.01) to *data* (3.1.1.15) which *describe* (3.2.1.28) and uniquely identify *gramophone records* (3.4.5.5.02)

Note 1 to entry: Special types of *discographies* do focus on a certain artist, genre, time period or production company.

3.5.2.20

audiography

list (3.4.7.25) or retrieval system (3.10.1.05) allowing access (3.11.1.01) to data (3.1.1.15) which describe (3.2.1.28) and uniquely identify (3.2.1.26) audio recordings (3.3.3.19)

Note 1 to entry: Special types of *audiographies* do focus on a certain artist, genre, time period or production company.

3.5.2.21

filmography

list (3.4.7.25) or retrieval system (3.10.1.05) allowing access to data (3.1.1.15) which describe (3.2.1.28) and uniquely identify (3.2.1.26) cinematographic films (3.4.5.1.09) or TV films (3.3.3.27)

Note 1 to entry: Special types of *filmographies* do focus on a certain artist, genre, time period or production company.

3.5.2.22

videography

list (3.4.7.25) or retrieval system (3.10.1.05) allowing access (3.11.1.01) to data (3.1.1.15) which describe (3.2.1.28) and uniquely identify (3.2.1.26) videos (3.4.5.1.11)

Note 1 to entry: Special types of *videographies* do focus on a certain artist, genre, time period or production company.

3.5.2.23

mediography

list (3.4.7.25) or retrieval system (3.10.1.05) allowing access (3.11.1.01) to data (3.1.1.15) which describe (3.2.1.28) and uniquely identify (3.2.1.26) the presence of a certain artist in media productions

Note 1 to entry: Special types of *mediographies* may focus on a certain artist, genre, time period or production company.

3.5.2.24

webography

list (3.4.7.25) or retrieval system (3.10.1.05) allowing access (3.11.1.01) to data (3.1.1.15) which describe (3.2.1.28) and uniquely identify (3.2.1.26) documents published (3.1.8.27) on the internet (3.1.9.01)

Note 1 to entry: Special types of *webographies* do focus on a certain subject, artist, genre, time period, or vendor.

3.5.3 Documents and parts of documents reflecting archival registering

3.5.3.01

retention schedule

records schedule

disposal schedule

document (3.1.1.38) describing (3.2.1.28) the records (1) <document(s)> (3.1.13.16) of an organization (3.1.1.55) establishing retention periods (3.6.5.09) and providing authorization for their disposal (3.6.5.05)

3.5.3.02

general records schedule

general schedule

common records schedule

records schedule (3.5.3.01) governing specified *records series* (3.6.3.30) of *records* (1) <document(s)> (3.1.13.16) common to several or all agencies or administrative units of an *organization* (3.1.1.55)

3.5.3.03

location index

location register

index (3.5.1.08) or *register* (3.5.1.17) that is a general *finding aid* (3.10.1.06) for *archives* (2) <records> (3.6.1.03) and *records* (1) <document(s)> (3.1.13.16) and, as such, gives an indication of their location within the *holdings* (3.6.1.01)

Note 1 to entry: See also *shelf list* (3.5.1.16).

3.5.4 Documents and parts of documents reflecting content analysis and content description

3.5.4.01

abstract

document (3.1.1.38) or part of a document, achieved through an intellectual procedure, giving, in verbal form, a general indication of the content of another document

3.5.4.02

brief

summary (3.5.4.06), *abstract* (3.5.4.01) or *abridgement* (3.4.2.01) of the contents of a *document* (3.1.1.38)

Note 1 to entry: See also ISO 10209:2012, definition 11.18.

3.5.4.03

annotation

part of a *document* (3.1.1.38) giving a short verbal *content description* (3.8.1.02) of another *document* (3.1.1.38), a part of it, or a short comment on either document

Note 1 to entry: *Annotations* may be an original part of the document or may have been added later in *handwriting* (3.1.6.07). Also, they may be contained in a "*catalogue record*" (3.1.13.17) or may be "*marginal notes*" (3.5.8.36) in a document itself. They usually consist of only one phrase or sentence.

3.5.4.04

indicative abstract

short *abstract* (3.5.4.01) giving an idea of the content and sometimes the form of a *document* (3.1.1.38)

3.5.4.05

informative abstract

abstract (3.5.4.01) giving an account of the content of a *document* (3.1.1.38) sufficient to allow a user to decide whether or not to read the full *text* (3.2.1.05)

3.5.4.06

summary

document (3.1.1.38) or part of a document giving a verbal representation of the present document or another document respecting their linear *order* (3.1.1.14)

EXAMPLE Executive summary.

3.5.4.07

administrative history

part of the *records* (1) <document(s)> (3.1.13.16) *description* (1) <activity> (3.2.1.28) indicating the *organization* (3.1.1.55) that created or *accumulated* (3.2.1.37) the *holdings* (3.6.1.01) and its history

3.5.4.08

guide (2)

<finding aid> broad or general *finding aid* (3.10.1.06) for the *holdings* (3.6.1.01) of one or more *information and documentation organizations* (3.2.3.37)

EXAMPLE Archival guide.

Note 1 to entry: See also *guide* (1) < introductory document > (3.4.7.39).

3.5.4.09

inventory (2)

<finding aid by archival class> *finding aid* (3.10.1.06) of *archives* (2) <records> (3.6.1.03) or *records* (1) <document(s)> (3.1.13.16) with class or *records series* (3.6.3.30) as main *access points* (3.7.2.14), often with *administrative history* (3.5.4.07) and details of the various parts of the *holdings* (3.6.1.01)

Note 1 to entry: See also *inventory* (1) < list > (3.5.1.21).

3.5.4.10

conservation record

record (1) <document(s)> (3.1.13.16) of the condition of a *document* (3.1.1.38) or other *material object* (3.1.1.60) or the *conservation* (3.12.1.01) and *restoration* (3.12.1.02) measures applied to it

3.5.4.11

author abstract

abstract (3.5.4.01) provided by the *author* (3.7.1.01) of the abstracted work (3.2.1.07)

3.5.4.12

non-author abstract

abstract (3.5.4.01) provided by an originator other than the *author* (3.7.1.01) of the abstracted work (3.2.1.07)

3.5.4.13

omnibus review

collective review

review (3.3.4.05) treating of several *documents* (3.1.1.38), *material objects* (3.1.1.60), *services* (3.1.1.59) or events

3.5.5 Reference works

3.5.5.01

reference work

published (3.3.4.01) *document* (3.1.1.38) providing itemized *information* (3.1.1.16) on a given subject in a way that allows rapid *access* (3.11.1.01) to it

3.5.5.02

dictionary

reference work (3.5.5.01) consisting of individual *entries (3.2.1.32)* in alphabetical or systematic order (3.1.1.14)

EXAMPLES Dictionary of film titles; dictionary of artist's names; *language dictionary (3.5.5.03)*.

Note 1 to entry: For "*dictionary*" in a data processing sense, see also ISO/IEC 10180:1995, definition 3.28; ISO/TS 13584-35:2010, definition 3.10; ISO 14289-1:2014, definition 3.3; ISO/IEC 15944-7:2009, definition 3.5; ISO 19005-1:2005; definition 3.3; ISO 22745-2:2010, definition 17.1.

3.5.5.03

language dictionary

dictionary (3.5.5.02) being a systematic list (3.4.5.25) of words (1) <orthographic word> (3.1.4.15) whose explanations follow an overall uniform pattern and give linguistic explanations of these words (1) <orthographic word> in the given *language (3.1.5.01)* or provide the equivalents of the words (1) <orthographic word> in another language

Note 1 to entry: Early *language dictionaries*, especially in the classical European languages, were often called a "*thesaurus*", e.g. "*Thesaurus linguae latinae*".

Note 2 to entry: See also *thesaurus (3.8.3.01)*; "word dictionary" in ISO 22745-2:2010, definition 17.1.

3.5.5.04

glossary

document (3.1.1.38) or part of a document which contains a selected list (3.4.7.25) of words (1) <orthographic word> (3.1.5.18) from one or a few given *texts (3.2.1.05)* which are deemed to require punctiform explanation but which explanations do not necessarily follow a uniform pattern

3.5.5.05

picture dictionary

dictionary (3.5.5.03) accompanying each or most of its *entries (3.2.1.32)* with a *picture (3.4.7.51)* of the *object (3.1.1.01)* described by the respective entry

3.5.5.06

vocabulary

dictionary (3.5.5.03) which contains *designations (3.1.5.24)* and *definitions (3.1.5.59)* from one or more specific *subject fields (3.1.2.07)*

Note 1 to entry: The *vocabulary* may be monolingual, bilingual or multilingual.

[SOURCE: ISO 1087-1:2000, definition 3.7.2, modified]

3.5.5.07

gazetteer

dictionary (3.5.5.03) of geographical *names (3.1.5.28)*

3.5.5.08

official gazetteer

gazetteer (3.5.5.07) established and approved by a competent authority

3.5.5.09

historical gazetteer

gazetteer (3.5.5.07) of geographical *names (3.1.5.28)* that were once assigned and in use

3.5.5.10

encyclopedia

reference work (3.5.5.01) synthesizing *knowledge* (3.1.1.17) on all subjects or a group of subjects, arranged alphabetically or systematically, and usually consisting of extended *articles* (3.5.8.06)

3.5.5.11

handbook

reference work (3.5.5.01) in the form of a *monographic* (3.4.1.27.01) *book* (1) <intellectual work> (3.4.1.27.04) presenting, usually in different (sometimes self-contained) *chapters* (3.5.8.05) or *sections* (1) <text subdivision> (3.5.8.11), usually written by different *authors* (3.7.1.01), a complete overview over a subject field or discipline, giving *objective knowledge* (2) <verified knowledge> (3.1.1.24) according to the current state of the art in the field

Note 1 to entry: Often, a multi-author work. See also *textbook* (3.4.7.82).

3.5.5.12

directory

document (3.1.1.38), arranged in alphabetical, chronological or systematic *order* (3.1.1.14), which gives itemized *information* (3.1.1.16) for the *identification* (3.2.1.26) or location of persons, *objects* (3.1.1.01), *organizations* (3.1.1.60) or places

Note 1 to entry: See also “*guide*” (3.4.7.39); ISO/TS 21547:2010, definition 3.1.8.

3.5.5.13

yearbook

serial (3.4.1.28.01) containing reference material intended to be revised at annual intervals

3.5.5.14

calendar (2)

<time-indicating document> *document* (3.1.1.38) displaying segments of time, often accompanied by additional *information* (3.1.1.16)

EXAMPLES Segments of time may be e.g. years, months, weeks, days, hours.

Note 1 to entry: See also *calendar* (1) <archival list > (3.5.1.07).

3.5.5.15

biographical dictionary

dictionary (3.5.5.02) consisting of *entries* (3.2.1.32) on persons with *information* (3.1.1.21) about their lives as a whole or of certain aspects of these lives

Note 1 to entry: *biographical dictionaries* may be worldwide or national, restricted to living or to historical persons, or focusing on persons in a specific subject area.

Note 2 to entry: See also *biography* (3.4.7.87).

3.5.6 Services to obtain documents

3.5.6.01

current awareness service

service (3.1.1.59) or *document* (3.1.1.38) for regular provision of *information* (3.1.1.16) on newly available documents to *information users* (3.11.2.05) relating to their interests

3.5.6.02**selective dissemination of information****SDI**

current awareness service (3.5.6.01) matching the predefined search profiles of information users (3.11.2.05)

3.5.6.03**back-up service**

follow-up information service (3.2.1.33) providing the documents (3.1.1.38) selected after a successful search

3.5.6.04**information repackaging**

provision of information services (3.2.1.33) or products tailored to the requirements of specific user groups (3.11.2.11) by rearranging or merging material obtained from different sources

Note 1 to entry: See also “*press clipping service*” (3.2.3.14).

3.5.6.05**document delivery service**

document supply service

supply of a copy (1) <copy original> (3.4.7.12) or a copy (2) <reproduction> (3.4.7.14) of a document (3.1.1.38) which is retained by the information user (3.11.2.05), as opposed to the supply of a loan (3.11.4.03) copy (3) <exemplar> (3.3.2.02)

Note 1 to entry: Document delivery services also include the purchase of *photocopies (3.4.5.1.02)*, usually of *journal (2) (3.4.1.28.03) articles (3.5.8.06)*, from suppliers.

3.5.6.06**electronic delivery**

electronic delivery service

delivery of an electronic representation of a document (3.1.1.38) via a digital network

[SOURCE: ISO 10161-1:2014, definition 3.6.47, modified]

Note 1 to entry: See also “*virtual exhibition*” (3.11.1.17).

3.5.7 Parts of documents used in the bibliographic description**3.5.7.01****preliminary pages**

prelims, abbr

front matter

document (3.1.1.38) part in the form of matter appearing at the beginning of a document and before the main intellectual work (3.1.1.45)

Note 1 to entry: Preliminary pages contain *half title (3.7.4.12)*, *title page (3.5.7.02)*, *contents list (3.5.8.02)*, *preface (3.5.8.03)*, etc.

3.5.7.02**title page**

page (3.5.9.1.02) in a *volume* (3.3.5.2.37) which contains full bibliographic *information* (3.1.1.21), normally at the beginning of a *publication* (3.1.8.27)/*digitized document* (3.3.3.04)

Note 1 to entry: The *title page* usually contains the fullest title information, a statement of responsibility and the whole or part of the *colophon* (3.5.7.04). It may well figure on a digital *publication* (3.1.8.27) / *digitized document* (3.3.3.04), too. Some *webpages* (3.3.3.25) or *homepages* (3.3.3.26) fulfil functions in some aspects similar to a title page.

3.5.7.03

title-page substitute

page (3.5.9.1.02), portion of a page or other component part of a printed resource that includes the *information* (3.1.1.16) usually found on a *title page* (3.5.7.02), and that, in the absence of a title page, is used as the preferred source of *information*

EXAMPLES *Cover* (2) <covering material> (3.5.9.2.13), *caption* (3.5.8.29), masthead, editorial *pages* (3.5.9.1.02), first page of printed *music* (3.2.1.06), *colophon* (3.5.7.04).

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

Note 1 to entry: See also *colophon* (3.5.7.04).

3.5.7.04

colophon

combined statement in a *volume* (3.3.5.2.37) of its authorship, *copyright* (3.13.3.1.02) holders, details of production and *publication* (3.1.8.27), either on the *title page* (3.5.7.02) *verso* (3.5.9.1.03) or at the end of the *volume* (3.3.5.2.37)

Note 1 to entry: In early printed *books* (1) <intellectual work> (3.4.1.27.04), the *colophon* refers to a *symbol* (3.1.4.17) or logo representing the *printer* (3.2.3.16).

Note 2 to entry: In a *newspaper* (3.4.1.28.04), the *colophon* contains information about its *editors* (3.2.4.07).

3.5.8 Intellectual parts of documents

3.5.8.01

incipit

first words (1) <orthographic word> (3.1.5.18) in a *text* (3.2.1.05) or *first notes* (2) <music character> (3.1.4.11) in a *score* (3.4.7.48)

Note 1 to entry: In many cases, the *incipit* must be used for unambiguous *identification* (3.2.1.26) of a *work* (3.2.1.07) or must serve as the *title* (3.7.4.01) substitute.

3.5.8.02

table of contents

TOC

contents list

list (3.4.7.25) of *headings* (1) <text line> (3.5.8.09) and subheadings of the parts of a *document* (3.1.1.38) in the *order* (3.1.1.14) in which they appear, usually giving the *page* (3.5.9.1.02) or *column* (2) <vertical division> (3.5.9.1.04) where they begin

3.5.8.03

preface

text (3.2.1.05) at the beginning of a *document* (3.1.1.38) that, in general, gives the history and the objectives of the *work* (3.2.1.07), before any *introduction* (3.5.8.04)

3.5.8.04

introduction

text (3.2.1.05) at the beginning of a *document* (3.1.1.38) that gives the latter's background, content or structure, following any *preface* (3.5.8.03)

3.5.8.05

chapter

numbered or *titled* (3.7.4.01) division of a *document* (3.1.1.38) which is in general self-sufficient but is related to the divisions that precede or follow it, and stands directly above or below any *sections* (1) <text subdivision> (3.5.8.11)

3.5.8.06

article

document (3.1.1.38) in the form of an independent *text* (3.2.1.05) forming a part of a *publication* (3.1.8.27)

3.5.8.07

paragraph (1)

<text subdivision> subdivision of *running text* (3.5.9.1.05), normally run on throughout, that is separated from *text* (3.2.1.05) before and after by a change of line and stands below any *chapters* (3.5.8.05) or *sections* (1) <text subdivision> (3.5.8.11)

[SOURCE: ISO/TR 9544:1988, definition 3.307]

Note 1 to entry: See also *paragraph* (2) <sign> (3.5.8.08).

3.5.8.08

paragraph sign

paragraph (2)

the *sign* (3.1.4.01) "§" to mark a self-contained portion of *text* (3.2.1.05) suitably worded for it and usually within a *system* (3.1.1.13) of applying a number of "§" signs

Note 1 to entry: Often applied in legal *texts* (3.2.1.05) or in older *textbooks* (3.4.7.82).

Note 2 to entry: See also *paragraph* (1) <text subdivision> (3.5.8.07).

3.5.8.09

heading (1)

<text line> *text* (3.2.1.05) line set apart from (usually above) body type and serving as a *title* (3.7.4.01) or indication of what follows

[SOURCE: ISO/TR 9544:1988, definition 3.204, modified]

Note 1 to entry: See also *heading* (2) <access point> (3.7.3.01); *title* (3.7.4.01).

3.5.8.10

headline

prominent and typographically very distinct *heading* (1) <text line> (3.5.8.09), usually of an *article* (3.5.8.06) or a contribution, in a *newspaper* (3.4.1.28.04) or a *TV news programme* (3.3.3.17) and

sometimes also used independently from that, in announcement or advertisement for the newspaper or the news programme

3.5.8.11
section (1)

<text subdivision> numbered or *titled* (3.7.4.01) division of a *document* (3.1.1.38), directly above or below any *chapters* (3.5.8.05)

Note 1 to entry: See also *section* (2) <*folded leaves*> (3.5.9.2.03).

3.5.8.12
paper (3)

<scientific text> *scientific article* (3.5.8.06) in a *scientific journal* (3.4.1.28.19)

Note 1 to entry: See also *paper* (1) <*material*> (3.3.5.2.01); *paper* (2) <*document*> (3.4.1.27.09).

3.5.8.13
original article

original research

paper (3) <*scientific text*> (3.5.8.12) that contains new results of scientific research not *published* (3.3.4.01) before

Note 1 to entry: See also "*original work*" (3.2.1.13).

3.5.8.14
letter to the editor (1)

LTTE (1)

LTE (1)

<scientific comment> in a *scientific journal* (3.4.1.28.19) the comment of an *author* (3.7.1.01) on a *paper* (3) <*scientific text*> (3.5.8.12) he or she submitted earlier, or on any discussion and *review* (3.3.4.05) the paper (3) <scientific text> has received

Note 1 to entry: See also "*letter to the editor* (2) <*letter to a newspaper*>" (3.5.8.40).

3.5.8.15
IMRAD

"*introduction* (3.5.8.04), *methods*, *results*, and *discussion*", being the formula for structuring a *paper* (3) <*scientific text*> (3.5.8.12) in the sciences

3.5.8.16
citation

reference in one *document* (3.1.1.38) to another document or to part of it

Note 1 to entry: See also *quotation* (3.5.8.23) and ISO 24619:2011, definition 3.1.16.

3.5.8.17
list of references

list (3.4.7.25) of *documents* (3.1.1.38) referred to in an *article* (3.5.8.06), *chapter* (3.5.8.05) or independent document, giving sufficient detail to enable the *identification* (3.2.1.26) and location of each document

Note 1 to entry: See also *bibliography* (3.5.1.02).

3.5.8.18**appendix**

document (3.1.1.38) part containing *text (3.2.1.05)* or *pictures (3.4.7.51)* or evidence documents elaborating in greater detail on topics treated in a document than is the case in its general balanced disposition, complementing the main *text (3.2.1.05)* and therefore placed after the regular components that make up the document

EXAMPLES Statistical *tables, photographs*, questionnaires, *reproductions* of original documents.

Note 1 to entry: See also *accompanying material (3.4.7.20)*, *supplement (3.4.7.19)*, *addendum (3.5.8.19)*.

3.5.8.19**addendum**

document (3.1.1.38) containing supplementary matter to a document and produced subsequently but intended to accompany it, completing or correcting passages of *text (3.2.1.05)* and clearly stating its intended function

3.5.8.20**errata**, pl**corrigenda**, pl

document (3.1.1.38) containing supplementary matter to a *document (3.1.1.38)* produced subsequently but intended to accompany it, listing errors in the *text (3.2.1.05)* and their corrections and clearly stating its intended function

Note 1 to entry: Occasionally the term may be found in the singular.

3.5.8.21**disclaimer**

text (3.2.1.05) notice stating that the undertaking of certain actions is at the own responsibility of those undertaking them or, in a *document (3.1.1.38)*, that those legally responsible for it do not accept responsibility for certain views possibly expressed in it, or for a later use of it

3.5.8.22**column (1)**

<serial article> *article (3.5.8.06)* usually with a non-specific general *heading (1) <text line> (3.5.8.09)* appearing regularly in a *serial (3.4.1.28.01)*, giving comment or observations on seemingly paradoxical current societal issues, with its heading (1) <text line> remaining the same over a longer time

Note 1 to entry: The heading (1) <text line> may be a *word (1) <orthographic word>*, phrase, *symbol* or a *personal name*

Note 2 to entry: See also *column (2) <vertical division> (3.5.9.1.04)*, *"editorial" (3.5.8.39)*, *leader (3.5.8.47)*.

3.5.8.23**quotation**

idea, or coherent *information (3.1.1.21)* *object (3.1.1.01)* reproduced in another information object

Note 1 to entry: "Information object" may be a passage of *text*, an *image*, etc.

Note 2 to entry: See also *citation (3.5.8.16)*.

3.5.8.24

self-quotation

quotation (3.5.8.23) by an author (3.7.1.01) of one of their own information (3.1.1.21) objects (3.1.1.01)

Note 1 to entry: "Information object" may be a passage of *text*, an *image*, etc.

3.5.8.25

literal quotation

exact quotation

quotation (3.5.8.23) reproducing a content exactly as it appears in a source

3.5.8.26

indirect quotation

quotation (3.5.8.23) giving a contents without reproducing it exactly in the form in which it appears in the source

3.5.8.27

header

text (3.2.1.05) line set apart at the top of a page (3.5.9.1.02) containing information (3.1.1.16) referring to that page

Note 1 to entry: See also "headline" (3.5.8.09).

3.5.8.28

footer

footline

text (3.2.1.05) line set apart at the bottom of a page (3.5.9.1.02) containing information (3.1.1.16) referring to that page

3.5.8.29

caption

short *text (3.2.1.05)* accompanying an *illustration (3.5.9.1.14)* or *table (3.4.7.26)*, explaining it, and giving any legally required credits

3.5.8.30

column head

heading (1) <text line> (3.5.8.09) shown at the top of a page (3.5.9.1.02) or column (2) <vertical division> (3.5.9.1.04) throughout an entire document (3.1.1.38) or in a part of it

Note 1 to entry: Such parts may be *chapters, articles, dictionary entries*.

3.5.8.31

running head

column head (3.5.8.30) that changes with every page (3.5.9.1.02) or column (2) <vertical division> (3.5.9.1.04) of the document (3.1.1.38) or part of the document to which it belongs

Note 1 to entry: See also *running title (3.7.4.13)*.

3.5.8.32

fix column head

column head (3.5.8.30) that remains unchanged throughout the entire document (3.1.1.38) or part of the document to which it belongs

3.5.8.33**note (1)**

<separate explanatory text> *textual* (3.2.1.05) indication placed at the bottom, in the margin of a *page* (3.5.9.1.02) or at the end of a *document* (3.1.1.38) or part of a *document* to clarify or complete the *information* (3.1.1.16) given in the *main text* (3.2.1.05)

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

3.5.8.34**footnote**

note (1) <separate explanatory text> (3.5.8.33) at the bottom of the *page* (3.5.9.1.02) to which it belongs

3.5.8.35**endnote**

note (1) <separate explanatory text> (3.5.8.33) at the end of the *text* (3.2.1.05) to which it belongs

3.5.8.36**marginal note**

note (1) <separate explanatory text> (3.5.8.33), *printed* (3.3.5.1.01) or in *handwriting* (3.1.6.07), in the side margin of a *document* (3.1.1.38)

3.5.8.37**bookplate**

label (2) <exterior visual identifier> (3.5.9.1.12) indicating ownership when fixed onto a *document* (3.1.1.38)

3.5.8.38**recto**

right-hand *page* (3.5.9.1.02), usually carrying an odd page number and usually to be *read* (3.1.11.02) first

Note 1 to entry: See also *verso* (3.5.9.1.03).

3.5.8.39**editorial**

shorter written *text* (3.2.1.05) usually placed in the beginning of an *issue* (3.4.1.28.17) of a *journal* (2) <specialized journal> (3.4.1.28.03) expressing views of those responsible for the *publication* (3.1.8.27) and relating to a current *topic* (3.2.1.17), to the contents of the issue or to policies followed by the *journal* (2) <specialized journal>

Note 1 to entry: See also "*leading article*" (3.5.8.47).

3.5.8.40**letter to the editor (2)****LTTE (2)****LTE (2)**

<letter to a newspaper> *letter* (2) <document> (3.4.7.42) sent to a *newspaper* (3.4.1.28.04) by a reader with a view to being *published* (3.1.8.27) in full or in part in that newspaper

Note 1 to entry: See also *letter to the editor* (1) < *scientific comment* > (3.5.8.15).

3.5.8.41**citation system**

citation style

system (3.1.1.13) used, or prescribed, for the construction of bibliographic references and their presentation

3.5.8.42

trailer (2)

lead

<opening sequence of a film> opening sequence of a *cinematographic film* (3.4.5.1.09) or *TV film* (3.3.3.27) which usually displays the *film title* (3.7.4.01), often the *names* (3.1.5.28) of the *film director* (3.2.4.18) and at least some of the cast, and sometimes some introductory *text* (3.2.1.05), all of this often laid over some opening scene(s) of the film

Note 1 to entry: See also *trailer (1)* <*self-contained filmstrip*> (3.4.5.6.05), *trailer (3)* <*cast list*> (3.5.8.43).

3.5.8.43

end titles

trailer (3)

<cast list> *list* (3.4.7.25) of a film cast, particularly the *names* (3.1.5.28) of all persons acting in a film, of credits for all persons or *organizations* (3.1.1.55) contributing in any way to its intellectual and technical realisation, and of *music* (3.2.1.06) played or sceneries filmed, all of this shown at the end of a *cinematographic film* (3.4.5.1.09) or *TV film* (3.3.3.27)

Note 1 to entry: See also *trailer (1)* <*self-contained filmstrip*> (3.4.5.6.05), *trailer (2)* <*opening sequence of a film*> (3.5.8.42).

3.5.8.44

commercial

short film or short radio spot advertising a product or an event for commercial purposes

Note 1 to entry: The principal division is between radio spots and TV adverts.

3.5.8.45

footage

camera shots taken for producing a *cinematographic film* (3.4.5.1.09) or a *TV film* (3.3.3.27)

3.5.8.46

outtake

footage (3.5.8.45) cut out and removed from the first *published* (3.3.4.01) final *version* (3.4.1.04) of a *cinematographic film* (3.4.5.1.09), a *TV film* (3.3.3.27) or a *sound recording* (3.3.3.19)

3.5.8.47

leading article

leader

longer *article* (3.5.8.06) in a *text* (3.2.1.05)-based *serial publication* (3.4.1.28.01) [e.g., *newspaper* (3.4.1.28.04) or *journal* (2) <*specialized journal*> (3.4.1.28.03)] consisting of a longer discursive *text* (3.2.1.05) expressing the view of those responsible for the *publication* (3.1.8.27) on a current societal *topic* (3.2.1.17)

Note 1 to entry: See also *editorial* (3.5.8.39).

3.5.8.48

news section

section (1) <text subdivision> (3.5.8.11) of a newspaper (3.4.1.28.04) or a broadcast (3.3.3.14) containing the general news or news articles (3.5.8.06), respectively, that refer to supra-regional societal issues in politics, economy, culture or, in a journal (2) <specialized journal> (3.4.1.28.03), news relating to the professional field and to professional matters

Note 1 to entry See also *newsprogramme* (3.3.3.17).

3.5.8.49

track (2)

<recording> single recording (3.3.3.19) on a sound carrier (3.4.5.5.01)

Note 1 to entry: See also *track (1) < part of recording medium > (3.3.2.07)*.

3.5.8.50

jingle

short musical tune or passage of spoken text (3.2.1.05) originating from the broadcast station (3.2.3.19) itself which emits (3.1.8.32) it, with or without accompanying sounds, and which is loaded into a radio programme (3.3.3.15) to announce or to advertise for an upcoming event or radio programme

3.5.8.51

liner notes

text (3.2.1.05) signed by name (3.1.5.28) which is explanatory to a musical recording (3.3.3.19), printed on the cover (1) <envelope> (3.5.9.1.13) or in the booklet of a sound carrier (3.4.5.5.01)

Note 1 to entry: See also *blurb* (3.4.7.46).

3.5.8.52

autograph (2)

holograph (1)

<name in handwriting> short text (3.2.1.05) or the name (3.1.5.28) or pseudonym (3.1.5.45) of a person written in the person's own handwriting (3.1.6.07)

Note 1 to entry: *autographs (2)* of prominent persons are often sought-after collectibles.

Note 2 to entry: See also *autograph (1) < handwritten document > (3.4.7.03); holograph (2) < handwritten document > (3.4.7.03)*.

3.5.8.53

signature (1)

<autograph> name (3.1.5.28) of a person under a text (3.2.1.05) identifying a relation (3.1.1.12) to, or responsibility for, the text

Note 1 to entry: See also *signature (2) < artist's signature > (3.5.8.54), signature (3) < printing > (3.5.9.2.06); signature (4) < folded leaves > (3.5.9.2.03); and ISO/IEC 2382-32:1999, definition 32.03.06.*

3.5.8.54

artist's signature

signature (2)

signature (1) <autograph> (3.5.8.53) of its creator on a non-textual (3.2.1.05) graphic (3.4.7.28) or sculptural (3.3.2.22) work of art (3.4.6.12) stating authorship

Note 1 to entry: See also signature (1) <autograph> (3.5.8.53); signature (3) <printing> (3.5.9.2.06) signature (4) <folded leaves> (3.5.9.2.03).

3.5.8.55
endorsement

note (3.7.1.11), *title* (3.7.4.01), *signature* (1) <autograph> (3.5.8.53), etc. written on the reverse side of a *document* (3.1.1.38)

Note 1 to entry: See also *vidimus* (3.4.4.18).

3.5.8.56
byline

line of *text* (3.2.1.05) in a *journal* (2) <specialized journal> (3.4.1.28.03) or *newspaper* (3.4.1.28.04) *article* (3.5.8.06) giving the *name* (3.1.5.28) and position/affiliation of the *author* (3.7.1.01) as well as often a date and a very short indication related to the contents of the article

3.5.8.57
movement

self-contained part which is a first-order subdivision of an instrumental *musical work* (3.2.1.16)

3.5.8.58
headword

lemma (3.1.5.21) that serves as the heading for an *entry* (3.2.1.32) in a *dictionary* (3.5.5.02)

[SOURCE: ISO 1951:2007, definition 3.6]

3.5.9 Physical parts of documents

3.5.9.1 General concepts

3.5.9.1.01
leaf

single piece of *paper* (1) <material> (3.3.5.2.01) or similar thin material on which *information* (3.1.1.16) has been or may be recorded

Note 1 to entry: See also *sheet* (1) <piece> (3.4.1.27.08).

3.5.9.1.02
page

one side of a *leaf* (3.5.9.1.01)

Note 1 to entry: See also *webpage* (3.3.3.25); ISO/TR 12037:1998, definitions 3.20.1, 3.20.1, 3.20.3; and ISO 7200:2004.

3.5.9.1.03
verso

left-hand side *page* (3.5.9.1.02), usually carrying a straight page number

Note 1 to entry: See also *recto* (3.5.8.38).

3.5.9.1.04
column (2)

<vertical division> vertical division of a layout medium

Note 1 to entry: See also *column (1)* < *serial article* > (3.5.8.22).

3.5.9.1.05

running text

continuous *text* (3.2.1.05), usually prose, that is divided into lines of text as determined by an end-of-line procedure

[SOURCE: ISO/TR 9544:1988, definition 3.374]

3.5.9.1.06

foliation

numbering of the leaves (3.5.9.1.01) of a document (3.1.1.38)

Note 1 to entry: See also pagination (3.5.9.1.07).

3.5.9.1.07

pagination

numbering of the *pages* (3.5.9.1.02) of a *document* (3.1.1.38)

Note 1 to entry: See also foliation (3.5.9.1.06).

3.5.9.1.08

cropping

cutting off part or parts of a *document* (3.1.1.38) or *graphic* so that its dimensions, and possibly its *information* (3.1.1.16) content, are changed

Note 1 to entry: See also ISO 19754-3:2006, definition 4.1.3.

3.5.9.1.09

gutter

space formed by the two inner margins of facing *pages* (3.5.9.1.02) of a *volume* (3.3.5.2.37)

3.5.9.1.10

binding (1)

book binding (1)

<covers> *covers* (2) <covering material> (3.5.9.2.13) attached to one edge of the *book block* (3.5.9.2.02)

Note 1 to entry: See also *binding (2)* < *activity* > (3.5.9.2.01) and ISO 11800:1998, definition 3.5.

3.5.9.1.11

foldout

gatefold

folded *sheet* (1) <piece> (3.4.1.27.08) of *paper* (1) <material> (3.5.3.2.01) that is inserted between other *pages* (3.5.9.1.02) of a *document* (3.1.1.38) and that contains *text* (3.2.1.05) or illustrative material occupying an area larger than the type area of a normal page within the document

3.5.9.1.12

label (2)

<exterior visual identifier> slip of material or digital *identifier* (3.1.12.19) fixed on the *document* (3.1.1.38) *medium* (3.2.1.25) and/or *document carrier* (3.1.1.40) or container of a *recording* (3.3.3.19), showing *identification* (3.2.1.26) *information* (3.1.1.16)

Note 1 to entry: See also *label* (1) < *identifier* > (3.1.12.24).

3.5.9.1.13

cover (1)

<envelope> envelope for the protection of a physical *carrier* (3.1.1.40) [e.g. *CD-ROM* (3.4.5.5.15) or *phonograph record* (3.4.5.5.02)] usually showing *information* (3.1.1.16)

Note 1 to entry: See also *cover* (2) < *covering material* > (3.5.9.2.13); ISO 18913:2012, definition 3.65.

3.5.9.1.14

illustration

document (3.1.1.38) or part of a document in the form of a graphic presentation set apart from the main body of *text* (3.2.1.05) and normally cited within the main *text*

[SOURCE: ISO/IEC 26513:2009, definition 3.19, modified]

Note 1 to entry: See also *picture* (3.4.7.51).

3.5.9.1.15

stamp

mark added to a *document* (3.1.1.38) to unambiguously identify a certain feature of it or to indicate that a fee has been paid

Note 1 to entry: Such features may be origin, ownership, time of creation, version, etc.

3.5.9.1.16

replay

immediate repetition, sometimes in slow-motion, of a length of film from within a coherent film *emission* (3.1.8.32) and within that *emission*

3.5.9.2 Parts of bound books

3.5.9.2.01

binding (2)

book binding (2)

<activity> process or techniques of fastening *leaves* (3.5.9.1.01) together and attaching them to *covers* (2) < *covering material* > (3.5.9.2.13)

Note 1 to entry: See also *binding* (1) < *covers* > (3.5.9.1.10); ISO 11800:1998, definition 3.5; and ISO 16763:2016, definition 3.1.2.

3.5.9.2.02

book block

leaves (3.5.9.1.01) of a *volume* (3.3.5.2.37) which have been securely attached together preparatory to *binding* (2) < *activity* > (3.5.9.2.01)

Note 1 to entry: See also ISO 16763:2016, definition 3.4.1

3.5.9.2.03**section (2)**

signature (4)

gathering

<folded leaves> folded *leaves* (3.5.9.1.01) gathered together and treated as a unit for *binding* (2) <activity> (3.5.9.2.01) purposes

Note 1 to entry: See also *section (1) <text subdivision>* (3.5.8.11); ISO 11800:1998, definition 3.29; and ISO 16763:2016, definition 3.1.7.

3.5.9.2.04**insert**

additional *element* (3.1.1.10), such as a printed *leaf* (3.5.9.1.01), blank *paper* (1) <material> (3.3.5.2.01) or card, laid between the leaves of a *book* (2) <stack of leaves (3.5.9.1.01)> (3.3.5.2.37) and not secured

[SOURCE: ISO 14416:2003, definition 3.18]

Note 1 to entry: See also ISO 11800:1998, definition 3.18.

3.5.9.2.05**guard**

strip of cloth or *paper* (1) <material> (3.3.5.2.01) used as a *hinge* (3.5.9.2.22) for a *map* (3.4.7.59), *illustration* (3.5.9.1.14) or a single *sheet* (1) <piece> (3.4.1.27.08)

Note 1 to entry: “*guard*” is also referred to as compensating strip for thick *inserts* (3.5.9.2.04) and *maps* (3.4.7.59).

[SOURCE: ISO 14416:2003, definition 3.16]

3.5.9.2.06**signature (3)**

<printing> one or more *letters* (1) <character> (3.1.4.07) and/or *symbols* (3.1.4.17) and/or *numerals* (3.1.4.05) usually *printed* (1) <technical process> (3.3.5.1.01) at the foot of the first and some subsequent *recto* (3.5.8.38) *pages* (3.5.9.1.02) of each *gathering* (3.5.9.2.03) of a *printed* (1) <technical process> (3.3.5.1.01) resource and used to ensure the correct printing (1) <technical process>, folding and assembly of a resource

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

Note 1 to entry: Applicable primarily to older monographic resources.

Note 2 to entry: See also *signature* (1) <autograph> (3.5.8.53); *signature* (2) <artist's signature> (3.5.8.54).

3.5.9.2.07**back**

combined *binding edges* (3.5.9.2.20) of a *book block* (3.5.9.2.02)

3.5.9.2.08**lining**

materials [cloth and *paper* (1) <material> (3.3.5.2.01)] adhered to the *spine* (3.5.9.2.18) of the *book block* (3.5.9.2.02) or of the *case* (3.5.9.2.15) as a protective and cohesive layer

[SOURCE: ISO 11800:1998, definition 3.19, modified]

Note 1 to entry: See also ISO 16637:2016, definition 3.1.10

3.5.9.2.09

super

coarse cloth glued to the *back* (3.5.9.2.07) or the *book block* (3.5.9.2.02), forming the first *lining* (3.5.9.2.08) of a case-bound *volume* (3.3.5.2.37)

3.5.9.2.10

endpaper

end paper

folded *leaf* (3.5.9.1.01) of *paper* (1) <material> (3.3.5.2.01) attached to the *book block* (3.5.9.2.02), the outer *page* (3.5.9.1.02) of which is affixed by *adhesive* (3.3.5.2.35) to the inner side of the *board* (2) <cover> (3.5.9.2.16) when the *volume* (3.3.5.2.37) is *cased-in* (3.5.9.4.09)

Note 1 to entry: See also ISO 14416:2003, definition 3.12; ISO 11800:1998, definition 3.10; and ISO 16763:2016, definition 3.4.6.

3.5.9.2.11

paste-down

half of the *endpaper* (3.5.9.2.10) which is pasted to the inner side of the *board* (2) <cover> (3.5.9.2.16)

3.5.9.2.12

fly-leaf

blank *leaf* (3.5.9.1.01) at the beginning or end of a *volume* (3.3.5.2.37) between the *endpaper* (3.5.9.2.10) and the first or last *section* (2) <folded leaves> (3.5.9.2.03)

3.5.9.2.13

cover (2)

<covering material> materials affixed to the *spine* (3.5.9.2.18) and sides of the *book block* (3.5.9.2.02) to protect it in use

Note 1 to entry: See also *cover* (1) <envelope> (3.5.9.1.13) and ISO 16763:2016, definition 3.4.4.

3.5.9.2.14

hard cover

cover (2) <covering material> (3.5.9.2.13) of a *book* (2) <stack of leaves> (3.3.5.2.37) produced from a flexible material, usually cloth or *paper* (1) <material> (3.5.3.2.01), supported by rigid *boards* (2) <cover> (3.5.9.2.16)

[SOURCE: ISO 14416:2003, definition 3.17]

3.5.9.2.15

case

cover (2) <covering material> (3.5.9.2.13) that is made complete before being affixed to the *book block* (3.5.9.2.02)

Note 1 to entry: See also ISO 16763:2016, definition 3.4.3.

3.5.9.2.16

board (2)

<cover> *board* (1) <paper> (3.3.5.2.02) affixed to either side of the *book block* (3.5.9.2.02) as part of the *cover* (2) <covering material> (3.5.9.2.13)

Note 1 to entry: See also *board (1) <paper> (3.3.5.2.02)*.

3.5.9.2.17

binder's board

rigid solid *board (1) <paper> (3.3.5.2.02)*, made from a base stock of *paper (1) <material> (3.5.9.2.01)* pulp and of a grammage of 225 g/m² or more for use as *board (2) <cover> (3.5.9.2.16)*

[SOURCE: ISO 11800:1998, definition 3.6, modified]

3.5.9.2.18

spine

back (3.5.9.2.07) of a *volume (3.3.5.2.37)* and that part of the *cover (2) <covering material> (3.5.9.2.13)* which goes over it

Note 1 to entry: See also ISO 16763:2016, definition 3.3.11.

3.5.9.2.19

fore edge

front edge of the *leaves (3.5.9.1.01)* of a *volume (3.3.5.2.37)*

Note 1 to entry: See also ISO 16763:2016, definition 3.3.6.

3.5.9.2.20

binding edge

rear edge of the *leaves (3.5.9.1.01)* or *sections (2) <folded leaves> (3.5.9.2.03)* of a *volume (3.3.5.2.37)*

[SOURCE: ISO 14416:2003, definition 3.4, modified]

Note 1 to entry: See also ISO 16763:2016, definition 3.3.1.

3.5.9.2.21

joint

exterior juncture of the *spine (3.5.9.2.18)* and *covers (2) <covering material> (3.5.9.2.13)* which bends when the covers are opened and closed

[SOURCE: ISO 14416:2003, definition 3.19, modified]

Note 1 to entry: See also ISO 16763:2016, definition 3.3.8

3.5.9.2.22

hinge

inner joint

interior juncture of the *spine (3.5.9.2.18)* and *covers (2) <covering material> (3.5.9.2.13)*

3.5.9.3 Types of bindings

3.5.9.3.01

full binding

complete *binding (1) <covers> (3.5.9.1.10)* of a *volume (3.3.5.2.37)* *spine (3.5.9.2.18)* and sides, with the same material

Note 1 to entry: Traditionally, the material is leather.

3.5.9.3.02

cloth binding

full binding (3.5.9.3.01) in cloth with stiff *boards* (2) <cover> (3.5.9.2.16)

3.5.9.3.03

half binding

binding (1) <covers> (3.5.9.1.10) in which the *spine* (3.5.9.2.18), extending to one-quarter of the width of the *boards* (1) <paper> (3.3.5.2.02), and either the corners or the *fore edges* (3.5.9.2.19) of the boards (1) <paper> are covered in one material and the rest of the sides in another

Note 1 to entry: Traditionally leather is used for the *spine* (3.5.9.2.18), etc.

3.5.9.3.04

three-quarter binding

binding (1) <covers> (3.5.9.1.10) similar to a *half binding* (3.5.9.3.03) but with the first material extending to three-quarters of half of the width of the *boards* (2) <covering material> (3.5.9.2.16)

3.5.9.3.05

quarter binding

binding (1) <covers> (3.5.9.1.10) in which the *spine* (3.5.9.2.18) is covered in one material and the sides in another

3.5.9.3.06

library binding

binding (1) <covers> (3.5.9.1.10) intended for heavy use

3.5.9.3.07

flexible binding

leaf attachment method

binding (1) <covers> (3.5.9.1.10) in which the *sewing* (3.5.9.4.02) and covering materials allow the volume (3.3.5.2.37) to open quite flat

3.5.9.3.08

adhesive binding

binding (1) <covers> (3.5.9.1.10), hard cover or soft cover, in which the *signatures* (4) <folded leaves> (3.5.9.2.03) are milled and the separate *leaves* (3.5.9.1.01) glued together by means of an *adhesive* (3.3.5.2.35)

[SOURCE: ISO 11800:1998, definition 3.1, modified]

Note 1 to entry: See also ISO 16763:2016, definitions 3.2.1 and 3.2.4; ISO 12637-4:2008, definition 2.2.

3.5.9.3.09

mechanical binding

binding (1) <covers> (3.5.9.1.10) which uses mechanical devices instead of thread or *adhesive* (3.3.5.2.35) to hold the *leaves* (3.5.9.1.01) together

EXAMPLES *Spiral binding* (3.5.9.3.10); *comb binding* (3.5.9.3.11).

3.5.9.3.10

spiral binding

mechanical binding (3.5.9.3.09) in which a row of holes is drilled through the *leaves* (3.5.9.1.01) and side *covers* (1) <covering material> (3.5.9.2.13) and a continuous spiral-twisted wire is drawn through the holes

3.5.9.3.11

comb binding

mechanical binding (3.5.9.3.09) in which curved prongs extending from a plastic *spine* (3.5.9.2.18) are inserted into slits in the *leaves* (3.5.9.1.01) and side *covers* (1) <covering material> (3.5.9.2.13)

3.5.9.3.12

kettle stitch (1)

<thread> knotted thread used to join *sections* (2) <folded leaves> (3.5.9.2.03) together with thread or wire

Note 1 to entry: See also *kettle stitch* (2) <operation> (3.5.9.4.05).

3.5.9.4 Binding process

3.5.9.4.01

collation

checking for completeness and for putting the *leaves* (3.5.9.1.01), *issues* (3.4.1.28.17) or *sections* (2) <folded leaves> (3.5.9.2.03) of a document (3.1.1.38) in the correct order (3.1.1.14)

[SOURCE: ISO 14416:2003, definition 3.10, modified]

Note 1 to entry: See also “*collating*” (3.6.2.2.04) and ISO 12637-4:2008, definition 2.17.

3.5.9.4.02

sewing

fastening *sections* (2) <folded leaves> (3.5.9.2.03) together by means of needle and thread

3.5.9.4.03

oversewing

method of *sewing* (3.5.9.4.02) thin *sections* (2) <folded leaves> (3.5.9.2.03) (i.e. piles) of *leaves* (3.5.9.1.01), one to another in succession, to create a semi-flexible *book-block* (3.5.9.2.02); this is a sewing technique for attaching leaves or sections to cords or tapes to form a book block in which the thread circles the *back* (3.5.9.2.07) of each section (2) <folded leaves> and pierces the leaves

Note 1 to entry: This definition incorporates the definition in ISO 14416:2003, 3.26.

3.5.9.4.04

stitching

fastening *leaves* (3.5.9.1.01) or *sections* (2) <folded leaves> (3.5.9.2.03) together with thread or wire

3.5.9.4.05

kettle stitch (2)

<operation> stitch made near the head and the tail of a *book* (2) <stack of leaves (3.5.9.1.01)> (3.3.5.2.37) *sewn* (3.5.9.4.02) by hand and which holds the *sections* (2) <folded leaves> (3.5.9.2.03) together

[SOURCE: ISO 14416:2003, definition 3.20]

Note 1 to entry: See also *kettle stitch* (1) <thread> (3.5.9.3.12).

3.5.9.4.06

side stitching

side sewing

stitching (3.5.9.4.04) in which the thread or wire passes through the entire thickness of the *volume* (3.3.5.2.37)

3.5.9.4.07

saddle stitching

stitching (3.5.9.4.04) in which wire staples pass through the centrefold of a *volume* (3.3.5.2.37) made up of a single *section* (2) <folded leaves> (3.5.9.2.03)

Note 1 to entry: See also ISO 16763:2016, definition 3.2.5.

3.5.9.4.08

tipping-in

attachment of one *leaf* (3.5.9.1.01) to another by means of a narrow strip of *adhesive* (3.3.5.2.35) along one edge of the *leaf* being inserted

3.5.9.4.09

casing-in

applying *adhesive* (3.3.5.2.35) to the outermost *endpapers* (3.5.9.2.10) of a *book block* (3.5.9.2.02) and fitting the book block into its *case* (3.5.9.2.15)

Note 1 to entry: See also ISO 16637:2016, definition 3.1.3.

3.5.9.4.10

rounding and backing

shaping of a *book block* (3.5.9.2.02) by a special machine (or by hand) after trimming and before *lining* (3.5.9.2.08)

[SOURCE: ISO 11800:1998, definition 3.28]

Note 1 to entry: 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 for the cover boards to turn against after the volume is bound.

Note 2 to entry: See also ISO 16763:2016, definition 3.1.11.

3.5.9.4.11

forwarding

steps in *binding* (2) <activity> (3.5.9.2.01) that take place after *sewing* (3.5.9.4.02) and prior to *book* (2) <stack of leaves (3.5.9.1.01)> (3.3.5.2.37) *casing-in* (3.5.9.4.09); usually it includes *rounding and backing* (3.5.9.4.10) and *lining* (3.5.9.2.08) the *spine* (3.5.9.2.18) and it may include *tipping-in* (3.5.9.4.08) the *endpapers* (3.5.9.2.10)

[SOURCE: ISO 11800:1998, definition 3.13]

3.5.9.4.12

gluing-off

applying *adhesive* (3.3.5.2.35) to the spine (3.5.9.2.18) of a *book block* (3.5.9.2.02) after *sewing* (3.5.9.4.02)

[SOURCE: ISO 11800:1998, definition 3.14]

Note 1 to entry: See also ISO 16763:2016, definition 3.1.8.

3.5.9.4.13

nipping

applying pressure to the *book block* (3.5.9.2.02) after *sewing* (3.5.9.4.02) and *gluing-off* (3.5.9.4.12) the *back* (3.5.9.2.07) to reduce swelling caused by the thread

3.5.9.4.14

notching

cutting grooves into the *spine* (3.5.9.2.18) across the *binding edge* (3.5.9.2.20), often used to enlarge the contact area between glue and *paper* (1) <material> (3.3.5.2.01) in *adhesive binding* (3.5.9.3.08)

[SOURCE: ISO 14416:2003, definition 3.24, modified]

Note 1 to entry: See also ISO 11800:1998, definition 3.23.

3.6 Holdings of information and documentation organizations

3.6.1 Types of collections

3.6.1.01

holdings

totality of *documents* (3.1.1.38) in the *custody* (3.1.1.58) of an *information and documentation organization* (3.2.3.37)

Note 1 to entry: See also *accumulation* (3.2.1.37); *collection* (2) <gathering> (3.6.1.05).

3.6.1.02

library collection

all *documents* (3.1.1.38) provided by a *library* (3.2.3.02) for its users

[SOURCE: ISO 16439:2014, definition 3.32]

3.6.1.03

archives (2), pl

permanent records

<records> materials created or received by a person, family or *organization* (3.1.1.55), public or private, in the conduct of their affairs and *preserved* (3.2.1.39) because of the enduring value contained in them or as *evidence* (3.1.1.50) of the functions and responsibilities of their *creator* (3.7.1.06), especially those materials maintained using the *principles of provenance* (3.9.1.10), of *original order* (3.9.1.11) and of collective control

[SOURCE: ISO 16175-1:2010, page 15]

Note 1 to entry: See also *archives* (1) <organization> (3.2.3.01).

3.6.1.04

stock photography

collection (2) <gathering> (3.6.1.05) of *photographs* (3.4.5.1.01) held by a commercial enterprise for sale for professional use in *publications* (3.1.8.27) or advertising

3.6.1.05

collection (2)

<gathering> gathering of items assembled on the basis of some common *characteristic* (3.1.1.04), for some purpose, or as the result of some process

Note 1 to entry: See also *collection* (1) <monographic document> (3.4.1.27.10), *collection* (3) <manuscripts> (3.6.1.12), *set* (3.1.1.09), *convolute* (3.3.2.08), *holdings* (3.6.1.01), *accumulation* (3.2.1.37).

3.6.1.06

digital collection

collection (2) <gathering> (3.6.1.04) formed by a collection process on existing *data* (3.1.1.15) and *data sets* (3.1.1.09) where the collected *data* is in digital form

EXAMPLE A complex Digital Object such as a Digital Research Object may be an example of a *digital collection*.

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

Note 1 to entry: See also ISO 18461, definition 2.5.13.

3.6.1.07

comprehensive collection

collection (2) <gathering> (3.6.1.05) aiming at completeness for a specified *subject field* (3.1.2.07), time or *provenance* (3.6.2.1.09)

3.6.1.08

basic collection

basic level collection

basic stock

library collection (3.6.1.02) that supplies the *documents* (3.1.1.38) providing the basic *knowledge* (3.1.1.17) of one or more *subject fields* (3.1.2.07)

3.6.1.09

classified collection

collection (2) <gathering> (3.6.1.05) of restricted *access* (3.11.1.01)

3.6.1.10

special collection

collection (2) <gathering> (3.6.1.05) compiled on the basis of common form, kind, subject, period or geographical area and which is administered separately

Note 1 to entry: See also "document type" (3.4.1.01).

3.6.1.11

reference collection

on-site collection (1)

collection (2) <gathering> (3.6.1.05) or part of a collection (usually an *open-shelves collection* (3.6.1.14), mainly of *reference works* (3.5.5.01) and other frequently needed *documents* (3.1.1.38), to which *access* (3.11.1.01) is easy and which are usually not available for *loan* (3.11.4.03)

Note 1 to entry: See also *on-site collection* (2) <on-site storage> (3.6.1.13).

3.6.1.12**collection (3)**

<manuscripts> total *holdings* (3.6.1.01) of a *manuscript* (1) <non-printed document> (3.4.7.02) *repository* (3.2.3.10)

Note 1 to entry: See also *collection* (1) <monographic document> (3.4.1.27.10); *collection* (2) <gathering> (3.6.1.05).

3.6.1.13**on-site collection (2)**

<on-site storage> part of a *collection* (2) <gathering> (3.6.1.05) stored on the main premises of the institution in close connection with the use area and *service areas* (3.11.3.14)

Note 1 to entry: See also *on-site collection* (1) <reference collection> (3.6.1.11).

3.6.1.14**open shelves collection**

collection (2) <gathering> (3.6.1.05) which is housed in the use area and to which *information users* (3.11.2.05) have *direct access* (3.10.2.04) on their own

3.6.1.15**off-site collection**

reserve collection (1)

storage collection

collection (2) <gathering> (3.6.1.05) stored separately because of its infrequent use

Note 1 to entry: See also *reserve collection* (2) <study collection> (3.6.1.16).

3.6.1.16**reserve books collection**

reserve collection (2)

collection (2) <gathering> (3.6.1.05) compiled for a transitory period on a given subject matter, for a certain event and mainly for the use of the participants of that event

Note 1 to entry: See also *reserve collection* (1) <storage collection> (3.6.1.15).

3.6.1.17**loan collection**

collection (2) <gathering> (3.6.1.05) of *documents* (3.1.1.38) that can be borrowed on *loan* (3.11.4.03)

Note 1 to entry: See also "lending library" (3.6.4.1.02).

3.6.1.18**short loan collection**

loan collection (3.6.1.17) of *textbooks* (3.4.7.82) or textbook-like basic *publications* (3.1.8.27), usually in multiple *copies* (3) <exemplar> (3.3.2.02), for the use of borrowers for a limited period of time

3.6.1.19**living collection**

collection (2) <gathering> (3.6.1.05) of living animals

3.6.1.20

wet collection

collection (2) <gathering> (3.6.1.05) of specimens (3.3.2.10) the preservation (3.2.1.39) of which is executed with the help of specific liquids which usually contain alcohol

3.6.1.21

documentation (2)

<collection> collection (2) <gathering> (3.6.1.05), on one specific subject or theme, of separate pieces of information (2.1.1.21) or of separate documents (3.1.1.38) put together, for demonstrating or proving, to serve a specific goal or occasion and related to a given subject

[SOURCE: ISO 29845:2011, definition 3.1, modified]

Note 1 to entry: See also "*documentation (1) <activity>*" (3.2.1.22); "*file (2) <unit of documents>*" (3.4.4.01); "*record(s) (1) <documents>*" (3.1.13.16).

3.6.2 Collection planning, development and acquisition

3.6.2.1 Collection planning and development

3.6.2.1.01

collection policy

statement by an *information and documentation organization (3.2.3.37)* of the strategies to be followed for the effective use of the resources allocated to *collection development (3.2.1.36)*

3.6.2.1.02

collection management

planning and execution of operations required to implement the *collection policy (3.6.2.1.01)*

3.6.2.1.03

subject scope

range of the *subject fields (3.1.2.07)* included in a *collection policy (3.6.2.1.01)*

3.6.2.1.04

coverage

degree of completeness of a *collection (2) <gathering> (3.6.1.05)* by *collection breadth (3.6.2.1.06)*, *collection depth (3.6.2.1.07)* and *collection currency (3.6.2.1.08)*

3.6.2.1.05

coverage ratio

measure of *collection breadth (3.6.2.1.06)* in relation to the estimated totality of *documents (3.1.1.38)* in a given *subject field (3.1.2.07)*

3.6.2.1.06

collection breadth

degree of completeness of a *collection (2) <gathering> (3.6.1.05)* in relation to its *subject scope (3.6.2.1.03)*

3.6.2.1.07

collection depth

degree of completeness of a *collection (2) <gathering> (3.6.1.05)* in each *subject field (3.1.2.07)* covered

3.6.2.1.08**collection currency**

degree to which *documents* (3.1.1.38) in a *collection* (2) <gathering> (3.6.1.05) reflect up-to-date knowledge (3.1.1.23)

3.6.2.1.09**provenance**

relationships (3.1.1.12) between *documents* (3.1.1.38) and the *organizations* (3.1.1.55) or individuals that created, *accumulated* (3.2.1.37) and/or maintained and used them in the conduct of personal or corporate activity

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

Note 1 to entry: See also “*custody*” (3.1.1.58); ISO 19115-1:2014, definition 4.16; ISO 19153:2014, definition 4.39; ISO/IEC 23000-15:2016, definition 3.4.1.

3.6.2.1.10**appraisal**

process of determining the value of *records* (1) <documents> (3.1.1.38) or other *documents* (3.1.1.38) for the purpose of determining *disposition* (3.6.5.05) or *acquisition* (3.6.2.2.01) actions, or in some cases, *financial value* (3.3.1.03)

3.6.2.2 Acquisition**3.6.2.2.01****acquisition**

operation for establishing, enlarging or updating the *holdings* (3.6.1.01) of an *information and documentation organization* (3.2.3.37)

Note 1 to entry: See also ISO 21127:2014, class “E 8”.

3.6.2.2.02**accessioning**

operations of integrating an *accession* (3.4.3.01) into the *holdings* (3.6.1.01) of a *collection* (2) <gathering> (3.6.1.05)

3.6.2.2.03**de-accessioning**

process of formally removing a *document* (3.1.1.38) from a *collection* (2) <gathering> (3.6.1.05) or an *accumulation* (3.2.1.37)

3.6.2.2.04**collating**

checking procedures to ascertain that a *document* (3.1.1.38) is complete and without production faults

Note 1 to entry: See also “*collation*” (3.5.9.4.01).

3.6.2.2.05**stamping**

action of placing an identifying *stamp* (3.5.9.1.15) upon the *preliminary pages* (3.5.7.01) of a *document* (3.1.1.38) or any of its *leaves* (3.5.9.1.01) to denote that it is the property, or in the legal *custody* (3.1.1.58), of an *organization* (3.1.1.55) or an individual

3.6.2.2.06

transfer (2)

<activity> act involved in a change of physical *custody* (3.1.1.58) of *documents* (3.1.1.38) including *records* (1) <documents> (3.1.13.16) or *museum* (3.2.3.06) *objects* (3.1.1.01) or in a change of their ownership, with or without change of legal title (3.7.4.01)

Note 1 to entry: “*transfer* (2) <activity>” also denotes the *records* (1) and *archives* (2) <records> (3.6.1.03) so transferred.

Note 2 to entry: See also *transfer* (1) < picture > (3.4.5.4.02).

3.6.2.2.07

pre-order search

checking procedure to avoid the *acquisition* (3.6.2.2.01) of *duplicates* (3.4.3.04)

3.6.2.2.08

legal deposit

copyright deposit

process by which *documents* (3.1.1.38) are added to the *holdings* (3.6.1.01) of a *copyright library* (3.6.4.1.08), in accordance with law

Note 1 to entry: The term also denotes the documents so deposited

3.6.2.2.09

deposit

DEPRECATED: permanent loan

transfer (2) <activity> (3.6.2.2.06) of *documents* (3.1.1.38) to an *information and documentation organization* (3.2.3.37) without change of ownership or legal title

Note 1 to entry: The term also denotes the documents acquired by such a transfer.

Note 2 to entry: See also “*revocably entrusted funds*” (3.6.3.21); “*living legacy*” (3.6.3.22).

3.6.2.2.10

exchange

acquisition (3.6.2.2.01) by barter or payments in kind, with change of legal title

3.6.2.2.11

donation

gift

acquisition (3.6.2.2.01) without monetary consideration but with change of ownership and legal title

3.6.2.2.12

request (1)

<document acquisition> action taken to *acquire* (3.6.2.2.01) *documents* (3.1.1.38) by *exchange* (3.6.2.2.10), *donation* (3.6.2.2.11) or *deposit* (3.6.2.2.09)

Note 1 to entry: See also *request* (2) < user demand > (3.10.2.06).

3.6.2.2.13

alienation

transfer (2) <activity> (3.6.2.2.06) or loss of custody (3.1.1.58) of records (1) <documents> (3.1.13.16) or archives (2) <records> (3.6.1.03) by their custodian or owner to someone not legally entitled to them

Note 1 to entry: See also “inalienability” (3.6.5.10) and “removed archives” (3.6.3.32).

3.6.2.2.14

withdrawal (2)

<restitution> return of *documents* (3.1.1.38) from the physical and legal custody (3.1.1.58) of *archives* (1) <organization> (3.2.3.01), *libraries* (3.2.3.02) or *museums* (3.2.3.06) to the *office of origin* (3.2.3.33) or its successor, or, in the case of *deposits* (3.6.2.2.09), to their owner

Note 1 to entry: See also *withdrawal* (1) < cancelled document > (3.4.3.06).

3.6.2.2.15

gap

break or discontinuity in the *holdings* (3.6.1.01) of the *published* (3.3.4.01) parts of a multipart unit or *serial* (3.4.1.28.01) unit

[SOURCE: ISO 10324:1997, definition 3.25]

3.6.2.2.16

non-gap break

break between the recorded parts of a multipart unit or *serial* (3.4.1.28.01) unit caused by *unpublished* (3.4.1.10) parts or discontinuity in the *publisher's* (3.2.3.15) sequential *designations* (3.1.5.24)

[SOURCE: ISO 10324:1997, definition 3.39]

3.6.2.2.17

weeding

action to remove individual *documents* (3.1.1.38) from a *collection* (2) <gathering> (3.6.1.05) or an *accumulation* (3.2.1.37) on the basis of pre-established criteria

Note 1 to entry: The criteria may be the lack of secondary value, lack of currency, physical condition, etc.

3.6.3 Archival sets of documents

3.6.3.01

current records

current archives

records (1) <documents> (3.1.13.16) regularly used for the conduct of the current business of an agency, institution or *organization* (3.1.1.55)

Note 1 to entry: *Current records* are also called current archives, in Latin countries.

3.6.3.02

semicurrent records

intermediate archives

records (1) <documents> (3.1.13.16) required infrequently in the conduct of current business

Note 1 to entry: *Semicurrent records* are also called intermediate archives, in Latin countries.

3.6.3.03

noncurrent records

records (1) <documents> (3.1.13.16) no longer needed in the conduct of current business

3.6.3.04

public records (1)

<government records> records (1) <documents> (3.1.13.16) or *archives (2) <records> (3.6.1.03)* created or received, and *accumulated (3.2.1.37)* by government agencies in the conduct of public business

Note 1 to entry: See also *public records (2) < legal term > (3.6.3.05)*.

3.6.3.05

public records (2)

<legal term> public records (1) <government records> (3.6.3.04) which are so designated in legislation

Note 1 to entry: See also *public records (1) < government records > (3.6.3.04)*.

3.6.3.06

papers, pl

personal papers, pl

private archives, pl

natural *accumulation (3.2.1.37)* of personal or family *documents (3.1.1.38)*

3.6.3.07

estate

nachlass

everything that a natural person, as a legal possession, leaves behind her or him after death

Note 1 to entry: See also "*living legacy*" (3.6.3.22).

3.6.3.08

personal estate

estate (3.6.3.07) or part of an *estate* which consists of the moveable *material objects (3.1.1.60)* [inclusive of *documents (3.1.1.38)*] of the deceased person

Note 1 to entry: Other parts of an estate may be the economic estate, the real estate, etc.

3.6.3.09

document estate

literary estate (1)

literary remains

personal estate (3.6.3.08) or part of it that consists of the *work documents (3.1.1.38)* created by the deceased person but not *published (3.1.8.27)* during lifetime, as well as of any documents [exclusive of formal *legal personal documents (3.4.6.02)(3.6.3.24)*] received by the deceased person

Note 1 to entry: See also *literary estate (2) < verbal works > (3.6.3.18)*.

3.6.3.10

work manuscripts

document estate (3.6.3.09) or part of it that consists of the *work documents (3.1.1.38)* created by the deceased person, both those *unpublished (3.4.1.10)* during lifetime as well as those *published (3.1.8.27)* but not as *manuscripts (2) <dissemination manuscript> (3.4.7.05)*

3.6.3.11**complete document estate**

totality of a *document estate* (3.6.3.09) encountered in, or estimated (expected) as belonging to, the possessions of the deceased person

Note 1 to entry: In some cases, the extent of a literary estate as it can be ideally supposed must be determined by estimation.

3.6.3.12**partial literary estate**

divided literary estate

one of two or more coherent parts of a known or assumed complete *document estate* (3.6.3.09) which are in the *custody* (3.1.1.58) of different *organizations* (3.1.1.55) or natural persons or at an unknown place

3.6.3.13**genuine document estate**

document estate (3.6.3.09) as actually encountered, upon a person's death, in the localities of the deceased person's life-sphere, and in further places possibly designated by the person as depositories / *repositories* (3.2.3.10)

3.6.3.14**apocryphal document estate**

artificial document estate

facticious document estate

fictitious document estate

pseudo document estate

spurious document estate

document estate (3.6.3.09) as composed *ex post*, in the absence of actual core *holdings* (3.6.1.01) of *documents* (3.1.1.38) having descended from a single *provenance* (3.6.2.1.09), by bringing together from various provenances documents related to the deceased person into a *collection* (2) <gathering> (3.6.1.05)

3.6.3.15**enriched document estate**

genuine document estate (3.6.3.13) as enlarged with further *documents* (3.1.1.38) belonging to the deceased person which have been or are in the *custody* (3.1.1.58) of other *organizations* (3.1.1.55) or natural persons

3.6.3.16**split estate**

very small portion, in relation to the *complete document estate* (3.6.3.11), of a complete document estate

Note 1 to entry: This may be a single *letter* (2) <document>, an autograph, a note book, a single manuscript.

3.6.3.17**splinter of an estate**

single *document* (3.1.1.38) from, or to be integrated into, a *document estate* (3.6.3.09)

3.6.3.18**literary estate (2)**

literary manuscripts
manuscripts of works

<verbal works> *document estate* (3.6.3.09) of *works* (3.2.1.07) in verbal language (3.1.5.01)

Note 1 to entry: See also *literary estate* (1) < *literary remains* > (3.6.3.09).

3.6.3.19

musical estate

document estate (3.6.3.09) of *artistic works* (3.2.1.07) expressed in *music* (3.2.1.06) notation (1)
<*symbols*> (3.1.4.16)

3.6.3.20

artistic estate (1)

<*all artistic works*> *personal estate* (3.6.3.08) or part of it that consists of *material objects* (3.1.1.60) embodying *artistic work(s)* (3.2.1.07) in non-verbal form

Note 1 to entry: Includes drawings, paintings, artistic textiles, sculptures, etc.

Note 2 to entry: See also *artistic estate* (2) < *external artistic works* > (3.6.3.23)

3.6.3.21

revocably entrusted fonds

temporarily entrusted private archives

personal estate (3.6.3.08) given into *custody* (3.1.1.58) of an *organization* (3.1.1.55) but reserving the right to having it returned upon the legator's request

3.6.3.22

living legacy

premature legacy

personal estate (3.6.3.08) given irrevocably into *custody* (3.1.1.58) of an *organization* (3.1.1.55) already at the lifetime of the legator

Note 1 to entry: See also "*estate*" (3.6.3.07).

3.6.3.23

art objects estate

artistic estate (2)

<*external artistic works*> *artistic estate* (1) <*all artistic works*> (3.6.3.20) or part of it that consists of *art objects* (3.4.6.12) or *arts and crafts objects* (3.1.1.01) encountered in the estate of, but not created by, the deceased person

Note 1 to entry: See also *artistic estate* (1) < *all artistic works* > (3.6.3.20).

3.6.3.24

personal document

document (3.1.1.38) that has legal implications for, or a particularly intimate relation to, a person's road of life and which may be part of a *personal estate* (3.6.3.08)

EXAMPLE Birth certificates, family registers, passports, work contracts, visa, membership cards etc.; a personal diary; love *letters* (2) < *document* > (3.4.7.42).

3.6.3.25**fonds (1)**

<whole of the records> whole of the *records (1)* <documents> (3.1.13.16), regardless of form or *medium* (3.2.1.25), organically *created* (3.7.1.06) and/or *accumulated* (3.2.1.37) and used by a particular person, family, or *corporate body* (3.1.1.57) in the course of that *creator's* (3.7.1.06) activities and functions

[SOURCE: ISAD (G):1999 Glossary of terms associated with the general rules]

Note 1 to entry: See also *fonds (2)* <primary arrangement division> (3.6.3.27); *fonds (3)* <closed record group> (3.6.3.29).

3.6.3.26**sub-fonds**

subdivision of a *fonds (1)* <whole of the records> (3.6.3.25) containing a body of related *records (1)* <documents> (3.1.13.16) corresponding to administrative subdivisions in the originating agency or *organization* (3.1.1.55) or, when that is not possible, to geographical, chronological, functional, or similar groupings of the material itself

[SOURCE: ISAD (G):1999 Glossary of terms associated with the general rules]

Note 1 to entry: When the creating body has a complex hierarchical structure, each *sub-fonds* has as many subordinate sub-fonds as are necessary to reflect the levels of the hierarchical structure of the primary subordinate administrative unit.

3.6.3.27**archive group**

record group

fonds (2)

<primary arrangement division> primary division in archival *arrangement (1)* <archival operation> (3.2.1.30) at the level of the independent *originating* (3.2.3.33) unit or agency

Note 1 to entry: For Continental European countries the equivalent is *fonds (2)* <primary arrangement division> (3.6.3.27). See also *fonds (1)* <whole of the records> (3.6.3.25); *fonds (3)* <closed record group> (3.6.3.29).

3.6.3.28**subgroup**

subdivision of an *archive group* (3.6.3.27) representing an administrative subdivision of the originating agency or *organization* (3.1.1.55)

3.6.3.29**closed record group**

fonds (3)

archive group (3.6.3.27) to which further *records (1)* <documents> (3.1.13.16) are unlikely to be added

Note 1 to entry: For Continental European countries the equivalent is *fonds (3)* <closed record group>. See also *closed archive(s)* (3.6.4.34); *fonds (2)* <primary arrangement division> (3.6.3.27); *fonds (1)* <whole of the records>.

3.6.3.30**records series**

file series

record series

series (2)

archival *documents* (3.1.1.38) arranged in accordance with a *filing* (1) <placement> (3.9.2.01) *system* (3.1.1.13) or maintained as a unit because they result from the same *accumulation* (3.2.1.37) or *filing* (1) <placement> process, or the same activity; have a particular form; or because of some other *relationship* (3.1.1.12) arising out of their creation, receipt, or use

[SOURCE: ISAD (G):1999]

Note 1 to entry: See also *series* (1) <group of resources> (3.4.1.27.02).

3.6.3.31

archival subseries

records series (3.6.3.30) within a records series

Note 1 to entry: See also *subseries* (3.4.1.27.03).

3.6.3.32

removed archives

migrated archives

archives (2) <records> (3.6.1.03) no longer in official *custody* (3.1.1.58) or *transferred* (2) <activity> (3.6.2.2.06) from the country where they were originally *accumulated* (3.2.1.37)

Note 1 to entry: See also “*alienation*” (3.6.2.2.13).

3.6.3.33

living archive(s)

archives (1) <organization> (3.2.3.01) into which regular, administratively scheduled influx of *documents* (3.1.1.38) occurs

Note 1 to entry: This is often the case because of the archives’ (1) <organization> legal function [*archival jurisdiction* (3.1.1.69)].

3.6.3.34

terminated archive(s)

historical archive(s)

closed archive(s)

archives (1) <organization> (3.2.3.01) into which no longer regular, administratively scheduled influx of *documents* (3.1.1.38) occurs

Note 1 to entry: This is often the case because the *archives’* (1) <organization> legal function [*archival jurisdiction* (3.1.1.69)] has terminated, e.g. because of cease of existence of the *records* (3.1.13.16) *creator* (3.7.1.06).

3.6.3.35

dossier

case papers

case file

file (2) <unit of documents> (3.4.4.01) or *file* (1) <set of records> (3.1.12.02) relating to a specific action, event, person, place, project, or similar subject

3.6.3.36

chronological file

file (2) <unit of documents> (3.4.4.01) or *file* (1) <set of records> (3.1.12.02) containing *copies* (3) <exemplar> (3.3.2.03) of documents (3.1.1.38) arranged in *chronological order* (3.1.1.64)

Note 1 to entry: Especially of daily *copies* (2) <reproduction> (3.4.7.14) of *letters* (2) <document> sent.

3.6.3.37

office file(s) (1)

<file relating to a specific work position> *documents* (3.1.1.38) relating to or belonging to an office or position or connected with a person holding an office or position

Note 1 to entry: See also *office file(s) (2) <an official's file for heavy use>* (3.6.3.38).

3.6.3.38

office file(s) (2)

<an official's file for heavy use> *documents* (3.1.1.38) or *copies* (2) <reproduction> (3.4.7.14) thereof, *papers* (3.6.3.06) and/or *publications* (3.1.8.27) kept by or for officials for their private or personal use, relating directly or indirectly to their official duties

Note 1 to entry: See also *office file(s) (1) <file relating to a specific work position>* (3.6.3.37).

3.6.4 Institutions

3.6.4.1 Libraries

3.6.4.1.01

digital library

electronic library

library (3.2.3.02) that provides *services* (3.1.1.59) associated with *digital resources* (3.3.3.03) or those aspects of *library* (3.2.3.02) services that have a large digital component

3.6.4.1.02

lending library

circulating library

library (3.2.3.02) that offers *collections* (2) <gathering> (3.6.1.04) for *loan* (3.11.4.03) outside the *library*

[SOURCE: ISO/TR 11219:2012, definition 2.41]

Note 1 to entry: See also "*loan collection*" (3.6.1.17).

3.6.4.1.03

storage library

library (3.2.3.02) whose primary function is to *store* (1) <placement> (3.9.1.01) less-used material from other administrative units

Note 1 to entry: For library statistics purposes, *storage libraries* that are part of, or administrated by, another library (e.g. a national or a regional library) are excluded.

Note 2 to entry: For library statistics purposes, libraries whose stock remains the possession of the *storing* (1) <placement> libraries are excluded. The collections and their use are counted with the proprietary libraries.

[SOURCE: ISO/TR 11219:2012, definition 2.92]

3.6.4.1.04

general library

library (3.2.3.02) covering, in principle, all *subject fields (3.1.2.07)*

3.6.4.1.05

national library

library (3.2.3.02) that is responsible for acquiring and conserving *copies (3) <exemplar> (3.3.2.02)* of all relevant *documents (3.1.1.38)* published in the country in which the library is located

Note 1 to entry: A *national library* will also normally perform some or all of the following functions: produce the *national bibliography*; hold and keep up to date a large and representative collection of foreign literature including documents about the country; act as a national bibliographic *information centre*; compile *union catalogues [(1) or (2)]*; supervise the administration of other libraries and/or promote collaboration; coordinate a research and development service; etc.

Note 2 to entry: The definition of *national library* allows for more than one national library in a country.

[SOURCE: ISO 2789:2013, definition 2.1.9]

3.6.4.1.06

academic library

library (3.2.3.02) whose primary function is to cover the *information (3.1.1.16)* needs of learning and research

Note 1 to entry: *Academic library* includes libraries of institutions of higher education and general research libraries.

[SOURCE: ISO 2789:2013, definition 2.1.1]

3.6.4.1.07

one person library

OPL library (3.2.3.02) run by only one person regular staff

Note 1 to entry: Similar concepts are “one person archive(s)” and “one person museum”.

3.6.4.1.08

copyright library

legal deposit (3.6.2.2.08) library (3.2.3.02) in a country in which *copyright (3.13.3.1.02)* depends or formerly depended upon the formal act of *deposit (3.6.2.2.09)* in a designated library

3.6.4.1.09

special library

independent library (3.2.3.02) covering one discipline or particular field of *knowledge (3.1.1.17)* or a special regional interest

[SOURCE: ISO 2789:2013, definition 2.1.12]

3.6.4.1.10

main subject library

library (3.2.3.02) that has a special responsibility for acquiring *documents (3.1.1.43)* in a particular *subject field (3.1.2.07)*

3.6.4.1.11**research library**

library (3.2.3.02) where exhaustive investigation in particular *subject fields (3.1.2.07)* can be carried out

3.6.4.1.12**central library (1)**

<library services> *library (3.2.3.02)* providing specified *services (3.1.1.59)* to other libraries within a region or *organization (3.1.1.55)*

Note 1 to entry: See also *central library (2)* < *main library* > (3.6.4.1.13).

3.6.4.1.13**main library**

central library (2)

usually that part or those parts of an administrative unit where the main administrative functions and the important parts of the *library (3.2.3.02)* *collection (2)* <gathering> (3.6.1.05) and *services (3.1.1.59)* are located

[SOURCE: ISO 2789:2013, definition 2.1.4]

Note 1 to entry: See also *branch library (3.6.4.1.14)*; *central library (1)* < *library services* > (3.6.4.1.12).

3.6.4.1.14**branch library**

part of a larger administrative unit providing, in separate local quarters, a *service (3.1.1.59)* for a particular *user group (3.11.2.11)* (e.g. children, faculties) or for a locally defined clientele

[SOURCE: ISO 2789:2013, definition 2.1.3]

Note 1 to entry: See also *main library (3.6.4.1.13)*.

3.6.4.1.15**deposit library**

library (3.2.3.02) in which *documents (3.1.1.38)* are *deposited (3.6.2.2.09)* under certain conditions

3.6.4.1.16**reference library**

library (3.2.3.02) for use on the premises of the library only

3.6.4.1.17**school library**

library (3.2.3.02) attached to any type of school below the third (tertiary) level of education whose primary function is to serve the pupils and teachers of such a school

Note 1 to entry: A *school library* can also serve the general public.

Note 2 to entry: This includes libraries and resource collections in all educational institutions below the third level, which can be described as “Colleges”, “Colleges of Further Education”, “Vocational Institutes”, etc.

[SOURCE: ISO 2789:2013, definition 2.1.11]

3.6.4.1.18

public library

general library (3.6.4.1.04) that is open to the public and that serves the whole population of a local or regional community and is usually financed, in whole or in part, from public funds

Note 1 to entry: A *public library* is defined as open to the public, even if its services are primarily intended for a particular part of the population to be served, such as children, visually impaired persons, or hospital patients. Its basic services are free of charge or available for a subsidized fee. This definition includes *services (3.1.1.59)* provided to schools by a public library *organization (3.1.1.55)* and services provided to public libraries in a region by a regional organization.

[SOURCE: ISO 2789:2013, definition 2.1.10]

3.6.4.1.19

mobile library

library (3.2.3.02), sometimes a division of a *public library (3.6.4.1.18)*, using a specially equipped and furnished vehicle to transport *documents (3.1.1.38)* to the user's location as an alternative to *access (3.11.1.01)* on the library premises

[SOURCE: ISO 2789:2013, definition 2.1.8]

3.6.4.1.20

travelling library

collection (2) <gathering> (3.6.1.05) that is temporarily kept in one *service (3.1.1.59)* point, from which it is sent on to another, and so on, according to a predefined schedule

3.6.4.1.21

private library (1)

<non-state library> *library (3.2.3.02)* owned by a *corporate body (3.1.1.57)* or a natural person

Note 1 to entry: See also *private library (2) <an individual's library> (3.6.4.1.29)*.

3.6.4.1.22

company library

library (3.2.3.02) attached to a commercial enterprise and serving its professional goals as well as, sometimes, providing literature for the leisure interests of staff

3.6.4.1.23

administrative library

library (3.2.3.02) established within a governmental body and mainly intended for use by staff

3.6.4.1.24

rare book library

rare book collection

library (3.2.3.02) or *special collection (3.6.1.10)* consisting mainly of *books (2) <stack of leaves> (3.3.5.2.37)* of great age or scarcity

3.6.4.1.25

art library

collection (2) <gathering> (3.6.1.05) of the relevant literature referring to art and sometimes of original *works of art (3.4.6.12)* or *reproductions (3.4.7.17)* thereof

3.6.4.1.26**art lending library**

organization (3.1.1.55) or department of a *public library* (3.6.4.1.18) with *collections* (2) <gathering> (3.6.1.05) of *art books* (1) <intellectual work> (3.4.1.27.04), *works of art* (3.4.6.12) [e.g. *pictures* (3.4.7.51), *sculptures* (3.3.2.2.2)] and *reproductions* (3.4.7.17), commissioned to lend those books (1) and works of art for a specified time period to users

[SOURCE: ISO/TR 11219:2012, definition 2.4, modified]

3.6.4.1.27**children's library**

library (3.2.3.02) which specialises in providing *books* (1) <intellectual work> (3.4.1.27.04) usually *written* (3.1.11.01) especially for children

Note 1 to entry: A *children's library* can also be a department within a larger institution.

Note 2 to entry: See also ISO/TR 11219:2012, definition 2.15.

3.6.4.1.28**library consortium**

local, regional, or national cooperative association of *libraries* (3.2.3.02) that provides for the systematic and effective coordination of the resources of *school* (3.6.4.1.17), *public* (3.6.4.1.18), *academic* (3.6.4.1.06), or *special libraries* (3.6.4.1.09) and *information centres* (3.2.3.07), for improving *services* (3.1.1.59) to the clientele of such libraries

3.6.4.1.29**private library (2)**

<an individual's library> *private library* (1) <non-state library> (3.6.4.1.21) owned by a natural person and usually not formally accessible to other users

EXAMPLE A scholar's library.

Note 1 to entry: See also *private library* (1) <non-state library> (3.6.4.1.21).

3.6.4.2 Archives**3.6.4.2.01****family archives**

archives (1) <organization> (3.2.3.01) of or relating to a family or similar genealogical *entity* (3.1.13.27)

3.6.4.2.02**business archives**

company *archives* (1) <organization> (3.2.3.01) of or relating to a commercial enterprise

3.6.4.2.03**national archives**

central *archives* (1) <organization> (3.2.3.01), consisting of and responsible for the *archives* (2) <records> (3.6.1.03) mainly emanating from the central government of a state

Note 1 to entry: The definition of *national archives* allows for more than one national archives in a country.

3.6.4.2.04

regional archives

archives (1) <organization> (3.2.3.01), consisting of and responsible for the *archives (2) <records> (3.6.1.03)* mainly emanating from the intermediate levels of government

3.6.4.2.05

local archives

archives (1) <organization> (3.2.3.01), consisting of and responsible for the *archives (2) <records> (3.6.1.03)* mainly emanating from municipalities or other local government authorities

3.6.4.2.06

department archives

archives (1) <organization> (3.2.3.01) of a government department or administrative agency, institution or *organization (3.1.1.55)*

Note 1 to entry: The same basic definition applies to terms using other names of types of organizations, such as "hospital archives".

3.6.4.2.07

university archives

archives (1) <organization> (3.2.3.01) of or relating to a university

3.6.4.2.08

literary archives

organization (3.1.1.55) or part of an organization undertaking the *preservation (3.2.1.39)* and *accessibility (3.11.1.02)* of *personal papers (3.6.3.06)* or of *document estates (3.6.3.09)* of artists and prominent persons

EXAMPLES *Literary archives of writers, politicians, etc.*

3.6.4.2.09

film archives

archives (1) <organization> (3.2.3.01) for *cinematographic films (3.4.5.1.09)* and sometimes *TV films (3.3.3.27)* and of material connected with them

3.6.4.2.10

broadcast archives

archives (1) <organization> (3.2.3.01) for *TV programmes (3.3.3.16)* or *radio programmes (3.3.3.15)*

Note 1 to entry: A *broadcast archive* is usually a public *archive(s) (1) <organization> (3.2.3.01)*; but some *radio stations (3.2.3.20)* or *TV stations (3.2.3.21)* also have broadcast archives of their own.

3.6.4.2.11

production archive

collection (2) <gathering> (3.6.1.05) of film or radio material of earlier *emissions (3.1.8.32)* for *documentation (1) <activity> (3.2.1.22)* purposes, or of library shots, and also for possible future re-use in the production of new films or *radio programmes (3.3.3.15)*

Note 1 to entry: A *production archive* is usually directly connected to a *broadcast station (3.2.3.19)* or a film production firm.

3.6.4.2.11**publisher's archives**

archives (2) <records> (3.6.1.03) of or relating to a *publisher* (3.2.3.15)

3.6.4.2.12**shared archives**

archives (1) <organization> (3.2.3.01) containing the *records* (1) <document(s)> (3.1.13.16) of two or more *organizations* (3.1.1.55), especially governmental bodies, that are kept together for the *preservation* (3.2.1.39) of their archival integrity

Note 1 to entry: See also *joint archives* (3.6.4.2.13).

3.6.4.2.13**joint archives**

repository (3.2.3.10) that manages the *archives* (2) <records> (3.6.1.03) of other *organizations* (3.1.1.55)

Note 1 to entry: See also *shared archives* (3.6.4.2.12).

3.6.4.3 Museums**3.6.4.3.01****general museum**

museum (3.2.3.06) which has mixed *collections* (2) <gathering> (3.6.1.05) and cannot be identified by a predominant field

Note 1 to entry: Universal museums are considered *general museums*.

Note 2 to entry: See UNESCO classification.

[SOURCE: ISO 18461:2016, definition 2.2.8]

3.6.4.3.02**national museum**

museum (3.2.3.06) responsible for the *preservation* (3.2.1.39) and *conservation* (3.12.1.01) of significant *museum objects* (3.1.1.01) and *artefacts* (1) <man-made object> (3.2.1.02) in a country

Note 1 to entry: The definition of *national museum* allows for more than one national museum in a country.

3.6.4.3.03**specialized museum**

museum (3.2.3.06) concerned with all aspects of a single subject

Note 1 to entry: See UNESCO classification.

Note 2 to entry: An example for a single subject is the LEGO museum.

[SOURCE: ISO 18461:2016, definition 2.2.15]

3.6.4.3.04**provincial museum**

general museum (3.6.4.3.01) serving a province or equivalent administrative unit and responsible for the *acquisition (3.6.2.2.01)*, *preservation (3.2.1.39)* and *conservation (3.12.1.01)* of museum *objects (3.1.1.01)* and *artefacts (1) <man-made object> (3.2.1.02)* of significance to the province

3.6.4.3.05

locally/regionally governed museum

museum (3.2.3.06) governed by local or regional authorities

EXAMPLES Such authorities may be province, county, city, town, etc.

[SOURCE: ISO 18461:2016, definition 2.3.2]

3.6.4.3.06

city museum

municipal museum

general museum (3.6.4.3.01) serving a local community and responsible for the *acquisition (3.6.2.2.01)*, *preservation (3.2.1.39)* and *conservation (3.12.1.01)* of museum *objects (3.1.1.01)* and *artefacts (1) <man-made object> (3.2.1.02)* of significance to the community

3.6.4.3.07

private-governed museum

museum (3.2.3.06) governed by private *entities (3.1.13.27)* (such as non-profit *organizations (3.1.1.55)* registered under private law), families or individuals

Note 1 to entry: Foundations or associations registered under private law but governed by the state are excluded.

[SOURCE: ISO 18461:2016, definition 2.3.4]

3.6.4.3.08

public/private partnership museum

museum (3.2.3.06) governed jointly, in partnership of a public and a private institution

[SOURCE: ISO 18461:2016, definition 2.3.5]

3.6.4.3.09

university museum

museum (3.2.3.06) of or related to a university

Note 1 to entry: The same definition applies for terms using other names of types of higher educational institutions, such as “college museum”, “academy museum”.

3.6.4.3.10

art museum

museum (3.2.3.06) concerned with *works (3.2.1.07)* of visual art

Note 1 to entry: Includes museums of sculpture, picture galleries, museums of photography and cinema, and museums of architecture.

Note 2 to entry: Commercial art galleries are excluded.

[SOURCE: ISO 18461:2016, definition 2.2.3]

3.6.4.3.11**open air museum**

museum (3.2.3.06) that exhibits buildings and *material objects (3.1.1.60)* out-of-doors, often in settings of recreated landscapes of the past, and which includes the site around the buildings

[SOURCE: ISO 18461:2016, definition 2.2.13]

3.6.4.3.12**industrial museum**

museum (3.2.3.06) in which the plant with its installations and equipment kept intact comprises the principal *artefact (1)* <man-made object> (3.2.1.02)

3.6.4.3.13**archaeology museum**

museum (3.2.3.06) owing all or a part of its *collections (2)* <gathering> (3.6.1.04) to excavations

[SOURCE: ISO 18461:2016, definition 2.2.3]

3.6.4.3.14**ecomuseum**

museum (3.2.3.06) which is managed by local communities and aims to showcase and protect important *elements (3.1.1.10)* of an area's cultural and natural heritage

[SOURCE: ISO 18461:2016, definition 2.2.6]

3.6.4.3.15**history museum**

museum (3.2.3.06) concerned with the history of a defined geographic area or a cultural group of people over a limited period or over the centuries

Note 1 to entry: Includes museums with collections of historical objects, commemorative museums, military museums, museums on historical persons, etc.

Note 2 to entry: Adapted from the UNESCO classification.

[SOURCE: ISO 18461:2016, definition 2.2.11]

3.6.4.3.16**natural history museum**

museum (3.2.3.06) concerned with subjects relating to one or several natural sciences disciplines

EXAMPLES Disciplines such as biology, geology, botany, zoology, palaeontology and ecology.

Note 1 to entry: Adapted from the UNESCO classification.

[SOURCE: ISO 18461:2016, definition 2.2.12, modified]

3.6.4.3.17**science and technology museum**

museum (3.2.3.06) concerned with exact sciences or technologies

EXAMPLES Sciences such as astronomy, mathematics, physics, chemistry, medical science, computing, engineering, and applied sciences.

Note 1 to entry: Planetaria and science centres are included.

Note 2 to entry: Adapted from the UNESCO classification.

[SOURCE: ISO 18461:2016, definition 2.2.14]

3.6.4.3.18

ethnography and anthropology museum

museum (3.2.3.06) concerned with subjects relating to human culture and social structure

EXAMPLES Subjects like beliefs, customs, traditional arts, etc.

Note 1 to entry: Adapted from the UNESCO classification.

[SOURCE: ISO 18461:2016, definition 2.2.7, modified]

3.6.4.3.19

virtual museum

online-only *museum (3.2.3.06)* without physical building or physical *collections (2) <gathering> (3.6.1.04)*

Note 1 to entry: Physical museums with online presence are excluded.

[SOURCE: ISO 18461:2016, definition 2.2.16]

3.6.5 Archival operations and archival collection management

3.6.5.01

records policy

overall intentions and direction of an *organization (3.1.1.55)* related to a management system (3.1.1.13) for *records (1) <document(s)> (3.1.13.16)* (or, a framework directing and controlling an organization with regard to the management of records) expressed by top management formally

[SOURCE: ISO 30300:2011, definition 3.2.4, modified]

3.6.5.02

records survey

process of gathering basic *information (3.1.1.16)* on the *records (1) <document(s)> (3.1.13.16)* of an *organization (3.1.1.55)* for the purpose of planning *records management (3.2.2.05)* or *archival (3.2.3.01)* operations and activities

3.6.5.03

tracking

creating, capturing and maintaining *information (3.1.1.16)* about the movement and use of *records (1) <document(s)> (3.1.13.16)*

[SOURCE: ISO 15489-1:2001, definition 3.19]

3.6.5.04**reappraisal**

re-evaluation of the *holdings* (3.6.1.01) or part of the holdings of an *archive* (1) <organization> (3.2.3.01) to determine what should and what should not be subject to *de-accessioning* (3.6.2.2.03)

3.6.5.05**disposition****disposal**

range of processes associated with implementing *records* (1) <document(s)> (3.1.13.16) retention, *destruction* (3.1.2.28) or *transfer* (2) <activity> (3.6.2.2.06) decisions which are *documented* (1) <activity> (3.2.1.22) in disposition authorities or other instruments

[SOURCE: ISO 15489-1:2016, definition 3.8]

3.6.5.06**sampling**

selection of items from a body of *records* (1) <document(s)> (3.1.13.16) to express the whole

3.6.5.07**screening**

examination of *holdings* (3.6.1.01) to determine the presence of restricted access (3.11.1.01) *records* (1) <document(s)> (3.1.13.16) or closed access (3.11.1.07) *records* (1) <documents>

3.6.5.08**replevin**

legal action for the recovery of *documents* (3.1.1.43) by an *organization* (3.1.1.55) or an individual claiming ownership

Note 1 to entry: See also “*alienation*” (3.6.2.2.13).

3.6.5.09**retention period**

period of time that *records* (1) <document(s)> (3.1.13.16) should be retained in their *offices of origin* (3.2.3.33) or in records centres before they are transferred to an *archive(s)* (1) <organization> (3.2.3.01) or otherwise disposed of

3.6.5.10**inalienability**

inviolability

principle that *public records* (2) <legal term> (3.6.3.05) may not be transferred to anyone not entitled by law to their ownership

Note 1 to entry: See also “*alienation*” (3.6.2.2.13).

3.6.5.11**imprescriptibility**

principle that *public records* (2) <legal term> (3.6.3.05) remain permanently subject to *replevin* (3.6.5.08) because they are *inalienable* (3.6.5.10) public property

3.7 Analysis, representation and content description of documents and data

3.7.1 Main elements at the basis of the description

3.7.1.01

author

person considered to be responsible for the creation of a *document* (3.1.1.38) or of *research data* (3.1.10.10)

Note 1 to entry: See also “*pseudonym*” (3.1.5.45) and “*right to be identified*” (3.13.3.2.02).

3.7.1.02

corporate author

corporate body (3.1.1.57) considered to be responsible for the creation of a *document* (3.1.1.38) or of *research data* (3.1.1.10)

3.7.1.03

author affiliation

corporate body (3.1.1.57) to which an *author* (3.7.1.01) is attached

3.7.1.04

contributor

person or *organization* (3.1.1.55) contributing to the intellectual making of a *document* (3.1.1.38) in whole or in part

[SOURCE: ISO 21047:2009, definition 3.4, modified]

3.7.1.05

vendor

publisher (3.2.3.15) or other online *information* (3.1.1.16) provider who delivers its own *licensed* (3.4.7.74) content to the customer and with whom the customer has a contractual *relationship* (3.1.1.12)

3.7.1.06

creator

any *entity* (3.1.13.27) (*corporate body* (3.1.1.57), family or person) that created, *accumulated* (3.2.1.37) and/or maintained *records* (1) <*document(s)*> (3.1.13.16) in the conduct of personal or corporate activity

3.7.1.07

place of publication

comprehensive range of locations in which a resource is issued

Note 1 to entry: Locations of *place* including terrestrial and extra-terrestrial; historical and contemporary; geographic features and geo-political jurisdictions.

[SOURCE: FRBR, 3.2.10, modified]

3.7.1.08

statement of edition

data (3.1.1.15) on the *edition* (2) <*identical documents*> (3.4.1.12) or *impression* (3.4.1.11) of a *document* (3.1.1.38)

3.7.1.09**imprint**

data (3.1.1.15) comprising the *place of publication* (3.7.1.07), *publisher* (3.2.3.15), year of publication and *printing* (1) <technical process> (3.3.5.1.01) and sometimes the *copyright notice* (3.13.3.1.03) of a document (3.1.1.38)

3.7.1.10**series statement**

indication of the *serial publication* (3.4.1.28.01) to which a document (3.1.1.38) belongs, often also giving its corresponding *International Standard Serial Number* (3.2.5.03)

3.7.1.11**notes, pl**

informal part of the *catalogue* (2) <holdings-related list> (3.5.1.01) description of a document (3.1.1.38)

Note 1 to entry: See also *note* (1) <separate explanatory text> (3.5.8.33); *note* (2) <music character> (3.1.4.11).

3.7.1.12**biographical note**

notes (3.7.1.11) containing a few *data* (3.1.1.15) on the biography of a person

3.7.1.13**qualifier (2)**

<indication in information handling> *information* (3.1.1.16) added to a descriptive *element* (3.1.1.10) that assists its *identification* (3.2.1.26), understanding and/or use

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

Note 1 to entry: See also *qualifier* (1) <general indication> (3.1.12.20).

3.7.1.14**first author**

principal author

author (3.7.1.01) who has contributed most of all *listed* (3.4.7.25) when the succession of the authors' *names* (3.1.5.28) in the *title* (3.4.1.01) of a scientific *article* (3.5.8.06) carries a significance as to indicating the contribution each author has made

3.7.2 Description and cataloguing**3.7.2.01****level of description**

position of the *unit of description* (3.7.2.02) in the hierarchy of the *fonds* (1) <whole of the records> (3.6.3.25)

[SOURCE: ISAD (G):1999, Glossary of terms associated with the general rules]

Note 1 to entry: See also *level of arrangement* (3.9.1.12) and *unit of description* (3.7.2.02).

3.7.2.02**unit of description**

document (3.1.1.38) or set (3.1.1.09) of documents in any physical or logical form, treated as an entity (3.1.13.27), and as such, forming the basis of a single archival (1) <organization> (3.2.3.01) description (1) <activity> (3.2.1.28)

[SOURCE: ISAD (G):1999, Glossary of terms associated with the general rules]

Note 1 to entry: See also “*bibliographic resource*” (3.7.2.10) and “*level of arrangement*” (3.9.1.12).

3.7.2.03

general material designation

GMD

term (3.1.5.25) broadly indicating the physical form and substance of a resource [document (3.1.1.38)]

[SOURCE: AACR]

EXAMPLES Braille script; *microform (3.4.5.1.03)*.

Note 1 to entry: See also “*document type*” (3.4.1.01).

3.7.2.04

specific material designation

SMD

term (3.1.5.25) indicating the type of content and its presentation of a resource [document (3.1.1.38)]

[SOURCE: AACR]

EXAMPLE “Map: profile”.

Note 1 to entry: See also “*document type*” (3.4.1.01).

3.7.2.05

physical description

description (1) <activity> (3.2.1.28) of the size, medium (3.2.1.25), illustrations (3.5.9.1.14), accompanying material (3.4.7.20) and related data (3.1.1.15) of a document (3.1.1.38)

Note 1 to entry: *Physical description* also refers to the products of the process.

3.7.2.06

bibliographic description

description (1) <activity> (3.2.1.28) of a bibliographic resource (3.7.2.10) according to established rules, based on data (3.1.1.15) transcribed from specific sources mainly within the bibliographic resource (3.7.2.10)

Note 1 to entry: *Bibliographic description* also refers to the products of the process.

3.7.2.07

archival description

creation of an accurate representation of a *unit of description (3.7.2.02)* and its component parts, if any, by capturing, analyzing, organizing and recording *information (3.1.1.16)* that serves to identify, manage, locate and explain archival materials and the *context (3.1.2.05)* and *records (1) <document(s)> (3.1.13.16) systems (3.1.1.13)* which produced it

Note 1 to entry: *Archival description* also refers to the products of the process.

[SOURCE: ISAD (G):2009 Glossary of terms associated with the general rules]

3.7.2.08

iconography

description (1) <activity> (3.2.1.28) of the thema (3.2.1.17), the motifs and topics of images (3.2.1.04)

3.7.2.09

iconology

interpretation in a cultural historic context (3.1.2.05) of the themes (3.2.1.17), motifs, and topics rendered by iconography (3.7.2.08)

3.7.2.10

bibliographic resource

resource, either serial (3.4.1.28.01) or non-serial, that forms the basis for a single resource description (1) <activity> (3.2.1.28)

[SOURCE: ISO 8459:2009, definition 2.7, modified]

Note 1 to entry: *Bibliographic resources* include *documents* containing *text*, *music*, still and *moving images*, etc.

Note 2 to entry: See also “*unit of description*” (3.7.2.02).

3.7.2.11

bibliographic unit

unit of description (3.7.2.02) used in bibliographic description (3.7.2.06)

EXAMPLES Volume, digital file, map, film reel.

3.7.2.12

secondary bibliographic unit

discrete bibliographic unit (3.7.2.11) that is supplementary or complementary to a basic bibliographic unit or to another secondary bibliographic unit

Note 1 to entry: A *secondary bibliographic unit* may itself be a single-part unit, multipart unit or serial unit.

EXAMPLE A *map* in a pocket inside a *book (1) < intellectual work > (3.4.1.27.04)*, a *supplement* to a *newspaper*, a separate *index* to a *serial publication*, a *set* of updates to a *loose-leaf publication*, or a *pamphlet* accompanying an *audio disc*.

[SOURCE: ISO 10324:1997, definition 3.46]

3.7.2.13

bibliographic element

data element (3.1.13.05) used in bibliographic description (3.7.2.06)

EXAMPLES *Date of publication*, *publication place*, *title*.

3.7.2.14

access point

element (3.1.1.10) under which a bibliographic entry (3.7.2.17) may be searched and identified (3.2.1.26)

EXAMPLES *Name, term, code (2) <data>, etc.*

Note 1 to entry: See also *heading (2) <access point> (3.7.3.01)*.

3.7.2.15

authority control

operations to ensure standardized allocation of *access points (3.7.2.14)* to a *document (3.1.1.38)* in a *retrieval system (3.10.1.05)*

3.7.2.16

catalogue entry

entry (3.2.1.32) in a *catalogue (2) (3.5.1.01)*

Note 1 to entry: *Catalogue entries* normally contain *data (3.1.1.15)*, bibliographic or not, relating a *document (3.1.1.38)* to a specific *collection (2) <gathering>*.

3.7.2.17

bibliographic entry

entry (3.2.1.32) containing a *bibliographic description (3.7.2.06)*

3.7.2.18

descriptive entry

bibliographic entry (3.7.2.17) with a detailed *description (1) <activity> (3.2.1.28)* of a *document (3.1.1.38)*

3.7.2.19

main entry

bibliographic entry (3.7.2.17) in which the most complete *bibliographic description (3.7.2.06)* is given

3.7.2.20

shared cataloguing

cataloguing (3.2.1.29) divided between two or more *information and documentation organizations (3.2.3.37)* of a defined quantity of *bibliographic units (3.7.2.11)* to avoid duplication of efforts

Note 1 to entry: The “defined quantity” may be a given amount of *documents (3.1.1.38)* accumulated, the totality of documents expected in a certain period in the future, etc.

3.7.2.21

centralized cataloguing

cataloguing (3.2.1.29) done by one designated bibliographic agency or *library (3.2.3.02)* in place of two or more *information and documentation organizations (3.2.3.37)* for a defined quantity of *bibliographic units (3.7.2.11)* to avoid duplication of efforts

Note 1 to entry: The “defined quantity” may be a given amount of *documents (3.1.1.38)* accumulated, the totality of documents expected in a certain period in the future, etc.

3.7.2.22

original cataloguing

cataloguing (3.2.1.29) while having at hand the actual *document (3.1.1.38)* to be catalogued

3.7.2.23

copy cataloguing

use of a pre-existing *bibliographic description* (3.7.2.06) to fit the *characteristics* (3.1.1.04) of the *document* (3.1.1.38) to be *catalogued* (3.5.1.01), editing this *description* (1) <activity> (3.2.1.28) as necessary and attaching to it the local *holdings* (3.6.1.01) *information* (3.1.1.21), if required

3.7.2.24

cataloguing in publication

CIP

bibliographic description (3.7.2.06) prepared by the *publisher* (3.2.3.15) or a bibliographic agency when, or sometimes before, issuing the *document* (3.1.1.38)

Note 1 to entry: CIP may include *subject headings*, *index terms*, *class numbers*.

3.7.2.25

generic title word

general *word* (1) <orthographic word> (3.1.5.18) appearing in a *serial* (3.4.1.28.01) *title* (3.7.4.01) that does not contribute to the specific *identification* (3.2.1.26) of the title by differentiating it from others

EXAMPLES 'Journal', 'Proceedings'.

3.7.2.26

individualization

augmenting *names* (3.1.5.28) in *bibliographic records* (1) <document(s)> (3.1.13.16) so as to allow a more exact *identification* (3.2.1.26) of the real person or *corporate body* (3.1.1.57) denominated by the name and to segregate a *set* (3.1.1.09) of identical names into exact individual *entries* (3.2.1.32) for each

Note 1 to entry: This is usually done by adding life dates, activity dates and possibly occupation and place of work, if available, to the name. The procedure is particularly used in the building of name authority files.

3.7.2.27

catalogue enrichment

provision of further *description* (1) <activity> (3.2.1.28) *data* (3.1.1.15) by the *cataloguing* (3.2.1.29) agency in the *catalogue* (3.5.1.01) *entries* (3.2.1.32) other than the formal *cataloguing* (3.2.1.29) data of a *document* (3.1.1.38)

EXAMPLES Showing the *cover image* of the document, giving access to *tables of contents*, to *reviews*, indicating related documents, etc.

3.7.2.28

authority record

entry (3.2.1.32) in an *authority file* (3.7.2.29)

3.7.2.29

authority file

standardized *list* (3.4.7.25) of *access points* (3.7.2.14), including *names* (3.1.5.28), in a *vocabulary* (3.5.5.06)

3.7.2.30

bibliographic format

cataloguing format

prescribed sequence of *elements* (3.1.1.10) of *description* (1) <activity> (3.2.1.28) with their corresponding *code elements* (3.1.13.11) and rules of application

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

3.7.2.31

International Standard Bibliographic Description

ISBD

internationally *standardized* (3.4.7.78) guidelines for *bibliographic description* (3.7.2.06) issued by IFLA

3.7.2.32

General International Standard for Archival Description

ISAD (G)

internationally *standardized* (3.4.7.78) guidelines for the *description* (1) <activity> (3.2.1.28) of archival (3.2.3.01) documents (3.1.1.38) issued by ICA

3.7.2.33

Machine-Readable Cataloguing

MARC

family of *data format* (3.1.13.12) standards (3.4.7.78) for the *storage* (1) <placement> (3.9.1.01) and exchange of bibliographic records (2) <set of data> (3.1.13.22) and related *information* (3.1.1.16) in machine-readable form

Note 1 to entry: All MARC standards conform to ISO 2709.

[SOURCE: ISO 25577:2013, definition 3.1]

3.7.2.34

AACR

Anglo-American Cataloguing Rules

standard (3.4.7.78) for creating *catalogues* (2) <holdings-related list> (3.5.5.01) of *collections* (2) <gathering> (3.6.1.04), especially *library collections* (3.6.1.02), including the consistent *description* (3.2.1.28) of those materials and the formation and assignment of *access points* (3.7.2.14) under which those descriptions are arranged

3.7.2.35

FRBR

Functional Requirements for Bibliographic Records

conceptual (3.1.1.02) entity-relationship *model* (1) <abstraction> (3.3.2.20) that relates user tasks of *retrieval* (3.10.1.01) and *access* (3.11.1.01) in online *library* (3.2.3.02) *catalogues* (2) <holdings-related list> (3.5.1.01) and *bibliographic databases* (3.10.1.08) from a user's perspective

Note 1 to entry: FRBR has been developed by IFLA.

3.7.2.36

FRANAR

Functional Requirements and Authority Numbering of Records

conceptual (3.1.1.02) entity-relationship *model* (1) <abstraction> (3.3.2.20) for relating the *data* (3.1.1.15) that are recorded in *library* (3.2.3.02) *authority records* (3.7.2.28) to the needs of the users of those records (2) <set of data> (3.1.1.3.22) and facilitate the sharing of that *data*

Note 1 to entry: FRANAR has been issued IFLA.

3.7.2.37

FRSAD

Functional Requirements for Subject Authority Data

conceptual (3.1.1.02) entity-relationship model (1) <abstraction> (3.3.2.20) built on the FRBR (3.7.2.35) model meant to ease global sharing and use of subject authority data (3.1.1.15) and further explaining the FRBR Group 3 entities (3.1.13.27) that consist of “entities that serve as subjects of intellectual or artistic endeavour”

Note 1 to entry: *FRSAD* has been developed by the International Federation of Library Associations and Institutions (IFLA), and was previously known as “Functional Requirements for Subject Authority Records”, or *FRSAR*.

3.7.2.38**RDA****Resource Description and Access**

unified cataloguing (3.2.1.29) standard (3.4.7.78) designed for the digital world and an expanding universe of metadata (3.1.10.26.01) users

[SOURCE: www.rdatoolkit.org]

3.7.2.39**CRM****Conceptual Reference Model**

ontology (3.1.2.03) for the cultural (heritage) field/sector, established by CIDOC (the Documentation Committee of ICOM), comprising 86 classes (3.8.5.03) and 124 relations (3.1.1.12) which express, in reversible relations, the necessary and adamant logic relations constituting the field

Note 1 to entry: CRM is specified in ISO 21127:2014.

3.7.2.40**LIDO****Lightweight Information Documenting Objects**

exchange format (3.1.13.19) for data (3.1.1.15) harvesting of museum (3.2.3.06) object (3.1.1.01) data into internet portals (3.1.9.09)

Note 1 to entry: See www.lido-schema.org.

3.7.3 Headings**3.7.3.01****heading (2)**

<access point> first access point (3.7.2.14) to a description in an information (3.1.1.16) retrieval system (3.10.1.05)

Note 1 to entry: See also *heading (1) <text line> (3.5.8.09); access point (3.7.2.14)*.

3.7.3.02**author heading**

heading (2) <access point> (3.7.3.01) based on the name (3.1.5.28) of the author (3.7.1.01)

Note 1 to entry: *Author headings* are sometimes followed by function, title or dates relating to the author.

3.7.3.03**form heading**

heading (2) <access point> (3.7.3.01) used to collocate *entries (3.2.1.32)* for *documents (3.1.1.38)* having the same bibliographic form

Note 1 to entry: See also “*form descriptor*” (3.8.3.21).

3.7.3.04

subject heading

heading (2) <access point> (3.7.3.01) expressing an aspect of the contents of all or part of a *document (3.1.1.38)* and also used to collocate *entries (3.2.1.32)* for documents having the same or similar content

Note 1 to entry: See also *keyword (3.8.1.07)*; *content descriptor (3.8.3.19)*.

3.7.3.05

subheading

heading (2) <access point> (3.7.3.01) used to subdivide *headings (2) <access point> (3.7.3.01)*

3.7.3.06

tracing (2)

<list of headings> *listing (3.4.7.25)* of all alternative and related *headings (2) <access point> (3.7.3.01)* for multiple *entries (3.2.1.32)* of *documents (3.1.1.38)*

Note 1 to entry: See also *tracing (1) < picture > (3.4.5.4.01)*.

3.7.4 Titles

3.7.4.01

title

words (1) <orthographic word> (3.1.4.15) or *symbols (3.1.4.17)* at the head of a *document (3.1.1.38)* that identify it and normally distinguish it from other *documents*

Note 1 to entry: See also *URL (3.1.9.21)*. In some professional usage (e.g. statistics), “*title*” is sometimes used to refer to a document as such.

3.7.4.02

title proper

title (3.7.4.01) which has been recognized as the main title of the *document (3.1.1.38)*

Note 1 to entry: *Title proper* includes *alternative titles (3.7.4.09)*, but excludes *subtitles (3.7.4.03)* and *parallel titles (3.7.4.03)*.

3.7.4.03

subtitle

addition to the *title (3.7.4.01)* which provides further explanation, especially when the *meaning (3.1.8.03)* of the *title proper (3.7.4.02)* is ambiguous

3.7.4.04

parallel title

title (3.7.4.01) in another *language (3.1.5.01)* or *script (3.1.6.02)*

3.7.4.05

original title

title (3.7.4.01) of the *original edition (2) <identical documents> (3.4.1.12)* of a *document (3.1.1.38)*

3.7.4.06**cover title**

title (3.7.4.01) printed on the original front cover of a *document (3.1.1.38)*

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

3.7.4.07**uniform title**

standardized *title (3.7.4.01)* used to collocate *entries (3.2.1.32)* for *documents (3.1.1.43)* known under various *titles*

3.7.4.08**key title**

unique *title (3.7.4.01)* of a *serial (3.4.1.28.01)* associated with the *International Standard Serial Number (3.2.5.03)*

3.7.4.09**alternative title**

second part of the *title proper (3.7.4.02)* of a *document (3.1.1.38)* linked to the first by “or”

3.7.4.10**common title**

part of a *title (3.7.4.01)* common to several *bibliographic units (3.7.2.11)* which form part of a *set (3.1.1.09)*

3.7.4.11**collective title**

title (3.7.4.01) or part of a title common to several *units of description (3.7.2.02)*

3.7.4.12**half title**

title (3.7.4.01), normally abridged, on the *recto (3.5.8.38)* of a *leaf (3.5.9.1.01)* that precedes the *title page (3.5.7.02)*

3.7.4.13**running title**

title (3.7.4.01), normally abridged, repeated on each *text (3.2.1.05) page (3.5.9.1.02)*

Note 1 to entry: See also *running head (3.5.8.31)*.

3.7.4.14**dependent title**

title (3.7.4.01) that by itself is insufficient to identify a resource and that requires the addition of the *common title (3.7.4.10)*, or the title of the main resource or the title of the main *series (1) <group of resources> (3.4.1.27.02)*

EXAMPLE Section titles, some titles of individual *sheets (1) <piece>* of a *map (3.4.7.59) series (1)*, some *supplement* titles, some titles of *monographic subseries (3.4.1.27.03)*, and the titles of some parts of a multipart *monographic resource*.

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

3.7.4.15

section title

title (3.7.4.01) specific to a section that serves to distinguish one part of a group of related *serials* (3.4.1.28.01) having a *common title* (3.7.4.10)

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

3.7.4.16

distinctive title of manifestation

title (3.7.4.01) as given on a *manifestation* (3.2.1.09), including any *set* (3.1.1.09) or *series* (2) <records series> (3.6.3.30) title and enumeration within a *set* that is necessary to make it distinctive

[SOURCE: ISO 21047:2009 D.2]

3.7.4.17

descriptive title

long and wordy *title* (3.7.4.01) especially in early modern *books* (1) <intellectual work> (3.4.1.27.04) being *text* (3.2.1.05) that sums up to nearly a full *abstract* (3.5.4.01) or *table of contents* (3.5.8.02), describing the entire contents, intentions and benefits of the *work* (3.2.1.07)

3.8 Content analysis and content description

3.8.1 General concepts

3.8.1.01

content analysis

subject analysis

analysis of a *document* (3.1.1.38) to determine its content components with their *relations* (3.1.1.12) to each other

3.8.1.02

content description

description (1) <activity> (3.2.1.28) based on *data* (3.1.1.15) taken from the *document* (3.1.1.38) and resulting from the assignment of *index terms* (3.8.1.08) or *notations* (1) <symbols> (3.1.3.17) from an *indexing language* (3.8.1.06)

Note 1 to entry: *Content description* may also be achieved through textual representation, and the assignment of index terms may be derived intellectually or by means of *software* (3.1.12.14) programmes.

Note 2 to entry: See also “*indexing*” (3.8.2.01); “*abstract*” (3.5.4.01).

3.8.1.03

generalize

form a more *generic concept* (3.1.2.20) [that represents a superset of the *extension(s)* (3.1.2.25) of one or more *specific concepts* (3.1.2.21)]

EXAMPLE “Infection that hasCause *Pneumococcus*” can be generalized to “Infection that hasCause *Bacterium*”.

Note 1 to entry: To generalize is to decrease the *intension* (3.1.2.24) and increase the *extension* (3.1.2.25) of a *concept* (3.1.1.02). *Specialization* (3.1.1.04) and generalization can be achieved in many ways, including replacing a *semantic link* (3.1.12.30) with a less specific semantic link (and vice versa for specialization).

Note 2 to entry: This can be done by removing one or more *characteristics* (3.1.1.04) or by replacing the characterizing *concept* (3.1.1.02) in one or more characteristics with a more generic concept.

Note 3 to entry: The opposite is *specialize* (3.8.1.04).

[SOURCE: ISO 17115:2007, definition 2.1.2]

Note 4 to entry: See also ISO/TS 27790:2009, definition 3.28 (“generalization”).

3.8.1.04

specialize

form a more *specific concept* (3.1.2.21) [by constraining the *extension* (3.1.2.25) of a more *generic concept* (3.1.2.20)]

EXAMPLE 1 “Infection that hasCause Bacteria” can be specialized to “Infection that hasCausePneumococcus”.

EXAMPLE 2 “Hepatitis” can be specialized to “NonA-NonB-hepatitis”.

Note 1 to entry: To specialize is to increase the *intension* (3.1.2.24) and decrease the *extension* (3.1.2.25) of a *concept* (3.1.1.02). The more specific concept has a larger intension, but a smaller extension than the general concept. Specialization and *generalization* (3.8.1.03) can be achieved in many ways, including replacing a semantic link (3.1.12.30) with a more specific semantic link (and vice versa for generalization).

Note 2 to entry: The more specific concept has a broader intension, but a narrower extension than the generic concept.

Note 3 to entry: Ways to specialize concepts include adding one or more composite *characteristics* (3.1.1.04), replacing the characterizing concept in one or more characteristics with a more specific concept, and forming an intersection of two concepts (where the intersection is a specialization of both the “parents”).

Note 4 to entry: The opposite is *generalize* (3.8.1.03).

[SOURCE: ISO 17115:2007, definition 2.1.1]

Note 5 to entry: See also ISO/TS 27790:2009, definition 3.69.

3.8.1.05

controlled vocabulary

prescribed *list* (3.4.7.25) of *terms* (3.1.5.25), *headings* (2) <access point> (3.7.3.01) or *codes* (2) <data> (3.1.13.10), each representing a *concept* (3.1.1.02)

[SOURCE: ISO 25964-1:2011, definition 2.12]

3.8.1.06

indexing language

artificial language (3.1.5.08) established to *characterize* (3.1.1.04) the content or form of a *document* (3.1.1.38)

3.8.1.07

keyword

significant word (1) <orthographic word> (3.1.5.18) taken from the *title* (3.7.4.01) or the *text* (3.2.1.05) of a *document* (3.1.1.38) to represent all or part of the content

Note 1 to entry: See also *heading (2) <access point> (3.7.3.01)*.

3.8.1.08

index term

word (1) <orthographic word> (3.1.5.18) or phrase in an index (3.5.1.08)

Note 1 to entry: See also ISO 25964–1:2011, definition 2.26.

3.8.2 Indexing and evaluation of indexing results

3.8.2.01

indexing

intellectual analysis of the subject matter of a *document (3.1.1.38)* to identify the *concepts (3.1.1.02)* represented in it, and allocation of the corresponding *index terms (3.8.1.08)* to allow the *information (3.1.1.16)* to be retrieved

Note 1 to entry: The term “subject indexing” is often used for this concept. Indexing can be carried out by human users or by automated agents.

[SOURCE ISO 25964-1:2011, definition 2.27]

3.8.2.02

derived indexing

indexing (3.8.2.01) method where the index terms (3.8.1.08) are taken from the document (3.1.1.38)

3.8.2.03

assigned indexing

controlled indexing

indexing (3.8.2.01) method where the index terms (3.8.1.08) are taken from an indexing language (3.8.1.06)

3.8.2.04

depth indexing

indexing (3.8.2.01) method where several or all parts of a document (3.1.1.38) are indexed, involving the use of a relatively high number of index terms (3.8.1.08)

3.8.2.05

shallow indexing

indexing (3.8.2.01) method where only the main content of a document (3.1.1.38) is indexed, involving the use of a relatively limited number of index terms (3.8.1.08)

3.8.2.06

automatic indexing

indexing (3.8.2.01) done by means of a computer programme

3.8.2.07

classified indexing

indexing (3.8.2.01) in which subject analysis for document (3.1.1.38) content and classification (3.8.5.01) identifiers (3.1.12.19) are administered

3.8.2.08

subject indexing

indexing (3.8.2.01) in which subject analysis for *document (3.1.1.38)* content and subject *identifiers (3.1.12.19)* are administered

3.8.2.09

item entry system

retrieval system (3.10.1.05) where the *access point (3.7.2.14)* is the *document (3.1.1.38)* represented by its bibliographic data (3.1.1.15)

EXAMPLE Edge-notched card.

3.8.2.10

term entry system

post-coordinate *indexing (3.8.2.01)* system (3.1.1.13) where the *object (3.1.1.01)*, represented by *index terms (3.8.1.08)*, is the *access point (3.7.2.14)*

EXAMPLE Peek-a-boo card.

3.8.2.11

precoordinate index

index (3.5.1.08) built on *pre-coordination (3.8.3.33)* so that *concepts (3.1.1.02)*, *classes (3.8.5.03)* or *terms (3.1.5.25)* of a *controlled vocabulary (3.8.1.05)* are combined at the time of its construction or at the time of using it for *indexing (3.8.2.01)* or *classification (3.8.5.01)*

Note 1 to entry: See also *postcoordinate index (3.8.2.12)*.

3.8.2.12

postcoordinate index

index (3.5.1.08) built on *post-coordination (3.8.3.32)* so that the *preferred terms (3.8.3.05)* of a *controlled vocabulary (3.8.1.05)* are combined at the time of searching

Note 1 to entry: See also *precoordinate index (3.8.2.11)*.

3.8.2.13

bibliographic coupling

method of *indexing (3.8.2.01)* or *classifying (3.8.5.01)* based on the *link (3.1.12.30)* formed between two *documents (3.1.1.38)* and by their common *citation (3.5.8.16)* of one or more other documents

3.8.2.14

term/document matrix

matrix showing matches between *documents (3.1.1.38)* and *index terms (3.8.1.08)*

3.8.2.15

clustering

automatic *classification (3.8.5.01)* of *documents (3.1.1.38)*, normally a *polythetic classification (3.8.6.03)*, which is *un-ordered (3.1.1.14)*, but often *exclusive*

3.8.2.16

centroid

virtual document (3.3.3.12) representing a *class (3.8.5.03)* of *documents (3.1.1.38)* in a cluster

3.8.2.17

weighting

indexing (3.8.2.01) technique by which some *indexing (3.8.2.01) terms (3.1.5.25)* are assigned more importance than others

3.8.2.18

term discrimination value

measure of the *quality (3.1.3.01)* of an *index term (3.8.1.08)* in distinguishing *documents (3.1.1.38)* from each other

3.8.2.19

free indexing

indexing (3.8.2.01) method in which the *index terms (3.8.1.08)* are taken from *natural language (3.1.5.02)* such as *keywords (3.8.1.07)*

3.8.3 Thesauri and terms

3.8.3.01

thesaurus

documentation thesaurus

controlled vocabulary (3.8.1.05) and *structured vocabulary (3.8.3.37)* in which *concepts (3.1.1.02)* are represented by *terms (3.1.5.25)*, organized so that *relationships (3.1.1.12)* between *concepts (3.1.1.02)* are made explicit, and *preferred terms (3.8.3.05)* are accompanied by lead-in entries for *synonyms (3.1.5.55)* or *quasi-synonyms (3.1.5.56)*

Note 1 to entry: The purpose of a *thesaurus* is to guide both the indexer and the searcher to select the same preferred term or combination of preferred terms to represent a given subject. For this reason a thesaurus is optimized for human navigability and terminological coverage of a *domain*.

[SOURCE: ISO 25964-1:2011, definition 2.62]

Note 2 to entry: Early *language dictionaries (3.5.5.03)*, especially in the classical European *languages (3.1.5.01)*, also were often called a “thesaurus”, e.g. “Thesaurus linguae latinae”.

Note 3 to entry: See also *classification system (3.8.5.02)*; *terminology (3.1.5.53)*.

3.8.3.02

broader term

BT

preferred term (3.8.3.05) representing a *concept (3.1.1.02)* that is broader than the one in question

[SOURCE: ISO 25964-1:2011, definition 2.3]

3.8.3.03

top term

TT

preferred term (3.8.3.05) representing a *concept (3.1.1.02)* that has no *broader concept (3.1.2.18)* in the *thesaurus (3.8.3.01)*

[SOURCE: ISO 25964-1:2011, definition 2.63]

3.8.3.04

narrower term

NT

preferred term (3.8.3.05) representing a concept (3.1.1.02) that is narrower than the one in question

[SOURCE: ISO 25964-1:2011, definition 2.37]

3.8.3.05

preferred term

descriptor

term (3.1.5.25) used to represent a concept (3.1.1.02) when indexing (3.8.2.01)

[SOURCE: ISO 25964-1:2011, definition 2.45]

3.8.3.06

non-preferred term

non-descriptor

entry term

lead-in term

term (3.1.5.25) that is not assigned to documents (3.1.1.38) but is provided as an entry point in a thesaurus (3.8.3.01) or index (3.5.1.08)

[SOURCE: ISO 25964-1:2011, definitions 2.39 and 2.16]

Note 1 to entry: Also called "USE reference". See also *entry vocabulary (3.8.4.05)*.

3.8.3.07

related term

RT

preferred term (3.8.3.05) representing a concept (3.1.1.02) that has an associative relationship (3.1.7.08) with the one in question

[SOURCE: ISO 25964-1:2011, definition 2.48]

3.8.3.08

coined term

new term (3.1.5.25) created to express a concept (3.1.1.02) for which no suitable term exists in the required language

[SOURCE: ISO 25964-1:2011, definition 2.7]

Note 1 to entry: See also *neologism (3.1.5.26)*.

3.8.3.09

compound term

term (3.1.5.25) that can be split morphologically (3.1.5.12) into separate components

EXAMPLE

In English:

"copper mines" can be split into "copper" and "mines"; "lawnmowers" can be split into "lawns" and "mowers"

In French:

"mine de cuivre" can be split into "mine" and "cuivre"; "biodiversité" can be split into "biologie" and "diversité"

Note 1 to entry: *Compound terms* can be *multi-word terms* (3.8.3.30), or can consist of only one word (1) < orthographic word >.

[SOURCE: ISO 25964-1:2011, definition 2.9]

3.8.3.10

simple term

term (3.1.5.25) containing only one root

EXAMPLE Sound, light.

3.8.3.11

complex term

term (3.1.5.25) containing two or more roots

EXAMPLE Bookmaker, know-how, fault recognition circuit.

3.8.3.12

borrowed term

term (3.1.5.25) taken from another *language* (3.1.5.01) or from another *subject field* (3.1.2.07)

3.8.3.13

deprecated term

term (3.1.5.25) rated as undesired according to the scale of a term acceptability rating

3.8.3.14

loan term

borrowed term (3.8.3.12) borrowed from another *language* (3.1.5.01) that has become accepted in the borrowing *language*

EXAMPLE

"glasnost" is a Russian term that has become accepted in English

"gourmet" is a French term that has become accepted in English

[SOURCE: ISO 25964-1:2011, definition 2.30]

3.8.3.15

candidate term

provisional term

term (3.1.5.25) under consideration for admission into a *controlled vocabulary* (3.8.1.05) because of its potential usefulness

[SOURCE: ANSI/NISO Z39.19-2015 (R2010), definition 4.1]

3.8.3.16

search term

term (3.1.5.25) forming all or part of a search *query (3.10.3.01)*

[SOURCE: ISO 25964-1:2011, definition 2.51]

3.8.3.17

sibling concept

one of two or more *concepts (3.1.1.02)* with the same immediate *broader concept (3.1.2.18)*, each of these being represented by a *preferred term (3.8.3.05)*

EXAMPLE

In the following, outerwear and underwear are preferred terms representing sibling concepts in the same array:

clothing

outerwear

overcoats

underwear

[SOURCE: ISO 25964-1:2011, definition 2.52]

3.8.3.18

sibling term

one of two or more *preferred terms (3.8.3.05)* with the same immediate *broader term (3.8.3.02)*

EXAMPLE

In the following, chairs and tables are sibling terms in the same array, while no siblings are shown for “furniture”, “armchairs” or “dining tables”:

furniture

chairs

armchairs

tables

dining tables

[SOURCE: ISO 25964-1:2011, definition 2.53]

3.8.3.19

content descriptor

preferred term (3.8.3.05) used to denote the subject of a *document (3.1.1.38)*

Note 1 to entry: See also “*subject heading (3.7.3.04; form heading (3.7.3.03))*”.

3.8.3.20

form descriptor

index term (3.8.1.08) used to denote the physical or bibliographical form of a *document* (3.1.1.38)

Note 1 to entry: See also "form heading" (3.7.3.03); subject heading" (3.7.3.04); content descriptor (3.7.3.19).

3.8.3.21

specificity

capability of a *structured vocabulary* (3.8.3.37) to express a subject in depth and in detail

[SOURCE: ISO 25964-1:2011, definition 2.55]

3.8.3.22

scope note

note (3.5.8.33) that defines or clarifies the semantic boundaries of a *concept* (3.1.1.02) as it is used in the *structured vocabulary* (3.8.3.37)

Note 1 to entry: A *term* (3.1.5.25) used to *label* a *concept* (3.1.1.02) can have several *meanings* (3.1.8.03) in normal usage. A *scope note* is used to restrict the concept to only one of those meanings, and where necessary refers to other concepts that are included or excluded from the scope of the concept being clarified.

[SOURCE: ISO 25964-1:2011, definition 2.50]

3.8.3.23

node label

term (3.1.5.25) functioning as a *label* (1) < *identifier* (3.1.12.24) > inserted into a hierarchical or *classified display* (3.8.4.11) to show how the *terms* (3.1.5.25) have been arranged

Note 1 to entry: A *node label* is neither a *preferred term* (3.8.3.05) nor a *non-preferred term* (3.8.3.06). It contains one of two different types of *information* (3.1.1.21):

- a) the *name* (3.1.5.28) of a *facet* (3.8.5.04) to which the subsequent terms belong; or
- b) the attribute or *characteristic of division* (3.8.3.25) by which an *array* (3.8.5.05) of *sibling concepts* (3.8.3.18) has been sorted or grouped.

[SOURCE: ISO 25964-1:2011, definition 2.38, modified]

3.8.3.24

class number

class code

notation (3)

classmark

notation (1) <*symbols*> (3.1.4.16) representing a *concept* (3.1.1.02) or *class* (3.8.5.03) in a *structured vocabulary* (3.8.3.37), especially a *classification scheme* (3.8.5.02)

EXAMPLE 1 07.04.4 Fishery policy and development - ILO Thesaurus

EXAMPLE 2 622.342 2 Gold mining - Dewey Decimal Classification (DDC)

EXAMPLE 3 373.3.016:51 Mathematics curriculum in primary schools - Universal Decimal Classification (UDC)

EXAMPLE 4 SBS XEJB Endangered species law - Bliss Bibliographic Classification

EXAMPLE 5 H40-H42 Glaucoma - International Statistical Classification of Diseases and Related Health Problems

Note 1 to entry: A *notation (3)* is sometimes used to sort and/or locate concepts in a pre-determined systematic order and, optionally, to display how the components of complex concepts have been structured and grouped. A *notation (3)* can provide the *link (3.1.12.30)* between alphabetical and systematic *lists* in a *thesaurus*. In the context of classification schemes, “concepts” are often known as “subjects”, especially when they are complex as in the examples above.

Note 2 to entry: See also *notation (1) < symbols > (3.1.4.16)*; *notation (2) < notation system > (3.8.5.19)*.

[SOURCE: ISO 25964-1:2011, definition 2.40]

3.8.3.25

characteristic of division

attribute by which a *concept (3.1.1.02)* can be subdivided into an *array (3.8.5.05)* of *narrower concepts (3.1.2.19)* each having a distinct value of that attribute

EXAMPLE In the following, “*age group*” is the *characteristic of division* applied to the concept of people: “people (people by age group); children, youths; adults”.

[SOURCE: ISO 25964-1:2011, definition 2.4]

Note 1 to entry: See also *facet analysis (3.8.3.26)*; *node label (3.8.3.23)*.

3.8.3.26

facet analysis

analysis of subject areas into constituent *concepts (3.1.1.02)* grouped into *facets (3.8.5.04)*, and the subdivision of *concepts* into *narrower concepts (3.1.2.19)* by specified *characteristics of division (3.8.3.25)*

[SOURCE: ISO 25964-1:2011, definition 2.21]

3.8.3.27

facet indicator

notational (1) <symbol> (3.1.4.16) device that indicates the start of a new *facet (3.8.5.04)* within a synthesized compound notation

Note 1 to entry: In the past, the term *facet indicator* has been used as *synonymous (3.1.7.02)* with *node label (3.8.3.23)* but that usage is deprecated by this *standard (3.4.7.78)*, to avoid confusion.

EXAMPLE “0” in the Dewey Decimal Classification, parentheses and quotation symbols in the Universal Decimal Classification.

[SOURCE: ISO 25964-1:2011, definition 2.22]

3.8.3.28

facet label

label (1) <identifier> (3.1.12.24) indicating a different *facet (3.8.5.04)* from those preceding the label.

Note 1 to entry: The *relationship* (3.1.1.12) between *concepts* (3.1.1.02) from different facets is one of combination, not subordination.

EXAMPLE

(activities)

education

(people)

children

adults

This shows the combination of “education” from the “activities” facet with various *foci* (3.8.5.16) from the “people” facet. “(activities)” and “(people)” are facet labels.

3.8.3.29

markup

encoding (3.1.11.05) for digital processing of *hypertext* (3.1.5.17), also eye-readable, embedded in *text* (3.2.1.05), in conformity with a *markup language* (3.1.9.16)

Note 1 to entry: See also “*markup language*” (3.1.9.16) and ISO 25964-1:2011, definition 2.31.

3.8.3.30

multi-word term

term (3.1.5.25) consisting of more than one word (1) <orthographic word> (3.1.5.18)

EXAMPLE cost; benefit; analysis.

Note 1 to entry: See also *compound term*.

[SOURCE: ISO 25964-1:2011, definition 2.36]

3.8.3.31

paradigmatic relationship

a priori relationship

relationship (3.1.1.12) between *concepts* (3.1.1.02) which is inherent in the concepts themselves

Note 1 to entry: Such relationships are shown in a *structured vocabulary* (3.8.3.37), independently of any *indexed* (3.8.2.01) *document* (3.1.1.38).

[SOURCE: ISO 25964-1:2011, definition 2.41]

Note 2 to entry: See also “*syntagmatic relationship*” (3.8.4.07).

3.8.3.32

post-coordination

combination of *preferred terms* (3.8.3.05) of a *controlled vocabulary* (3.8.1.05) at the time of searching

EXAMPLE The post-coordinated search expression “microwaves AND radiation” can be used to *retrieve (3.10.1.03) documents* on microwave radiation, when these have been *indexed* under the separate *terms* “microwaves” and “radiation” rather than as a compound term.

Note 1 to entry: See also *pre-coordination (3.8.3.33)*.

[SOURCE: ISO 25964-1:2011, definition 2.43]

3.8.3.33

pre-coordination

combination of *concepts (3.1.1.02)*, *classes (3.8.5.03)* or *terms (3.1.5.25)* of a *controlled vocabulary (3.8.1.05)* at the time of its construction or at the time of using it for *indexing (3.8.2.01)* or classification

EXAMPLE 1 The class “general theory”, when placed within the broader class “music”, refers only to the pre-coordinated subject “theory of music” and not to theory in general.

EXAMPLE 2 The pre-coordinated string “cardboard – recycling” might appear in a subject heading scheme, or if not enumerated there, might be synthesized by an indexer when needed for a particular document.

Note 1 to entry: See also *post-coordination (3.8.3.32)*.

[SOURCE: ISO 25964-1:2011, definition 2.44]

3.8.3.34

schedule

terms (3.1.5.25), *notations (2) <class numbers> (3.8.3.24)*, *notations (3) <class number> (3.8.5.19)*, captions, cross-references and *scope notes (3.8.3.22)* set out to exhibit the content and structure of a *structured vocabulary (3.8.3.37)*

[SOURCE: ISO 25964-1:2011, definition 2.49]

3.8.3.35

source language

language (3.1.5.01) serving as a starting point in *translation (1) <activity> (3.1.6.15)* or in a search for *term (3.1.5.25)* equivalents

[SOURCE: ISO 25964-1:2011, definition 2.54]

3.8.3.36

target language

language (3.1.5.01) providing a *translation (2) <document> (3.4.2.02)* or an equivalent for a *term (3.1.5.25)* existing in a *source language (3.8.3.35)*

[SOURCE: ISO 25964-1:2011, definition 2.60]

3.8.3.37

structured vocabulary

organized *set (3.1.1.09)* of *terms (3.1.5.25)*, *headings (2) <access point> (3.7.3.01)* or *codes (2) <data> (3.1.13.10)* representing *concepts (3.1.1.02)* and their *inter-relationships (3.1.1.12)*, which can be used to support *information retrieval (3.10.1.02)*

Note 1 to entry: A *structured vocabulary* can also be used for other purposes. In the context of information retrieval, the vocabulary needs to be accompanied by rules for how to apply the terms. Various types of *structured vocabulary* are discussed in Part 2 of ISO 25964, including *classification schemes*, *subject heading schemes*, etc.

[SOURCE: ISO 25964-1:2011, definition 2.56]

Note 2 to entry: See also *concept system* (3.1.2.04), *thesaurus* (3.8.3.01), *classification system* (3.8.5.02).

3.8.3.38

vocabulary control

management of a *vocabulary* (3.5.5.06) in order to disambiguate and constrain the form of the *terms* (3.1.5.25) and limit the number of *concepts* (3.1.1.02) and terms available for *indexing* (3.8.2.01)

Note 1 to entry: Control is achieved by distinguishing between *homographs* (3.1.5.57), so that each one has just one meaning, and by picking out from a set of synonyms or quasi-synonyms, the one which is to be preferred for use in indexing. The purpose of these restrictions is to increase the likelihood of indexers and searchers choosing the same term to label a particular concept.

[SOURCE: ISO 25964-1:2011, definition 2.64]

3.8.3.39

macrothesaurus

thesaurus (3.8.3.01) of high level general *index terms* (3.8.1.08) covering a broad field of *knowledge* (3.1.1.17)

3.8.3.40

microthesaurus

subset of a *thesaurus* (3.8.3.01) containing *concepts* (3.1.1.02) that relate to a narrower field of *knowledge* (3.1.1.17) than the whole thesaurus

Note 1 to entry: See also ISO 25964-2:2013, definition 3.46.

3.8.3.41

monolingual thesaurus

thesaurus (3.8.3.01) with *index terms* (3.8.1.08) in one *language* (3.1.5.01) only

3.8.3.42

multilingual thesaurus

thesaurus (3.8.3.01) with *index terms* (3.8.1.08) and their equivalent *terms* (3.1.5.25) in several *languages* (3.1.5.01)

Note 1 to entry: See also ISO 25964-1:2011, definition 2.35.

3.8.4 Thesauri and their elements

3.8.4.01

gestalt method (of thesaurus construction)

a priori method

thesaurus (3.8.3.01) construction method based on the analysis of lexical sources and used for the construction of *controlled vocabularies* (3.8.1.05)

3.8.4.02**analytical method (of thesaurus construction)**

a posteriori method

thesaurus (3.8.3.01) construction method based on the analysis of *documents* (3.1.1.38) and used for the construction of *controlled vocabularies* (3.8.1.05)

3.8.4.03**source vocabulary**

vocabulary (3.5.5.06) that serves as a starting point when seeking a corresponding *term* (3.1.5.25) or *concept* (3.1.1.02) in another vocabulary

[SOURCE: ISO 25964-2:2013, definition 3.72]

3.8.4.04**target vocabulary**

vocabulary (3.5.5.06) in which a *term* (3.1.5.25) or *concept* (3.1.1.02) is sought corresponding to an existing *term* (3.1.5.25) or *concept* (3.1.1.02) in a *source vocabulary* (3.8.4.03)

[SOURCE: ISO 25964-2:2013, definition 3.82]

3.8.4.05**entry vocabulary**

set (3.1.1.09) of *non-preferred terms* (3.8.3.06) (USE references) which lead to the *preferred terms* (3.8.3.05) in a *controlled vocabulary* (3.8.1.05)

Note 1 to entry: This *term* is used by some controlled vocabulary designers to represent the preferred as well as the non-preferred terms in a controlled vocabulary.

[SOURCE: ANSI/NISO Z39.19-2015 (R2010), 4.1]

3.8.4.06**synonym ring**

group of *terms* (3.1.5.25) that are considered equivalent for the purposes of *retrieval* (3.10.1.01)

[SOURCE: ANSI/NISO Z39.19-2015 (R2010), 4.1]

3.8.4.07**syntagmatic relationship**

a posteriori relationship

relationship (3.1.1.12) between *concepts* (3.1.1.02) that exists only because they occur together in a *document* (3.1.1.38) being indexed

Note 1 to entry: Such relationships are not generally valid in contexts other than the document being indexed, and therefore they do not form part of the structure of a *thesaurus*.

[SOURCE: ISO 25964-1:2011, definition 2.59]

Note 2 to entry: See also “*paradigmatic relationship*” (3.8.3.31).

3.8.4.08**compound equivalence**

relationship (3.1.1.12) or mapping (3.1.11.09) in which one term (3.1.5.25) or concept (3.1.1.02) in one context (3.1.2.05) is represented by two or more terms (3.1.5.25) or concepts (3.1.1.02) in another

[SOURCE: ISO 25964-1:2011, definition 2.8]

3.8.4.09

cross-language equivalence

equivalence relationship (3.1.7.07) between terms (3.1.5.25) representing the same concept (3.1.1.02) in different languages (3.1.5.01)

[SOURCE: ISO 25964-1:2011, definition 2.13]

Note 1 to entry: See also “*synonymy*” (3.1.7.02).

3.8.4.10

equivalence mapping

mapping (3.1.11.09) that states that the concept (3.1.1.02) in the target vocabulary (3.8.4.06) is considered identical in scope to the concept (3.1.1.02) in the source vocabulary (3.8.4.03)

Note 1 to entry: See also *equivalence relationship* (3.1.7.07).

[SOURCE: ISO 25964-1:2011, definition 2.17]

3.8.4.11

classified display

display (3.1.11.14) of a thesaurus (3.8.3.01) showing the index terms (3.8.1.08) in a structured sequence

3.8.4.12

alphabetical display (of a thesaurus)

display (3.1.11.14) of a thesaurus (3.8.3.01) showing terms (3.1.5.25) and their relations (3.1.1.12) to other index terms (3.8.1.08) and equivalent terms in alphabetical order (3.1.1.14), sometimes including scope notes (3.8.3.22)

3.8.4.13

thesaurus diagramme

graphic display (of a thesaurus)

display (3.1.11.14) of a thesaurus (3.8.3.01) showing the relations (3.1.1.12) between the index terms (3.8.1.08) in graphic form

3.8.4.14

monohierarchical structure

hierarchical arrangement of concepts (3.1.1.02), in a concept system (3.1.2.04), thesaurus (3.8.3.01) or classification scheme (3.8.5.02), in which each concept can have only one broader concept (3.1.2.18) at the level immediately above

Note 1 to entry: See also *polyhierarchical structure* (3.8.4.15).

EXAMPLE In a *monohierarchical structure*, the concept of pianos cannot be *listed* under keyboard instruments as well as under stringed instruments; a choice has to be made of one of these concepts to determine its placing.

[SOURCE: ISO 25964-1:2011, definition 2.34]

3.8.4.15**polyhierarchical structure**

hierarchical arrangement of *concepts* (3.1.1.02), in a *thesaurus* (3.8.3.01) or *classification scheme* (3.8.5.02), in which each *concept* can have more than one *broader concept* (3.1.2.18)

Note 1 to entry: See also *monohierarchical structure* (3.8.4.14).

Note 2 to entry: In a *polyhierarchical structure*, a single concept can occur in more than one place in the hierarchical structure of the thesaurus. Its attributes and *relationships*, and specifically its narrower and related *terms*, are the same wherever it occurs.

EXAMPLE In a polyhierarchical structure, organs (musical instruments) could be *listed* under keyboard instruments as well as under wind instruments.

[SOURCE: ISO 25964-1:2011, definition 2.42]

3.8.4.16**subject heading scheme**

subject heading language

subject heading list

SHL

structured vocabulary (3.8.3.37) comprising *terms* (3.1.5.25) available for *subject indexing* (3.8.2.08), plus rules for combining them, by *pre-coordination* (3.8.3.33), into pre-coordinated *strings* (3.1.1.11) of *terms* (3.1.5.25) where necessary

[SOURCE: ISO 25964-1:2011, definition 2.57, modified]

3.8.5 Classifications and their elements**3.8.5.01****classifying**

classification

assignment to a *document* (3.1.1.38) of *class* (3.8.5.03) *symbols* (3.1.4.17) taken from a *classification system* (3.8.5.02)

Note 1 to entry: See also ISO 7200:2004, definition 3.1.

3.8.5.02**classification system**

classification scheme

schedule (3.8.3.34) of *concepts* (3.1.1.02) and *pre-coordinated* (3.8.3.33) combinations of concepts, arranged by *classification* (3.8.5.01)

Note 1 to entry: A *classification scheme* often also includes an *index*.

Note 2 to entry: See also *thesaurus* (3.8.3.01); ISO/IEC 11179-1:2015, definition 3.3.4; ISO 19144-1:2009, definition 4.1.5; ISO/PAS 16917:2002, definition 3.2.4.

3.8.5.03**class**

set (3.1.1.09) of *elements* (3.1.1.10) having at least one *characteristic* (3.1.1.04) in common

Note 1 to entry: Where required, more specifically, *class* can be narrowed down in line with ISO 23081-1:2006, definition 3.4, to the description of a set of *objects* (3.1.1.01) that share the same attributes, operations, methods, *relationships* (3.1.1.12), and semantics

Note 1 to entry: See also “concept” (3.1.1.02) and ISO 21127:2014, definition 3.1.

3.8.5.04

facet

grouping of *concepts* (3.1.1.02) of the same inherent *category* (3.8.5.13)

EXAMPLE 1 Animals, mice, daffodils and bacteria could all be members of a “living organisms” *facet*.

EXAMPLE 2 Digging, writing and cooking could all be members of an “actions” *facet*.

EXAMPLE 3 Paris, the United Kingdom and the Alps could all be members of a “places” *facet*.

Note 1 to entry: Examples of high-level *categories* that can be used for grouping concepts into facets are: objects, materials, agents, actions, places and times. In particular contexts these can optionally be replaced by or subdivided into narrower groupings such as living organisms, processes, operations, etc.

Note 2 to entry: See also *node label* (3.8.3.23).

[SOURCE: ISO 25964-1:2011, definition 2.20]

3.8.5.05

array

group of *sibling concepts* (3.8.3.18)

Note 1 to entry: An *array* includes only the direct children of a parent concept, and does not include narrower concepts of these.

[SOURCE: ISO 25964-1:2011, definition 2.1]

3.8.5.06

main class

primary division of a *classification system* (3.8.5.02)

3.8.5.07

subclass

class (3.8.5.03) that inherits attributes, operations, methods, *relationships* (3.1.1.12) and semantics from another class, with some restrictions or extensions

[SOURCE: ISO 28258:2013, definition 3.32]

Note 1 to entry: See also ISO 14813-5:2010, definition B 1.153; and ISO 21127:2014, definition 3.21.

3.8.5.08

simple class

class (3.8.5.03) which represents only one type of *object* (3.1.1.01) and in which thus no *relations* (3.1.1.12) between *objects* are contained

3.8.5.09

elemental class

simple class (3.8.5.08) which represents one type of *object (3.1.1.01)* defined by only one *characteristic (3.1.1.04)*

EXAMPLES Respiration; animals of the sea shore.

3.8.5.10

superimposed class

simple class (3.8.5.08) which expresses a *hierarchical relation (3.1.7.12)* between two or more *elemental classes (3.8.5.09)* resulting in a melting of these classes into one new class within this *hierarchical relation*, representing one (new) *object (3.1.1.01)* defined by more than one *characteristic (3.1.1.04)*

EXAMPLES Migratory birds, timber kayaks.

3.8.5.11

composite class

class (3.8.5.03) which expresses a *non-hierarchical relation (3.1.7.12)* between two or more *elemental classes (3.8.5.09)* and thus not resulting in a melting of these classes to form one new *object (3.1.1.01)*, instead keeping the combined *objects* discrete and separately identifiable

EXAMPLES Respiration of birds, timber for kayaks.

3.8.5.12

chain

series of *classes (3.8.5.03)* in which each is *subordinate (3.1.2.19)* to the preceding one, except the first class in the hierarchy

3.8.5.13

category

broad facet

primary division of a *classification system (3.8.5.02)* or of a *main class (3.8.5.06)* of a general classification system

3.8.5.14

principle of division

criterion used for subdividing into *classes (3.8.5.03)*

3.8.5.15

subfacet

subclass (3.8.5.07) resulting from the division of one of the *foci (3.8.5.16)* in a *facet (3.8.5.04)*

3.8.5.16

focus

class (3.8.5.03) or *subclass (3.8.5.07)* member of a *facet (3.8.5.04)*

3.8.5.17

citation order

facet formula

order (3.1.1.14) in which the various *facets (3.8.5.04)* are presented in a compound subject

3.8.5.18

principle of inversion

inverse relation (3.1.1.12) between citation order (3.8.5.17) and filing (1) <placement> (3.9.2.01) sequence

3.8.5.19

notation system

notation (2)

system (3.1.1.13) of notations (1) <symbols> (3.1.4.16) used to express the relations (3.1.1.12) between the classes (3.8.5.03) and to maintain the pre-established order (3.1.1.14) of a classification system (3.8.5.02)

Note 1 to entry: See also notation (1) <symbols> (3.1.4.16); notation (3) <class number> (3.8.3.24).

3.8.5.20

retroactive notation

notation (3) <class number> (3.8.3.24) built by class (3.8.5.03) symbols (3.1.4.17) where relations (3.1.1.12) between facets (3.8.5.04) are shown by means of character (3.1.4.02) shift from one character to another one with lower ordinal rank

3.8.5.21

base

character (3.1.4.02) set (3.1.1.09) of a notation (2) <notation system> (3.8.5.19)

3.8.5.22

expressiveness

quality (3.1.3.01) of a notation (2) <notation system> (3.8.5.19) allowing the user to obtain additional information (3.1.1.16) from the class (3.8.5.03) symbols (3.1.4.17) in the form of synthesis, relations (3.1.1.12) or mnemonics

Note 1 to entry: See also ISO/TR 9007:1987, page 64.

3.8.5.23

hospitality

quality (3.1.3.01) of a notation (2) <notation system> (3.8.5.19) allowing easy inclusion of new subjects in a classification system (3.8.5.02)

3.8.5.24

main table

part of a classification system (3.8.5.02) containing the systematic display (3.1.11.14) of the classes (3.8.5.06) and their special subdivisions

3.8.5.25

auxiliary table

part of a classification system (3.8.5.02) containing general subdivisions for application in two or more main classes (3.8.5.06)

3.8.6 Types of classifications

3.8.6.01

bibliographic classification

library classification

book classification

classification system (3.8.5.02) designed to allow libraries (3.2.3.02) to label (1) <identifier> (3.1.12.24) each volume (3.3.5.2.37) with only one notation (3) <class number> (3.8.3.24)

EXAMPLE Bliss Bibliographic Classification, 1900-; 1967-.

3.8.6.02

monothetic classification

classification system (3.8.5.02) where total similarity of properties (3.1.1.03) is the criterion for class (3.8.5.03) inclusion

3.8.6.03

polythetic classification

classification system (3.8.5.02) where partial similarity of properties (3.1.1.03) is the criterion for class (3.8.5.03) inclusion

3.8.6.04

disjunct classification

classification system (3.8.5.02) where each unit of description can only be a member of one class (3.8.5.03)

3.8.6.05

enumerative classification system

classification system (3.8.5.02) characterized by pre-coordination (3.8.3.33) resulting in pre-established formal relations (3.1.7.10) between concepts (3.1.1.02)

3.8.6.06

faceted classification system

classification system (3.8.5.02) in which concepts (3.1.1.02) are analysed into facets (3.8.5.04) on the basis of categories (3.8.5.13) to which they belong and by explicit characteristic of division (3.8.3.25)

3.8.6.07

taxonomy

scheme of categories (3.8.5.13) and subcategories that can be used to sort and otherwise organize itemized knowledge (3.1.1.18) or information (3.1.1.16)

[SOURCE: ISO 25964-2:2013, definition 3.83 modified]

Note 1 to entry: See also “*nomenclature (1) <names>*” (3.1.4.18) and “*nomenclature (2) <terminology>*” (3.1.5.54).

3.8.6.08

DDC

Dewey Decimal Classification

decimal library classification (3.8.6.01) established by Melvil Dewey, first published in 1876, today in its 24th edition (2) <identical documents> (3.4.1.12) and in wide-spread library (3.2.3.02) use

Note 1 to entry: See also “*UDC*” (3.8.6.09).

3.8.6.09

UDC

Universal Decimal Classification

decimal documentary *classification system* (3.8.5.02) particularly for *documents* (3.1.1.38) and *material objects* (3.1.1.60), established by Paul Otlet from 1892 on, building on the *DDC* (3.8.6.08), and considerably refining it, particularly with a view to use in science and technology

Note 1 to entry: See also “*DDC*” (3.8.6.08).

3.9 Storage

3.9.1 General concepts

3.9.1.01

storage (1)

<placement> process involving placement and retention of *data* (3.1.1.15) or *documents* (3.1.1.38) for subsequent use

Note 1 to entry: See also *storage* (2) <preservation> (3.12.1.05); *repository* (3.2.3.10); *storage library* (3.6.4.1.03); *deposit library* (3.6.4.1.15); *shared archives* (3.6.4.2.12) and ISO/IEC 2382-12:1988, definitions 12.02.01, 12.02.02, 12.02.03..

3.9.1.02

direct storage

ordered (3.1.1.14) *storage* (1) <placement> (3.9.1.01) of *documents* (3.1.1.38) according to a *storage plan* (3.9.1.08)

3.9.1.03

on-site storage

storage (1) <placement> (3.9.1.01) of *documents* (3.1.1.38) on the main premises of the *organization* (3.1.1.55)

3.9.1.04

remote storage

off-site storage

storage (1) <placement> (3.9.1.01) of *documents* (3.1.1.38) in a place not directly connected with the main premises of the *organization* (3.1.1.55)

3.9.1.05

full-text storage

storage (1) <placement> (3.9.1.01) of the *texts* (3.2.1.05) of complete *documents* (3.1.1.38) in a machine-readable *data medium* (3.1.1.39)

3.9.1.06

hypertext storage

storage (1) <placement> (3.9.1.01) of digital *documents* (3.1.1.38) from related *records* (1) <document(s)> (3.1.13.16) with *links* (3.1.12.30) between *access points* (3.7.2.14), allowing immediate shift within one document or from one document to another

3.9.1.07

intermediate storage

storage (1) <placement> (3.9.1.01) of *semicurrent records* (3.6.3.02) in a *records* (1) <document(s)> (3.1.13.16) centre pending their ultimate *disposal* (3.6.5.05)

3.9.1.08**storage plan**

filing system

plan of a stack or *storage area* (3.11.3.07) indicating the position of *shelves* (3.11.3.10) and other equipment and the actual and intended use of available space

3.9.1.09**principle of pertinence**

ordering (3.1.1.14) principle based on the subject content of *documents* (3.1.1.38)

Note 1 to entry: The application of the “*principle of pertinence*” as the (re-)ordering principle at the basis of *archives* (2) < *records* > (3.6.1.03) is strongly non-recommended in professional view.

3.9.1.10**principle of provenance**

ordering (3.1.1.14) principle based on the *provenance* (3.6.2.1.09) (origin) of *documents* (3.1.1.38)

Note 1 to entry: The application of the “*principle of provenance*” as the ordering principle at the basis of *archives* (2) < *records* > (3.6.1.03) is generally recommended in professional view.

3.9.1.11**principle of original order**

ordering (3.1.1.14) principle according to which *archives* (1) < *organization* > (3.2.3.01) retain the *creator's* (3.7.1.06) arrangement of the *documents* (3.1.1.38)

3.9.1.12**level of arrangement**

position in the hierarchical grouping of *records* (1) < *document(s)* > (3.1.13.16) for purposes of administrative and intellectual control

Note 1 to entry: Commonly used levels are *record group*, *fonds* or *collection*, *subgroup(s)*, *series*, *subseries*, *file* (2) < *unit of documents* > and *item* (2) < *archival item* >.

Note 2 to entry: See also “*level of description*” (3.7.2.01).

3.9.2 Filing and shelving**3.9.2.01****filing (1)**

< *placement* > placing an *element* (3.1.1.10) at a place within a whole according to a criterion

Note 1 to entry: See also *filing* (2) < *sorting of characters* > (3.9.2.02); *filing* (3) < *determining arrangement in a locality* > (3.9.2.05).

3.9.2.02**filing (2)**

< *sorting of characters* > *filing* (1) < *placement* > (3.9.2.01) of *data* (3.1.1.15), *symbols* (3.1.4.17), or *words* (1) < *orthographic word* > (3.1.4.15) within a predefined order (3.1.1.14)

Note 1 to entry: See also *filing* (1) < *placement* > (3.9.2.01); *filing* (3) < *determining arrangement in a locality* > (3.9.2.05).

3.9.2.03

filing unit

defined *entity* (3.1.13.27) to allow systematic and logic *filing* (2) <sorting of characters> (3.9.2.02) operations

[SOURCE: ISO 7154:1983, definition 3.17, modified]

3.9.2.04

filing level

relative position of a *filing unit* (3.9.2.03) in a *filing* (2) <sorting of characters> (3.9.2.02) hierarchy

[SOURCE: ISO 7154:1983, definition 3.12, modified]

3.9.2.05

filing (3)

<determining arrangement in a locality> *filing* (1) <placement> (3.9.2.01) of *material objects* (3.1.1.60) within a spatial arrangement [in a room or on *shelves* (3.11.3.10)]

Note 1 to entry: See also *filing* (1) <placement> (3.9.2.01), *filing* (2) <sorting of characters> (3.9.2.02).

3.9.2.06

shelving

direct storage (3.9.1.02) of *documents* (3.1.1.38) on *shelves* (3.11.3.10)

3.9.2.07

classified shelving

storage (1) <placement> (3.9.1.01) of *documents* (3.1.1.38) in the *order* (3.1.1.14) of a subject *classification system* (3.8.5.02)

[SOURCE: ISO/TR 11219:2012, definition 2.18, modified]

3.9.2.08

vertical filing

storage (1) <placement> (3.9.1.01) method of placing *documents* (3.1.1.38) in an upright position on a *shelf* (3.11.3.10)

3.9.2.09

flat filing

storage (1) <placement> (3.9.1.01) method of placing *documents* (3.1.1.38) in a position parallel to the *shelf* (3.11.3.10)

3.9.2.10

plan cabinet

plan case

cabinet for *storage* (1) <placement> (3.9.1.01) of *oversize documents* (3.1.1.38)

Note 1 to entry: *Plan cabinets* are usually metallic.

3.9.2.11

honeycombing

shelving (3.9.2.06) method of leaving space between shelved *documents* (3.1.1.38) to facilitate the insertion of *accessions* (3.4.3.01) or *accruals* (3.4.3.02)

3.9.2.12

compact shelving

shelving (3.9.2.06) method based on mobile equipment for space saving and increased security

Note 1 to entry: See also ISO/TR 11219:2012, definition 2.20.

3.9.2.13

back-to-back shelving

shelving (3.9.2.06) on two rows of *shelves* (3.11.3.10) with adjacent *backs* (3.5.9.2.07) of the *documents* (3.1.1.38)

3.9.2.14

bay shelving

shelving (3.9.2.06) in single- or double-sided units of *shelves* (3.11.3.10) arranged horizontally and enclosed between uprights or upright frames

Note 1 to entry: *Bay-shelving* units may offer *access* (3.11.1.01) on both sides.

3.9.2.15

closed shelves, pl

shelves (3.11.3.10) normally not *accessible* (3.11.1.01) to users

Note 1 to entry: See also “*open shelves*” (3.9.2.16) and “*closed stacks*” (3.11.3.09).

3.9.2.16

open shelves, pl

open stacks, pl

shelves (3.11.3.10) to which users have *access* (3.11.1.01)

Note 1 to entry: See also “*closed shelves*” (3.9.2.15).

3.9.2.17

frontal display

face-out

method of *displaying* (3.1.11.14) media (*documents* (3.1.1.38) face forward, especially in *public libraries* (3.6.4.1.18), which requires considerably more *shelf* (3.11.3.10) area

[SOURCE: ISO/TR 11219:2012, definition 2.30, modified]

3.10 Search and retrieval

3.10.1 General concepts

3.10.1.01

retrieval

active process of selectively recovering *stored* (3.9.1.01) *data* (3.1.1.15)

Note 1 to entry: See also ISO/IEC 8613-1:1994, definition 3.178; ISO/TR 9007:1987 (page 29); and ISO 2382-1:1993, definition “information retrieval” 01.06.03..

3.10.1.02

information retrieval

action, methods and procedures for recovering *information* (3.1.1.16) on a given matter or references to pertinent *documents* (3.1.1.43) from *stored* (3.9.1.01) *data* (3.1.1.15)

[SOURCE: ISO 8459:2009, definition 2.28]

Note 1 to entry: See also *catalogue* (2) <holdings-related list> (3.5.1.01); *classification* (3.8.5.01); *thesaurus* (3.8.3.01); *index* (3.5.1.08); *database* (3.1.13.03).

3.10.1.03

document retrieval

process of recovering specific *documents* (3.1.1.38) from a *storage* (1) <placement> (3.9.1.01) place

3.10.1.04

reference retrieval

information retrieval (3.10.1.02) limited to references

3.10.1.05

retrieval system

digital *system* (3.1.1.13) allowing *access* (3.11.1.01) to representations of *documents* (3.1.1.38), their addresses in a *collection* (2) <gathering> (3.6.1.05) and the digital documents themselves

3.10.1.06

finding aid

physical and intellectual control *system* (3.1.1.13) produced to establish control over *records* (1) <document(s)> (3.1.13.16) or *archives* (2) <records> (3.6.1.03)

EXAMPLE *Finding aids* include *guides* (3.5.4.08), *inventories* (3.5.4.09), etc.

Note 1 to entry: See also *catalogue* (2) <holdings-related list>

3.10.1.07

bibliographic retrieval system

retrieval system (3.10.1.05) allowing *access* (3.11.1.01) to *bibliographic data* (3.1.1.15)

3.10.1.08

bibliographic database

bibliographic retrieval system (3.10.1.07) in the form of a *database* (3.1.13.03)

Note 1 to entry: A *bibliographic database* frequently also contains *content descriptions* (1) <activity> (3.2.1.28) and *index terms* (3.8.1.08).

3.10.2 Search methods and elements

3.10.2.01

search and retrieval

manual or electronic operations accomplished to obtain *information* (3.1.1.16) from a *database* (3.1.13.03) or *data repository* (3.1.13.01)

3.10.2.02

search language

artificial language (3.1.5.08) used to carry out searches and which is often a combination of an *indexing language (3.8.1.06)* with menus or *commands (3.10.3.02)* of a given *software (3.1.12.14)* system (3.1.1.13)

3.10.2.03

sequential access

serial access

capability to enter *data (3.1.1.15)* into a *storage (1) <placement> (3.9.1.01)* device or a *data medium (3.1.1.39)* in the same sequence as the *data* are *ordered (3.1.1.14)*, or to obtain *data* in the same order (3.1.1.14) as they have been entered

[SOURCE: ISO/IEC 2382:2015, definition 2125565]

3.10.2.04

direct access

random access

capability to obtain *data (3.1.1.15)* from a *storage (1) <placement> (3.9.1.01)* device, or to enter data into a storage device, in a sequence independent from their relative position, by means of addresses indicating the physical position of the data

[SOURCE: ISO/IEC 2382:2015, definition 2125564]

3.10.2.05

data mining

computational *search and retrieval (3.10.2.01)* process that *identifies (3.2.1.26)* patterns by analysing quantitative *data (3.1.1.15)* from different perspectives and dimensions, *categorizing (3.8.5.13)* it, and summarizing potential *relationships (3.1.1.12)* and impacts

[SOURCE: ISO 16439:2014, definition 3.13, modified]

Note 1 to entry: See also ISO/TR 14873:2013, definition 2.15.

3.10.2.06

request (2)

<user demand> inquiry or demand of *information users (3.11.2.05)* addressed to an *information and documentation organization (3.2.3.37)*

Note 1 to entry: *Requests (2)* may include requests for *loans (3.11.4.03)* or consultation of specific materials [*documents (3.1.1.38)*], or for *information (3.1.1.21)* and *advisory service (3.11.5.03)* assistance, etc.

Note 2 to entry: See also *request (1) <document acquisition> (3.6.2.2.12)*, *query (3.10.3.01)*.

3.10.2.07

reference question

information (3.1.1.16) contact that involves the *knowledge (3.1.1.17)* or use of one or more *information (3.1.1.16)* sources by the staff of an *information and documentation organization (3.2.3.37)*

Note 1 to entry: Such information sources may be *printed (3.4.7.06)* and non-printed materials, machine-readable *databases (3.1.13.03)*, the *organization's (3.1.1.55)* own and other institutions' *catalogues (2) <holdings-related list> (3.5.1.01)*.

[SOURCE: ISO 16439:2014, definition 3.55, modified]

3.10.2.08

informational question

directional and/or administrative inquiry delivered to the staff of an *information and documentation organization* (3.2.3.37)

[SOURCE: ISO 16439:2014, definition 3.27, modified]

3.10.2.09

user profile

profile indicating the fields of interest or institutional *affiliation* (3.7.1.03) of an *information user* (3.11.2.05)

3.10.2.10

reference interview

presearch interview

discussion between an *information user* (3.11.2.05) and the staff of an *information and documentation organization* (3.2.3.37) to determine the user's requirements and to formulate an appropriate *search strategy* (3.10.2.11)

3.10.2.11

search strategy

general feature of the search procedure from a range of options to meet *information needs* (3.1.1.41)

Note 1 to entry: See also ISO 8777:1993, definition 3.22.

3.10.2.12

request profile

profile describing a *request* (2) <user demand> (3.10.2.06) in *natural language* (3.1.5.02) together with the indication of the user's field of interest

3.10.2.13

known item retrieval

search and retrieval (3.10.2.01) for a specific item present in the searcher's mind from the start on

3.10.2.14

browsing (1)

<non-targeted navigation> looking through a collection of *documents* (3.1.1.38) or *data* (3.1.1.15) from some starting point and with no fixed desired end result in mind, the further sequence of navigation depending on spontaneous, unforeseeable decisions based on the inspirational *quality* (3.1.3.01) of the results obtained hitherto

Note 1 to entry: See also browsing (2) < search method > (3.10.2.15); serendipity find (3.10.2.22).

3.10.2.15

browsing (2)

<search method> search method allowing the user to view *query* (3.10.3.01) results, such as by looking through a *collection* (2) <gathering> (3.6.1.05) of *documents* (3.1.1.38) or through *records* (1) <document(s)> (3.1.13.16)

Note 1 to entry: See also browsing (1) < non-targeted navigation > (3.10.2.14); surfing (3.10.2.16).

3.10.2.16**surfing**

searching or *browsing* (1) <non-targeted navigation> (3.10.2.14) on the *internet* (3.1.9.01) or other computerized networks

3.10.2.17**masking**

search technique to combine *words* (1) <orthographic word> (3.1.5.18) that have the same word (1) <orthographic word> stem

Note 1 to entry: See also ISO 8777:1993, definition 3.9.

3.10.2.18**truncation**

masking (3.10.2.17) of the first, middle or last part of a *word* (1) <orthographic word> (3.1.5.18) used in a *query* (3.10.3.01)

Note 1 to entry: See also ISO/IEC 2382:2015, definition 2124124; ISO 8777:1993, definition 3.29.

3.10.2.19**probabilistic retrieval**

search based on Bayes' theorem and assumptions, conducted in the field of *information retrieval* (3.10.1.02), to assess the probable *relevance* (3.10.3.09) of the *documents* (3.1.1.38) of a *collection* (2) <gathering> (3.6.1.05)

3.10.2.20**matching function**

mathematical function measuring the similarity between *documents* (3.1.1.38) and *queries* (3.10.3.01)

3.10.2.21**similarity measure**

measure used to establish clusters of *documents* (3.1.1.38) and matches between *search terms* (3.8.3.17)

3.10.2.22**serendipity find**

result within a search which is not the desired one but corresponds to some other interest of the user

Note 1 to entry: See also serendipity factor (3.10.3.17); *browsing* (1) <non-targeted navigation> (3.10.2.14).

3.10.2.23**interactive search**

search method allowing a change of the *search strategy* (3.10.2.11) adopted while interacting online with a *retrieval system* (3.10.1.05)

3.10.2.24**batch search**

deferred search

search method by which several *queries* (3.10.3.01) are brought together for joint processing in a scheduled job of the *retrieval system* (3.10.1.05)

3.10.2.25**Boolean search**

search formulation using the logical operators AND, OR, AND NOT

Note 1 to entry: See also ISO 8777:1993, definition 3.10.1.

3.10.2.26

menu-based search

search with a *query* (3.10.3.01) formulation by means of pre-established choices in a *retrieval system* (3.10.1.05)

3.10.2.27

free-text search

search where *natural language* (3.1.5.02) is used to scan a *document* (3.1.1.38), entirely or in part, for possible matching

3.10.2.28

full-text search

technique for searching all of the *text* (3.2.1.05) fields in a computer-stored (3.9.1.01) *document* (3.1.1.38) or *database* (3.1.13.03)

3.10.2.29

string search

searching on a *character* (3.1.4.02) *string* (3.1.1.11)

3.10.2.30

automated search

search from a discovery layer or similar technology where multiple *databases* (3.1.13.03) are searched simultaneously with a single *query* (3.10.3.01) from the user interface

Note 1 to entry: The *end user* (3.11.2.06) is not responsible for selecting which databases are being searched.

3.10.3 Search operations and evaluation of their results

3.10.3.01

query

search in one or more steps to obtain an answer in the form of references or other *data* (3.1.1.15) from a *retrieval system* (3.10.1.05)

Note 1 to entry: See also ISO/IEC 2382:2015, definition 2121514; ISO/IEC TR 24800-1:2012, definition 2.3; ISO 10209:2012, definition 9.21.

3.10.3.02

command

instruction given to a computer *system* (3.1.1.13)

Note 1 to entry: See also ISO 8777:1993, definition 3.2; ISO/TR 9007:1987 (page 30).

3.10.3.03

hit

result of a successful *request* (2) <user demand> (3.10.2.06) to an online *service* (3.1.1.59)

[SOURCE:ISO 2789:2013, definition 2.2.1, modified]

3.10.3.04**sorting**

arranging search results *hits* (3.10.3.03) according to one or more *matching functions* (3.10.2.20)

3.10.3.05**rank**, verb

sorting (3.10.3.04) of *hits* (3.10.3.03) by a *matching function* (3.10.2.20)

3.10.3.06**noise**

documents (3.1.1.38) of non-relevance (3.10.3.09) in the *hits* (3.10.3.03) from a *query* (3.10.3.01)

3.10.3.07**silence**

absence of *documents* (3.1.1.38) of relevance (3.10.3.09) in the *hits* (3.10.3.03) from a *query* (3.10.3.01)

3.10.3.08**redundancy**

hits (3.10.3.03) of minor relevance (3.10.3.09) already known to the *information user* (3.11.2.05)

3.10.3.09**relevance**

quality (3.1.3.01) of a *document* (3.1.1.38) of being a successful *hit* (3.10.3.03) in relation to the *request profile* (3.10.2.12)

3.10.3.10**pertinence**

quality (3.1.3.01) of a *document* (3.1.1.38) produced as a successful *hit* (3.10.3.03) in relation to the needs of the *information user* (3.11.2.05)

3.10.3.11**recall**

ratio of the *relevant* (3.10.3.09) *hits* (3.10.3.03) to all *documents* (3.1.1.38) which have relevance

Note 1 to entry: “*recall*” and “*precision*” generally have an inverse relationship; when one increases, the other tends to decrease.

Note 2 to entry: See also ISO 25964–2:2013, definition 3.65.

3.10.3.12**normalized recall**

measure of the *ranked* (3.10.3.05) *recall* (3.10.3.11) of a *hit* (3.10.3.03) in relation to the best and the worst possible results

3.10.3.13**precision**

ratio of the *hits* (3.10.3.03) of relevance (3.10.3.09) to all *hits*

Note 1 to entry: “*Precision*” and “*recall*” generally have an inverse relationship; when one increases, the other tends to decrease.

Note 2 to entry: See also ISO 25964–2:2013, definition 3.61.

3.10.3.14

normalized precision

measure of the *precision* (3.10.3.13) of a *hit* (3.10.3.03) in relation to the best and worst possible result

3.10.3.15

fallout

ratio of irrelevant *hits* (3.10.3.03) to all irrelevant *documents* (3.1.1.38)

3.10.3.16

generality

ratio of non-relevant *hits* (3.10.3.03) to all *documents* (3.1.1.38)

3.10.3.17

serendipity factor

quality (3.1.3.01) of a *retrieval system* (3.10.1.05) of increasing an *information user's* (3.1.1.2.05) chance of unexpected successful *hits* (3.10.3.03)

Note 1 to entry: See also *serendipity find* (3.10.2.22).

3.10.3.18

F-score

F-measure

measure of a test's accuracy, the harmonic mean of *precision* (3.10.3.13) and *recall* (3.10.3.11), often used in the field of *information retrieval* (3.10.1.02) for measuring search, *document* (3.1.1.38) *classification* (3.8.5.01), and *query* (3.10.3.01) performance

3.10.3.19

search history

list (4.7.25) being a *record* (2) <set of data> (3.1.13.22) of the searches made in a *query* (3.10.3.01) or session of queries

3.10.3.20

search evaluation

assessment of the *effectiveness* (3.1.3.03) and *efficiency* (3.1.3.04) of *retrieval systems* (3.10.1.05) and of the results achieved with each of the *search strategies* (3.10.2.11) adopted

3.11 Use of information and documents

3.11.1 Access to information

3.11.1.01

access

right, opportunity, means of finding, using, or *retrieving* (3.10.1.01) *information* (3.1.1.16)

[SOURCE: ISO 15489-1:2016, definition 3.1]

Note 1 to entry: See also *data access* (3.1.11.17); *publication* (3.1.8.27); and ISO/TR 14873:2013, definition 2.1.

3.11.1.02

accessibility

usability of a product, *service* (3.1.1.59), environment or facility by people with the widest range of capabilities

[SOURCE: ISO/IEC TR 29156:2015, definition 3.1]

3.11.1.03
availability

degree to which materials, facilities or *information services* (3.2.1.33) are actually provided by an *information and documentation organization* (3.2.3.37) at the time they are required by *information users* (3.11.2.05)

[SOURCE: ISO 16439:2014, definition 3.6]

Note 1 to entry: See also ISO/TS 27790:2009, definition 3.10.

3.11.1.04
remote access

use of an *electronic resource* (3.3.3.06) stored on a server through a computer network

[SOURCE: ISBD Consolidated Edition 2011, Appendix E]

3.11.1.05
open access

unrestricted *access* (3.11.1.01) to *information* (3.1.1.16), *documents* (3.1.1.38) or *information services* (3.2.1.33)

3.11.1.06
free access

open access (3.11.1.05) that does not require financial compensation

3.11.1.07
closed access

access (3.11.1.01) to *information* (3.1.1.16), *documents* (3.1.1.38) or *information services* (3.2.1.33) limited by general or specific regulations

3.11.1.08
access control

measure taken to limit *access* (3.11.1.01) to *data users* (3.13.4.04) possessing the appropriate *clearance* (3.13.5.05)

Note 1 to entry: See also ISO/TR 13569:2005, definition 3.1; ISO/IEC 27000:2016, definition 2.1.

3.11.1.09
exhibition

curated *display* (3.1.11.14) of *objects* (3.1.1.01) on a clear concept and *communicating* (3.1.8.04) a *message* (3.1.8.02)

[SOURCE: ISO 18461:2016, definition 2.4.6 modified]

Note 1 to entry: See also ISO 25639-1:2008, definition 3.1; ISO 2789:2013, definition 2.2.10.

3.11.1.10
permanent exhibition

long-term exhibition

exhibition (3.11.1.09) showing, over a long period of time, *material objects* (3.1.1.60) which are in long-term *custody* (3.1.1.58) of the *museum* (3.2.3.06)

[SOURCE: ISO 18461:2016, definition 2.4.13, modified]

3.11.1.11

temporary exhibition

short-term exhibition

special exhibition

exhibition (3.11.1.09) shown during a limited period of time

[SOURCE: ISO 18461:2016, definition 2.4.18]

3.11.1.12

travelling exhibition

exhibition (3.11.1.09) that is shown consecutively in several locations

[SOURCE: ISO 18461:2016, definition 2.4.19]

3.11.1.13

sales exhibition

exhibition (3.11.1.09) organized for the *display (3.1.11.14)* of *material objects (3.1.1.60)* intended for sale

Note 1 to entry: See also *trade exhibition*" (3.11.1.14).

3.11.1.14

trade exhibition

fair

sales exhibition (3.11.1.13) organized by, and serving, commercial vendors as well as, sometimes, end consumers

Note 1 to entry: See also ISO 25639-1:2008, definition 3.2.

3.11.1.15

museum exhibition (1)

<exhibition by a museum> *exhibition (3.11.1.09)* curated by a *museum (3.2.3.06)*

Note 1 to entry: See also *museum exhibition (2)* < *exhibition in a museum* > (3.11.1.16).

3.11.1.16

museum exhibition (2)

<exhibition in a museum> *exhibition (3.11.1.09)* taking place in a *museum (3.2.3.06)*

Note 1 to entry: See also *museum exhibition (1)* < *exhibition by a museum* > (3.11.1.15).

3.11.1.17

virtual exhibition

exhibition (3.11.1.09) in electronic format, specially designed for use via the *internet (3.1.9.01)*

[SOURCE: ISO 18461:2016, definition 2.4.22]

3.11.1.18

retrospective

temporary exhibition (3.11.1.11) for a single artist or a group of artists to provide a comprehensive overview over one or all of their creative periods or over their complete *work (3.2.1.07)*, usually

including hitherto *unpublished* (3.4.1.10) *works* (3.2.1.07) or *versions* (3.4.1.04) preceding the final stages of works

EXAMPLES *Retrospectives* are held, e.g. for *cinematographic films* (3.4.5.1.09); *drawings* (3.4.7.53); *paintings* (3.4.7.52); *corporeal art objects* (3.4.6.12).

3.11.1.19 vernissage

special reception and sometimes guided tour for invited persons upon the opening of an *exhibition* (3.11.1.09)

3.11.1.20 finissage

special reception and sometimes further event for invited persons upon the closure of an *exhibition* (3.11.1.09)

3.11.1.21 visit

act of a person (individual) entering the *information and documentation organization's* (3.2.3.37) premises

[SOURCE:ISO 2789:2013, definition 2.2.40, modified]

3.11.1.22 virtual visit

one continuous cycle of user activities on the *website* (3.3.3.24) of an *information and documentation organization* (3.2.3.37) by users from outside the *organization's* (3.1.1.55) IP address space (usually off the premises), regardless of the number of *webpages* (3.3.3.25) or *elements* (3.1.1.10) viewed

Note 1 to entry: A *virtual visit* typically starts when a user *accesses* (3.11.1.01) the organization's website after visiting an external webpage, and ends if no activity has been recorded for a defined period of time. Another access after a longer interval initiates a new visit.

[SOURCE: ISO 2789:2013, definition 2.2.39, modified]

3.11.1.23 access rights

privileges granted to an *end user* (3.11.2.06) to use particular resources or interact with a specified *information system* (3.1.8.25)

Note 1 to entry: *Access rights* do not govern *copying* (3.1.11.07), *storage* (3.9.1.01), *public broadcast* (3.3.3.14) or public performance.

3.11.1.24 terms of usage

regulations governing the use, *copying* (3.3.5.1.12), *storing* (1) *<placement>* (3.9.1.01), performing in public, and *broadcasting* (3.3.3.14) in public, of *information* (3.1.1.16) resources

Note 1 to entry: *Terms of usage* are governed by *intellectual property* (3.2.1.11) legislations, contracts or other agreements.

3.11.2 Use of information

3.11.2.01

use of information

utilization of infrastructure(s) or consultation of *documents* (3.1.1.38), *service(s)* (3.1.1.59) or material offered by an *information and documentation organization* (3.2.3.37)

Note 1 to entry: This includes both individual use and group use, e.g. in an *exhibition* (3.11.1.09).

3.11.2.02

handling

physical actions required for the *use* (3.11.2.01) or the *preservation* (3.2.1.39) of *documents* (3.1.1.38)

3.11.2.03

private use

use of information (3.11.2.01) for personal purposes and applications

3.11.2.04

target population

actual (3.11.2.05) and *potential users* (3.11.2.09) appropriate to an *information and documentation organization* (3.2.3.37) as the *object* (3.1.1.01) of a specific *service* (3.1.1.59) or as the primary users of specific materials

[SOURCE: ISO 11620:2014, definition 2.49, modified]

Note 1 to entry: See also "*potential user*" (3.11.2.09) and "*service area*" (3.11.3.14).

3.11.2.05

information user

person who uses infrastructure(s), *service(s)* (3.1.1.59) and *information resources* (3.1.1.44)

3.11.2.06

end user

information user (3.11.2.05) utilizing the end results of specific searches conducted by *information services* (3.2.1.33) to satisfy his or her own *information needs* (3.1.1.41)

Note 1 to entry: The *end user* does not necessarily use the information system hands-on.

[SOURCE: ISO/IEC 25000:2014, definition 4.7, modified]

Note 2 to entry: See also ISO/IEC 21000-1:2004, definition 2.3).

3.11.2.07

intermediate user

information user (3.11.2.05) employing the offer of *data* (3.1.1.15) or *information* (3.1.1.16) present not for their own sake but in assistance to other persons or *organizations* (3.1.1.55)

3.11.2.08

expert user

information user (3.11.2.05) having considerable experience with the *information services* (3.2.1.33) offered

Note 1 to entry: Information services may have special modes for *expert users* that are different from standard user modes.

3.11.2.09

potential user

person belonging to an *information and documentation organization's* (3.2.3.37) population to be served

[SOURCE:ISO 16439:2014, definition 3.49, modified]

Note 1 to entry: See also "*target population*" (3.11.2.04).

3.11.2.10

non-user

person belonging to a specific *information and documentation organization's* (3.2.3.37) population to be served but not using that *organization's* (3.1.1.55) physical or electronic services (3.1.1.59)

[SOURCE:ISO 16439:2014, definition 3.39, modified]

3.11.2.11

user group

group of *information users* (3.11.2.05) with common interests

Note 1 to entry: See also ISO/TS 20282-2:2013, definition 4.2.4; ISO/IEC 25062:2006, definition 2.7.

3.11.2.12

closed user group

CUG

user group (3.11.2.11) with exclusive access (3.11.1.01) to *data* (3.1.1.15) or *information* (3.1.1.16) carried on a public network or on a videotext system (3.1.1.13)

Note 1 to entry: See also ISO/IEC 2382:2015, definition 2124460.

3.11.2.13

commercial use

use of information (3.11.2.01) for the purpose of making a monetary profit

3.11.3 Infrastructure

3.11.3.01

mission statement

statement approved by the authorities formulating the *organization's* (3.1.1.55) goals and its choices in *services* (3.1.1.59) and product development

[SOURCE: ISO 11620:2014, definition 3.33, modified]

3.11.3.02

functional space

part of the gross floor area that houses the central operational equipment of a building

Note 1 to entry: This includes, for instance, sewage disposal, heating, conveyor technique.

[SOURCE: ISO/TR 11219:2012, definition 2.31]

3.11.3.03

interactive spaces

spaces in buildings where ICT (Information and Communication Technology) is integrated in the furniture (e.g. tables) or in the walls

[SOURCE: ISO/TR 11219:2012, definition 2.35]

3.11.3.04

storage space

space requirement of facilities in the floor plan

[SOURCE: ISO/TR 11219:2012, definition 2.93]

3.11.3.05

movement area

free area between *storage areas* (3.11.3.07) or walls

[SOURCE: ISO/TR 11219:2012, definition 2.52]

3.11.3.06

usable area

part of the gross floor area which serves the main purpose of the building

[SOURCE: ISO/TR 11219:2012, definition 2.98]

Note 1 to entry: See also “*roombook*” (3.5.1.19).

3.11.3.07

storage area

usable area (3.11.3.06) of the *information and documentation organization* (3.2.3.37) where the *material objects* (3.1.1.60) are kept under controlled conditions if not in use, on *loan* (3.11.4.03), on *display* (3.1.11.14) or in technical [*conservation* (3.12.1.01)] treatment

[SOURCE: ISO 18461:2016, definition 2.6.5, modified]

Note 1 to entry: See also “*storage plan*” (3.9.1.08).

3.11.3.08

stacks, pl

storage area (3.11.3.07) in an *information and documentation organization's* (3.2.3.37) building that serves for *storing* (1) <placement> (3.9.1.01) of *books* (1) <intellectual work> (3.4.1.27.04) and other *media* (3.2.1.25) as well as other *material objects* (3.1.1.60)

[SOURCE: ISO/TR 11219:2012, definition 2.90, modified]

Note 1 to entry: See also “*closed shelves*” (3.9.2.15) and “*open shelves (open stacks)*” (3.9.2.16).

3.11.3.09

closed stacks, pl

stacks (3.11.3.08) that are not accessible to users

[SOURCE: ISO/TR 11219:2012, definition 2.19]

3.11.3.10**shelf**

thin, flat piece of rigid material placed horizontally at right angles into a frame or wall, to hold *books* (2) <*stack of leaves*> (3.3.5.2.37) and similar *media* (3.2.1.25)

[SOURCE: ISO/TR 11219:2012, definition 2.76, modified]

3.11.3.11**single-faced shelf**

single-sided shelf

shelving (3.9.2.06) unit with *shelf* (3.11.3.10) boards only on one long side and therefore *accessible* (3.11.1.01) only from one aisle face

[SOURCE: ISO/TR 11219:2012, definition 2.84]

3.11.3.12**shelf capacity**

average number of *media* (3.2.1.25) that will fit on a *shelf* (3.11.3.10) board, depending on the width of the shelf from upright to upright, the average depth (thickness) per item, and the portion of each shelf left empty to facilitate re-shelving

[SOURCE: ISO/TR 11219:2012, definition 2.78]

3.11.3.13**linear meter**

measure of *shelf* (3.11.3.10) space for the net space on a shelf, without supporting construction

[SOURCE: ISO/TR 11219:2012, definition 2.43]

3.11.3.14**service area**

geographical area in which an *organization* (3.1.1.55) offers and delivers its *information services* (3.2.1.33)

Note 1 to entry: See also “*archival jurisdiction*” (3.1.1.69) and ISO 24511:2007, definition 2.46.

3.11.3.15**user service area**

part of the *information and documentation organization* (3.2.3.37) that is accessible to users

[SOURCE: ISO/TR 11219:2012, definition 2.100]

Note 1 to entry: The *user service area* may include “*open shelves*” (3.9.2.16).

3.11.3.16**user place**

place provided for users for *reading* (3.1.11.02) or studying,

Note 1 to entry: These places may be with or without seating or equipment.

[SOURCE: ISO/TR 11219:2012, definition 2.99]

3.11.3.17

help desk

place, telephone or electronic contact point where staff who can provide advice or assistance on a given *system (3.1.1.13)*, *information service (3.2.1.33)* or *database (3.1.13.03)* are available for *information users (3.11.2.05)*

3.11.3.18

loan desk

circulation desk

area of an *information and documentation organization (3.2.3.37)* in which the staff handle *loans (3.11.4.03)* and loan-related procedures

Note 1 to entry: See also ISO/TR 11219:2012, definition 2.37.

3.11.3.19

reader area

area(s) of an *information and documentation organization (3.2.3.37)* allocated to *information users (3.11.2.05)*

3.11.3.20

reading room

reader area (3.11.3.19) in the form of a separate, delineated room provided and reserved for the consultation of *documents (3.1.1.38)*, usually combined with a *reference collection (3.6.1.11)*

Note 1 to entry: See also ISO/TR 11219:2012, definition 2.67; ISO 18513:2003, definition 4.1.2.

3.11.3.21

bay

carrel

work space for *information users (3.11.2.05)* in the *reader area (3.11.3.19)* which is shielded against its environment but not completely closed

[SOURCE: ISO/TR 11219:2012, definition 2.12]

Note 1 to entry: In a *bay*, *loans (3.11.4.03)* or working papers may be kept for continuous research.

3.11.3.22

study cabin

work space for *information users (3.11.2.05)*, completely closed in, in the *reader area (3.11.3.19)*

3.11.3.23

book drop

box (3.12.6.38) or chute that allows *information users (3.11.2.05)* to return *loans (3.11.4.03)* without the assistance of staff and which may be *accessible (3.11.1.01)* when the *library (3.2.3.02)* is closed

Note 1 to entry: See also ISO/TR 11219:2012, definition 2.10.

3.11.3.24

user orientation guide

signs (3.1.4.01), signposts, written *guides (3.4.7.39)* or leaflets, *maps (3.4.7.59)* or *plans (3.4.7.61)* that show a user how a particular *information and documentation organization (3.2.3.37)* is physically arranged

3.11.3.25**signage**

signposting for the users' orientation in the building, showing the way to the individual *service (3.1.1.59)* areas of the building

[SOURCE: ISO/TR 11219:2012, definition 2.83]

3.11.3.26**virtual reference**

remote, computer-mediated delivery of *reference service (3.11.5.03)* provided by *information (3.1.1.16)* and *documentation (1) <activity> (3.2.1.22)* professionals to users who cannot participate in or do not want *face-to-face communication (3.1.8.16)*

3.11.3.27**audio guide**

hand-held device providing recorded audio *information (3.1.1.16)* for visitors touring a *museum (3.2.3.06)*, *gallery (3.2.3.28)*, or other place of interest

[SOURCE: ISO 18461:2016, definition 2.4.1]

3.11.3.28**book transport system**

conveyor transporting *media (3.1.1.38 Note 4)* from *closed stacks (3.11.3.09)* to the check-out or *user service area (3.11.3.15)* and back again after check-in

[SOURCE: ISO/TR 11219:2012, definition 2.11, modified]

3.11.3.29**barrier-free access**

universal access

accessibility (3.11.1.02) of the *information and documentation organization (3.2.3.37)* to users with physical requirements other than those of the average user, e.g. as to the height of *shelves (3.11.3.10)*, tables and equipment or as to working places for visually impaired persons

[SOURCE: ISO/TR 11219:2012, definition 2.8]

3.11.3.30**disaster control plan**

disaster recovery plan

document (3.1.1.38) giving an organized scheme of procedures for preventing, limiting the effects of, and facilitating recovery from natural or man-made disasters

3.11.4 Types of use**3.11.4.01****inhouse use of documents**

consultation of *documents (3.1.1.38)* within the premises of an *information and documentation organization (3.2.3.37)* without *charge out (3.11.6.09)*

3.11.4.02**remote use of documents**

use (3.11.2.01), from a location outside the premises of the organization (3.1.1.55), of electronic resources (3.3.3.06) or service (3.1.1.59) offered by an information and documentation organization (3.2.3.37)

3.11.4.03

loan

direct lending or delivery transaction of a document (3.1.1.38) to one user for a limited time period

Note 1 to entry: May be a document in non-electronic form (e.g. *book* (1) < intellectual work (3.4.1.27.04) >), an electronic document (3.1.1.38) on a physical carrier (3.1.1.40) [e.g. *CD-ROM* (3.4.5.5.15)] or other device (e.g. e-book reader), or a transmission of an electronic document (e.g. *e-book* (3.3.3.10)).

[SOURCE: ISO 2789:2013, definition 2.2.19 modified]

3.11.4.04

loan availability

availability (3.11.1.03) of a requested document (3.1.1.38) for loan (3.11.4.03) purposes and indication of the conditions under which it may be lent

3.11.4.05

loan period

lending period

extent of time an information user (3.11.2.05) is authorized to retain a document (3.1.1.38) outside the premises of the organization (3.1.1.55) lending it

3.11.4.06

interlibrary loan

ILL

interlibrary lending

interlending

interloan

loan (3.11.4.03) of a document (3.1.1.38) in its physical form, or delivery of a document, or part of it, as a copy (2) <reproduction> (3.4.7.14), from one information and documentation organization (3.2.3.37) to another which is not under the same administration, usually for use (3.11.2.01) by an information user (3.11.2.05) having requested (3.10.2.06) it

[SOURCE:ISO 2789:2013, definition 2.2.16, modified]

Note 1 to entry: Typically, from one library (3.2.3.02) to another. See also ISO 8459:2009, definition 2.29.

3.11.4.07

on-site loan

document (3.1.1.38) delivered, in most cases from closed access (3.11.1.07), for use on the premises of an information and documentation organization (3.2.3.37)

[SOURCE: ISO 2789: 2013, definition 2.2.22, modified]

3.11.5 Services

3.11.5.01

outreach programme

organized activities of an *information and documentation organization* (3.2.3.37) to acquaint potential *information users* (3.11.2.05) with the *information services* (3.2.1.33) offered

3.11.5.02

outreach service

extension service

provision of *information services* (3.2.1.33) to actual or *potential* (3.11.2.09) *information users* (3.11.2.05) outside a regular *service area* (3.11.3.14)

EXAMPLE A university library answering queries from a foreign country user.

Note 1 to entry: This is done usually where no other *information services* are available or when *information users* are unable to *visit* (3.11.1.21) an *information and documentation organization* (3.2.3.37).

Note 2 to entry: See also "*external user*" (3.11.6.05).

3.11.5.03

reference service

advisory service

consulting service

provision of oral or written *information* (3.1.1.16) and assistance, in response to *requests* (2) <user demand> (3.10.2.06), by the staff of an *information and documentation organization* (3.2.3.37)

[SOURCE ISO 2789:2013, definition 2.2.27, modified]

3.11.5.04

referral service

information service (3.2.1.33) which refers the *information user* (3.11.2.05) to another potential source or *information service* when it cannot supply the *information* (3.1.1.16) asked for in a *request* (2) <user demand> (3.10.2.06)

3.11.5.05

user education

bibliographic instruction, US

formal instruction programme designed to teach *information users* (3.11.2.05) how to utilize effectively the resources and the *information services* (3.2.1.33) available in an *information and documentation organization* (3.2.3.37)

3.11.5.06

social network service

electronic *communication system* (3.1.8.06) designed to allow users to establish a personal or *organizational* (3.1.1.55) profile and contact other individuals for the purpose of *communicating* (3.1.8.04), collaborating, and/or sharing content with them

[SOURCE: ISO 2789:2013, definition 2.2.33, modified]

Note 1 to entry: See also *social network* (3.1.9.11).

3.11.6 Administration

3.11.6.01

access hours, pl

hours, days or periods of the year when an *information and documentation organization* (3.2.3.37) may be utilized by *information users* (3.11.2.05)

3.11.6.02

opening hours

hours when the main physical *services* (3.1.1.59) of the *information and documentation organization* (3.2.3.37) are available to *information users* (3.11.2.05)

Note 1 to entry: Examples of such main physical services are, e.g. *reference service* (3.11.5.03) and *loan* (3.11.4.03) services, *reading rooms* (3.11.3.20).

[SOURCE: ISO 2789:2013, definition 2.4.7, modified]

3.11.6.03

registered user

person or *organization* (3.1.1.55) *registered* (3.2.1.27) with an *information and documentation organization* (3.2.3.37) in order to use its *collections* (2) <gathering> (3.6.1.05) and/or *services* (3.1.1.59) within or away from it

Note 1 to entry: Users may be registered for *accessing* (3.11.1.01) specific *systems* (3.1.1.13) or *services* (3.1.1.59) upon their request or automatically.

Note 2 to entry: The *registration* should be monitored at regular intervals, such as a minimum of every three years, so that inactive users can be removed from the *register* (3.5.1.17).

[SOURCE: ISO 2789:2013, definition 2.2.28, modified]

3.11.6.04

active borrower

registered user (3.11.6.03) who has borrowed at least one *document* (3.1.1.38) during the reporting period

[SOURCE: ISO 2789:2013, definition 2.2.2, modified]

3.11.6.05

external user

user of an *information and documentation organization* (3.2.3.37) who does not belong to that *organization's* (3.1.1.55) population to be served

[SOURCE: ISO 2789:2013, definition 2.2.12, modified]

Note 1 to entry: See also *outreach service* (3.11.5.02).

3.11.6.06

user identification card

reader's ticket

admission card

identification (3.2.1.26) card issued by an *information and documentation organization* (3.2.3.37) to identify an individual as an authorized *information user* (3.11.2.05)

3.11.6.07

user password

word (1) <orthographic word> (3.1.5.18), code (2) <data> (3.1.13.10) or set (3.1.1.09) of characters (3.1.4.02) used to identify (3.2.1.26) an information user (3.11.2.05) and to allow access (3.11.1.01) to a specific computerized system (3.1.1.13)

3.11.6.08

network user identification

NUI

identification (3.2.1.26) given to a subscriber to a network service (3.1.1.59) to identify him or her as an authorized information user (3.11.2.05)

3.11.6.09

charge out

act of recording the removal of documents (3.1.1.38) from their places of storage (1) <placement> (3.9.1.01), for loan (3.11.4.03), inspection, display, moving, or restoration (3.12.1.02)

Note 1 to entry: See also *charge out register* (3.5.1.34).

3.11.6.10

local request number

number assigned to a loan (3.11.4.03) request (2) <user demand> (3.10.2.06) by an individual information and documentation organization (3.2.3.37) according to local convention, identifying all messages (3.1.8.02) associated with a single loan request (2) <user demand>

3.11.6.11

overdue notice

communication (3.1.8.04) informing an information user (3.11.2.05) that a borrowed document (3.1.1.38) has exceeded the loan period (3.11.4.05) and should have been returned

3.11.6.12

recall notice

communication (3.1.8.04) requesting an information user (3.11.2.05) to return a borrowed document (3.1.1.38)

3.11.6.13

loan-renewal request

request (2) <user demand> (3.10.2.06) to extend the loan period (3.11.4.05)

3.11.6.14

renewal of loan

extension of the loan period (3.11.4.05) for a document (3.1.1.38) usually upon request (3.10.2.06) by the user (3.11.6.03)

[SOURCE: ISO 2789:2013, definition 2.2.30, modified]

3.11.7 Usage studies and performance measures

3.11.7.01

performance indicator

numerical, symbolic or verbal expression derived from statistics and other data (3.1.1.15) used to characterize (3.1.1.04) the performance of an information and documentation organization (3.2.3.37) or service (3.1.1.59)

[SOURCE: ISO/TR 28118:2009, definition 2.44]

3.11.7.02

collection use figure

number of times that a *collection* (2) <gathering> (3.6.1.05) is consulted by *information users* (3.11.2.05) within a specified period of time

3.11.7.03

output

products of *information and documentation organization* (3.2.3.37) processes

EXAMPLES Number of *titles* (3.7.4.01 Note 1) *catalogued* (2) <holdings-related list> (3.2.1.29), number of *loans* (3.11.4.03), number of *reference questions* (3.10.2.07) answered.

[SOURCE: ISO 16439:2014, definition 3.45, modified]

Note 1 to entry: See also “*outcome*” (3.11.7.04).

3.11.7.04

outcome

direct, pre-defined effect of the *output* (3.11.7.03) related to goals and objectives of the *information and documentation organization's* (3.2.3.37) planning

EXAMPLES Number of users; *user satisfaction* (3.11.7.17) levels.

[SOURCE: ISO 16439:2014, definition 3.44, modified]

Note 1 to entry: See also “*output*” (3.11.7.03).

3.11.7.05

document delivery time

extent of time required to satisfy a single *document* (3.1.1.38) *request* (2) <user demand> (3.10.2.06) of an *information user* (3.11.2.05)

3.11.7.06

document exposure

period of time one single *document* (3.1.1.38) is consulted by an *information user* (3.11.2.05)

3.11.7.07

backlog

total quantity of items that should have been processed at a certain date but have not

EXAMPLE Number of *documents* (3.1.1.38) to be ordered or *catalogued* (3.2.1.29); number of *information* (3.1.1.21) *requests* (3.10.2.06) to be answered; etc.

3.11.7.08

circulation

number of *documents* (3.1.1.38) lent by an *information and documentation organization* (3.2.3.37) to *information users* (3.11.2.05) in a specified period of time

3.11.7.09

shelf life (2)

<dwelling time> period of time a *document* (3.1.1.38) remains on the *shelf* (3.11.3.10) between two *loans* (3.11.4.03)

Note 1 to entry: See also *shelf life* (1) <consultation time-span> (3.11.7.19); *shelf life* (3) <period before deterioration> (3.12.1.16).

3.11.7.10

lending frequency

numerical quantity indicating how often a *document* (3.1.1.38) was lent in a specified period of time

3.11.7.11

document consultation frequency

numerical quantity indicating how often a *document* (3.1.1.38) was used in a specified period of time

3.11.7.12

request satisfaction

performance measure stating the number or the percentage of *requests* (2) <user demand> (3.10.2.06) successfully dealt with within a specified period of time by an *information and documentation organization* (3.2.3.37) as compared to the total number of requests (2) <user demand>

Note 1 to entry: For statistical and evaluation purposes, request satisfaction may be measured by means of *performance indicators* (3.11.7.01).

Note 2 to entry: See also “*user satisfaction*” (3.11.7.17).

3.11.7.13

obsolescence

decreasing consultation of *documents* (3.1.1.38) or groups of *documents* as they become older and thus, in some cases and for given *subject fields* (3.1.2.07), their value diminishes

3.11.7.14

impact factor

IF

journal impact factor

measure of how often an *article* (3.5.8.06) published in a *scientific journal* (3.4.1.28.19) receives a *citation* (3.5.8.16) or *quotation* (3.5.8.23) in other scientific documents (3.1.1.38)

Note 1 to entry: See also “*citation index*” (3.5.1.13).

3.11.7.15

circulation figure

average number of *copies* (3) <exemplar> (3.3.2.03) of a *publication* (3.1.8.27) sold and/or otherwise distributed over a specified period

[SOURCE: ISO 9707:2008, definition 2.5]

3.11.7.16

user study

scientific study of patterns of *use of information* (3.11.2.01), *information need* (3.1.1.41) and *information demand* (3.1.1.42), and the expectations of *information users* (3.11.2.05) towards *information services* (3.2.1.33)

3.11.7.17

user satisfaction

performance measure giving the ratio between the *information demand* (3.1.1.42) and the satisfaction expressed by the *information user* (3.11.2.05) with the *information service* (3.2.1.33) provided

Note 1 to entry: See also “*request satisfaction*” (3.11.7.12)

3.11.7.18

user feedback

response from an *information user* (3.11.2.05) to an *information and documentation organization* (3.2.3.37) indicating his or her *user satisfaction* (3.11.7.17)

3.11.7.19

shelf life (1)

<consultation time-span> ideal period of time a *document* (3.1.1.38) should be readily available to *users* (3.11.2.05) of an *information and documentation organization* (3.2.3.37)

Note 1 to entry: See also *shelf life* (2) <dwelling time> (3.11.7.09); *shelf life* (3) <period before deterioration> (3.12.1.16).

3.11.7.20

information literacy

ability to recognize a need for *information* (3.1.1.16) and to *identify* (3.2.1.26), *retrieve* (3.10.1.01), *evaluate* (3.1.3.02), and use information effectively

Note 1 to entry: Literacy in the sense of being able to read and write with a minimal level of proficiency is fundamental for *information literacy*.

Note 2 to entry: This includes the skills for using information technology to *access* (3.11.1.01) and *retrieve* (3.10.1.01) information.

[SOURCE: ISO 16439:2014, definition 3.26]

3.12 Preservation of documents

3.12.1 General concepts

3.12.1.01

conservation

preservation (3.2.1.39) measures and actions applied to prevent, arrest or delay *deterioration* (3.12.1.09) of a *document* (3.1.1.38) or other *material object* (3.1.1.60)

Note 1 to entry: See also EN 15898:2011, definition 3.3.1; ISO 18913:2012, definition 3.39.

Note 2 to entry: “*conservation*” consists of “*preventive conservation*” and “*remedial conservation*” (EN 15898:2011, definitions 3.3.5 and 3.3.6).

3.12.1.02

restoration

preservation (3.2.1.39) actions taken to return a *document* (3.1.1.38) or other *material object* (3.1.1.60) which has suffered *deterioration* (3.12.1.09) or *damage* (3.12.1.11) as closely as practicable to its original state

Note 1 to entry: In archival *restoration*, no attempt is made to recreate missing text, etc. and all restoration work is kept clearly evident.

Note 2 to entry: See also EN 15898:2011, definition 3.3.7.

3.12.1.03

repair

action applied to a *document* (3.1.1.38) or other *material object* (3.1.1.60) or part of it to recover its functionality and/or its appearance

Note 1 to entry: *Repair* is a *restoration* (3.12.1.01) action only if it respects *object* (3.1.1.01) significance and is based on evidence.

Note 2 to entry: *Repair* is generally viewed as a *remedial conservation* (3.12.1.01 Note 2 to entry) activity in the field of immovable cultural heritage.

[SOURCE: EN 15898:2011, definition 3.5.10]

3.12.1.04

retouching

applying post hoc changes to the visible surface of a *document* (3.1.1.38)

3.12.1.05

storage (2)

<preservation> *preservation* (3.2.1.39) measures for keeping *documents* (3.1.1.38) under defined conditions and permitting their *retrieval* (3.10.1.01) or that of the *information* (3.1.1.16) contained in them

Note 1 to entry: See also *storage* (1) <placement> (3.9.1.01).

3.12.1.06

consolidation

strengthening of a *data medium* (3.1.1.39) by the introduction of a suitable substance

Note 1 to entry: See also EN 15898:2011, definition 3.5.4.

3.12.1.07

reversibility

quality (3.1.3.01) of a *conservation* (3.12.1.01) treatment which would allow the *document* (3.1.1.38) to be returned to its pretreated state without *damage* (3.12.1.11)

Note 1 to entry: See also EN 15898:2011, definition 3.5.2.

3.12.1.08

archival quality

physical *properties* (3.1.1.03) inherent in a *document* (3.1.1.38) or the materials used in its *conservation* (3.12.1.01) or *restoration* (3.12.1.02) permitting its indefinite *preservation* (3.2.1.39) and use under controlled conditions

3.12.1.09

deterioration

gradual degradation and possible ultimate *destruction* (3.1.2.28) of materials arising from inherent *damaging* (3.12.1.11) *properties* (3.1.1.03) or interaction with environmental influences

3.12.1.10

biodeterioration

deterioration (3.12.1.09) caused by biological agents

3.12.1.11

damage

harmful alteration of the physical condition of a *document* (3.1.1.38) due to external or internal action

Note 1 to entry: See also EN 15898:2011, definition 3.2.7.

3.12.1.12

mechanical damage

damage (3.12.1.11) resulting from the interaction of physical forces within or upon a *material object* (3.1.1.60), causing it to change its shape or *material properties* (3.1.1.03)

3.12.1.13

chemical damage

damage (3.12.1.11) resulting from changes in the substances composing a *material object* (3.1.1.60) brought about by their own instability or by interaction with external influences

3.12.1.14

failure

loss of ability of a component or a *system* (3.1.1.13) to perform its required function

[SOURCE: ISO 16708:2006, definition 3.10]

3.12.1.15

fatigue failure

failure (3.12.1.14) of a material following repeated strain with the passage of time

3.12.1.16

storage life

shelf life (3)

<period before deterioration> period of time before *deterioration* (3.12.1.09) renders a material or a *material object* (3.1.1.60) unsuitable for use

Note 1 to entry: See also *shelf life* (1) <consultation time-span> (3.11.7.19); *shelf life* (2) <dwelling time> (3.11.7.09). See also "life expectancy / LE" in ISO 18913:2012, definition 3.105; and in ISO 12651-1:2012, definition 4.85.

3.12.1.17

aging

deterioration (3.12.1.09) with the passage of time

Note 1 to entry: See also EN 15898:2011, definition 3.2.6; "natural ageing" (ISO 18913:2012, definition 3.122).

3.12.1.18

accelerated aging

test methods to approximate the effect of *aging* (3.12.1.17) on a material by exposure to increased levels of environmental conditions causing *deterioration* (3.12.1.09)

3.12.1.19**digital preservation**

digital *storage* (2) <preservation> (3.12.1.05), maintenance of, and *access* (3.11.1.01) to a digital *object* (3.1.1.01) over a long time, usually as a consequence of applying one or more *preservation* (3.2.1.39) strategies

[SOURCE: ISO/TS 21547:2010, definition 3.1.7, modified]

3.12.1.20**emulation**

recreation of the functionality and behaviour of an obsolete digital *system* (3.1.1.13), using *software* (3.1.12.14) (called emulator) on current computer systems

Note 1 to entry: *Emulation* is a key *digital preservation* (3.12.1.19) strategy.

[SOURCE: ISO/TR 14873:2013, definition 2.20, modified]

Note 2 to entry: See also ISO/IEC 2382:2015, definition 2121383; ISO 13008:2012, definition 3.8; ISO/TR 14873:2013, definition 2.20.

3.12.2 Properties of materials relevant to preservation**3.12.2.01****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* (3.12.1.09) under normal conditions of *storage* (2) <preservation> (3.12.1.05) and use

Note 1 to entry: See also ISO 9706:1994, definition 3.2; ISO 11798:1999, definition 3.7; ISO 18913:2012, definition 3.134. “*permanence*” and “*durability*” (3.12.2.02) should not be confused.

3.12.2.02**durability**

ability of a material to resist repeated *wear and tear* (3.12.4.01) over long periods of time

Note 1 to entry: See also ISO 11798:1999, definition 3.3; ISO 6707-1:2014, definition 9.3.82; ISO 11108:1996, definition 3.3; EN 15898:2011, definition 3.3.4. “*durability*” and “*permanence*” (3.12.2.01) should not be confused.

3.12.2.03**absorbency**

property (3.1.1.03) of a material which allows it to take up and retain a fluid with which it is in contact

Note 1 to entry: See also “*receptivity*” (3.12.2.04).

3.12.2.04**receptivity**

property (3.1.1.03) of the surface of a *data medium* (3.1.1.39) which allows it to accept a fluid

Note 1 to entry: See also “*absorbency*” (3.12.2.03).

3.12.2.05**permeability**

property (3.1.1.03) of a material which allows the passage of a liquid or gas from one surface to another

Note 1 to entry: See also *water resistance (3.12.2.25)*.

3.12.2.06

porosity

property (3.1.1.03) 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

3.12.2.07

colour fastness

color fastness, US

property (3.1.1.03) of a *pigment (3.3.5.2.21)* or *dye (3.3.5.2.22)* which allows it to retain its original hue

3.12.2.08

alkali reserve

measure of a chemical compound added to *paper (1) <material> (3.3.5.2.01)* to neutralize any acid generated by natural *aging (3.12.1.17)* or from atmospheric pollution, determined by specified conditions of test

3.12.2.09

bond strength

measure of adhesion determined by specified conditions of test

Note 1 to entry: *Bond strength* is normally expressed in terms of the unit load required to break apart two adhered materials.

3.12.2.10

bursting strength

maximum uniformly distributed pressure, applied at right angles to its surface, that a test piece will stand before it breaks under conditions specified in the standard test methods

[SOURCE: ISO 11800:1998, definition 3.7]

3.12.2.11

tensile strength

maximum tensile force that a test piece will stand before it breaks under conditions specified in the standard test methods

[SOURCE: ISO 11800:1998, definition 3.34]

3.12.2.12

creasability

ability of a *sheet (1) <piece> (3.4.1.27.08)* of material to be folded without *cracking (3.12.4.10)*

3.12.2.13

folding endurance

measure of the ability of a material to withstand folding under specified conditions of test

Note 1 to entry: See also ISO 18913:2012, definition 3.76. For more specifics, see ISO 11800:1998, definition 3.12.

3.12.2.14**elasticity**

ability of a material to return to its former shape without *damage* (3.12.1.11) after stretching

3.12.2.15**extensibility**

ability of a material to be stretched without *damage* (3.12.1.11)

3.12.2.16**flexural strength**

measure of the *flexibility* (3.12.2.17) of an *adhesive* (3.3.5.2.35)

3.12.2.17**flexibility**

ability of a material to return to its former shape without *damage* (3.12.1.11) after bending

Note 1 to entry: See also ISO 4618:2014, definition 2.120.

3.12.2.18**plasticity**

ability of a material to adopt a new shape without *damage* (3.12.1.11)

3.12.2.19**rigidity**

ability of a *material object* (3.1.1.60) or structure to retain its shape without *damage* (3.12.1.11) when subject to mechanical forces

3.12.2.20**brittleness**

liability of a *rigid* (3.12.2.19) material to sudden *failure* (3.12.1.14) when subject to mechanical forces

Note 1 to entry: See also ISO 18913:2012, definition 3.22.

3.12.2.21**erasability**

capability of a *carrier* (3.1.1.40) to allow deletion of *recorded information* (3.1.8.26) from it, enabling the former to be reused

Note 1 to entry: See also “*parchment*” (3.3.5.2.30).

3.12.2.22**tear resistance**

measure of the ability of a material to withstand tearing under specified conditions of test

3.12.2.23**dimensional stability**

ability of a material or *material object* (3.1.1.60) to retain its dimensions and its shape despite the effects of processing, environment, *aging* (3.12.1.17) and use

3.12.2.24**wet strength**

measure of the ability of a material, when saturated with water, to resist rupture or disintegration under specified conditions of test

3.12.2.25

water resistance

ability of a material to resist, but not completely prevent, the action or penetration of water

Note 1 to entry: See also *permeability* (3.12.2.05).

3.12.2.26

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

3.12.2.27

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

3.12.2.28

non-flammability

measure of the ability of a material to resist flaming when burnt under specified conditions of test

3.12.2.29

pH value

measure of the concentration of acidity or alkalinity of a material in an aqueous solution

Note 1 to entry: 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.

Note 2 to entry: See also ISO 14952-1:2003, definition 2.23; ISO 10523:2008, definition 3.2.

3.12.2.30

colour

color, US

any of the hues of the rainbow and any tint or shade made by mixing those hues with white or black

Note 1 to entry: See also ISO 19262:2015, definition 3.28; ISO 4618:2014, definition 2.58; ISO 5492:2008, definition 3.32.

3.12.2.31

smoothness

measure of the degree of relief of the surface of a material determined by specified conditions of test

3.12.2.32

whiteness

measure of the ability of the surface of a material to reflect light

3.12.2.33

opacity

ratio of the amount of light reflected back by a material in relation to the amount of light absorbed

3.12.2.34**translucence**

ability of a material to permit distinct vision through its solid substance or through interstices

3.12.2.35**lightfastness**

ability of a reflection *print* (3.4.7.68) or *transparency* (3.4.5.1.12) to resist *fading* (3.12.4.26) or *staining* (3.12.4.22) upon extended exposure to light

[SOURCE: ISO 18913:2012, definition 3.106]

3.12.3 Processes involved in the manufacture or conservation of documents**3.12.3.01****coating**

process of applying, to a surface, one or more layers of another material in fluid form

Note 1 to entry: See also ISO 4618:2014, definition 2.49.

3.12.3.02**sizing**

process of adding materials either to the stock or to the surface of *paper* (1) <material> (3.3.5.2.01) or *board* (1) <paper> (3.3.5.2.02)

Note 1 to entry: *Sizing* generally is done in order to increase resistance to the penetration and spreading of liquids, e.g. ink, and to increase the surface strength.

Note 2 to entry: See also “*size*” (3.3.5.2.24).

3.12.3.03**finish**

surface *properties* (3.1.1.03) imparted to *paper* (1) <material> (3.3.5.2.01) or *board* (1) <paper> (3.3.5.2.02) by mechanical means

EXAMPLE Properties achieved by calendering.

3.12.3.04**machine direction**

orientation in a *paper* (1) <material> (3.3.5.2.01) or *board* (1) <paper> (3.3.5.2.02) corresponding or parallel to the direction of travel of the web on the paper (1) <material> or board (1) <paper> machine

Note 1 to entry: “*Machine direction*” is often but not necessarily always identical with “*grain direction*”, the direction in which the majority of fibres lie in a *sheet* (3.3.5.2.36) of machine-produced paper (1) <material> or board (1) <paper>

[SOURCE: ISO 11800:1998, definition 3.20]

Note 2 to entry: See also “*cross direction*” (3.12.3.05); ISO 14416:2003, definition 3.22; ISO 16763:2016, definition 3.5.2; ISO 216:2007, definition 3.2.

Note 3 to entry: The corresponding phenomenon in film is often called “*length direction*” (ISO 18913:2012, definition 3.104).

3.12.3.05

cross direction

orientation of the grain in a *paper* (1) <material> (3.3.5.2.01) or *board* (1) <paper> (3.3.5.2.02) at right angles to the *machine direction* (3.12.3.04)

3.12.3.06

bleaching (1)

<paper brightness> treatment of pulp with chemical substances to improve the brightness of the resulting *paper* (1) <material> (3.3.5.2.01)

Note 1 to entry: See also *bleaching* (2) <chemical cleaning> (3.12.6.07).

3.12.4 Types of damage to documents

3.12.4.01

wear and tear

damage (3.12.1.11) caused by the mechanical forces involved in *document* (3.1.1.38) *handling* (3.11.2.02) and use

3.12.4.02

abrasion

damage (3.12.1.11) caused by the rubbing or wearing away of a material

Note 1 to entry: See also ISO 18913:2012, definition 3.1.

3.12.4.03

blocking

sticking together of similar or dissimilar materials in physical contact

[SOURCE: ISO 18913:2012, definition 3.20]

Note 1 to entry: See also ISO 12651-1:2012, definition 4.21.

EXAMPLE Adhesion of *leaves* (3.5.9.1.01) one to another.

3.12.4.04

dust retention

property (3.1.1.03) of a surface to attract and retain dust

3.12.4.05

blister

local convex deformation at the surface of a material caused by entrapped air, gas or liquid

Note 1 to entry: See also ISO 18913:2012, definition 3.18; ISO 4618:2014, definition 2.29.

3.12.4.06

embrittlement

change in the *property* (3.1.1.03) of a material from *flexibility* (3.12.2.17) to *brittleness* (3.12.2.20)

3.12.4.07

buckling

loss of original shape by distortion in one or more planes

3.12.4.08**cockling**

buckling (3.12.4.07) of a sheet (1) <piece> (3.4.1.27.08) in one plane in the form of waves or ripples

3.12.4.09**curling**

buckling (3.12.4.07) of a sheet (1) <piece> (3.4.1.27.08) in one plane so that it tends to roll up itself

Note 1 to entry: See also ISO 18913:2012, definition 3.45.

3.12.4.10**cracking**

damage (3.12.1.11) in the form of discontinuity on the surface or within a material object (3.1.1.60)

3.12.4.11**crazing**

cracking (3.12.4.10) extending in a pattern over a whole surface of a material object (3.1.1.60)

EXAMPLE Craquelure.

3.12.4.12**delamination (1)**

<damage> separation of layers of a laminate by physical or chemical causes, unintentionally due to a failure (3.12.1.14) of the adhesive (3.3.5.2.35) or laminate

Note 1 to entry: This may include the inadvertent *delamination (1) <damage>* of a *document (3.1.1.38)* which has been subject to *conservation (3.12.1.01)* treatment by *lamination (3.12.6.25)*.

Note 2 to entry: See also *delamination (2) <conservation measure> (3.12.6.29)*; ISO 6707-1:2014, definition 9.3.9.; ISO 10254:2016, definition 2.2.38; ISO 14692-1:—, definition 2.2.16; ISO 18913:2012, definition 3.49; ISO 18925:2013, definition 3.5; ISO 18938:2014, definition 3.9.

3.12.4.13**creep (1)**

<spread of adhesive> spread of an adhesive (3.3.5.2.35) over time beyond the point of its initial application

Note 1 to entry: See also *creep (2) <deformation> (3.12.4.14)*.

3.12.4.14**creep (2)**

<deformation> deformation of a document (3.1.1.38) in the form of dimensional expansion over time due to a constant load

Note 1 to entry: See also *creep (1) <spread of adhesive> (3.12.4.13)*.

3.12.4.15**damp stretching**

deformation of a document (3.1.1.38) in the form of dimensional expansion due to the absorption of moisture

3.12.4.16

shrinking

deformation of a *document* (3.1.1.38) in the form of dimensional decrease

3.12.4.17

dog-eared

deformation in the form of having the corner of a *leaf* (3.5.9.1.01) turned down as a result of a manufacturing fault, deliberate action, or *wear and tear* (3.12.4.01)

3.12.4.18

loss

absence of all or of any part of a *document* (3.1.1.38)

3.12.4.19

lacuna

loss (3.12.4.18) of a part of a *document* (3.1.1.38), particularly from its surface

3.12.4.20

holiday

area of an *adhesive* (3.3.5.2.35) covered surface which does not adhere properly to another surface

3.12.4.21

discolouration

discoloration, US

change in the tint or *quality* (3.1.3.01) of a *colour* (3.12.2.30)

3.12.4.22

stain

area of *discolouration* (3.12.4.21) caused by contact with foreign matter

Note 1 to entry: See also ISO 18913:2012, definition 3.184.

3.12.4.23

damp stain

tide mark

stain (3.12.4.22) caused by contact with water

3.12.4.24

foxing

discolouration (3.12.4.21) of *paper* (1) <material> (3.3.5.2.01) in the form of small brown spots

Note 1 to entry: *Foxing* is caused by the activities of fungi.

3.12.4.25

yellowing

discolouration (3.12.4.21) through *aging* (3.12.1.17) in the form of gradual darkening, leading eventually to browning

Note 1 to entry: See also ISO 18913:2012, definition 3.217.

3.12.4.26

fading

gradual bleaching

3.12.4.27

photodegradation

deterioration (3.12.1.09) caused by the action of light

3.12.4.28

acid deterioration

deterioration (3.12.1.09) generated by the reaction of internal or external chemical agents

3.12.4.29

acid migration

transfer of an acid from an acidic material to one of less acidity with which it is in contact

3.12.4.30

oxidation

effect of chemical reactions which change the *properties (3.1.1.03)* of a compound through an exchange of electrons

Note 1 to entry: This effect was originally thought to result from the taking up of oxygen.

3.12.4.31

artefact (2)

<distortion> distortion of the correct *image (3.2.1.04)* or sound rendering of an electrical or digital device

Note 1 to entry: See also *artefact (1) <man-made object> (3.2.1.02)*.

3.12.4.32

fugitive colours

pigments (3.3.5.2.21) or *dyes (3.3.5.2.22)* which lack *colour fastness (3.12.2.07)*

3.12.4.33

bleeding

washing out or migration of a *pigment (3.3.5.2.21)* or *dye (3.3.5.2.22)* into a neighbouring area through contact with a liquid

3.12.4.34

off-setting

transfer to adjacent *leaves (3.5.9.1.01)* of ink or another *carrier (3.1.1.40)* either during the *printing (1) <technical process> (3.3.5.1.01)* process, before the ink has dried, or by subsequent migration

Note 1 to entry: See also *bleeding (3.12.4.33)*

3.12.5 Agents causing damage to documents

3.12.5.01

micro-organism

organism of small dimensions, usually not visible to the naked eye

EXAMPLES Bacterium or virus.

3.12.5.02

fungus

cryptogamous plant, without chlorophyll, feeding on organic matter

Note 1 to entry: *Fungi* come in a wide variety of forms. The most common forms encountered in *documents* (3.1.1.38) are mould and mildew.

3.12.5.03

book louse

psocid which feeds on microscopic *fungi* (3.12.5.02) on materials of plant origin

3.12.5.04

bookworm

larva of any of a number of species of beetles known to attack *documents* (3.1.1.38)

3.12.6 Conservation measures

3.12.6.01

cleaning

conservation (3.12.1.01) measure of removing foreign matter from a *material object* (3.1.1.60)

Note 1 to entry: See also EN 15898:2011, definition 3.5.3; “precision cleaning” (2.25), “rough cleaning/precleaning” (2.27) and “visibly clean/VC” (2.35) in ISO 14952-1:2003.

3.12.6.02

mechanical cleaning

cleaning (3.12.6.01) dust and dirt from the surface of a *material object* (3.1.1.60) by mechanical means

EXAMPLES By brushing, blowing, vacuum cleaning.

3.12.6.03

dry cleaning

cleaning (3.12.6.01) using an erasing substance

3.12.6.04

washing

cleaning (3.12.6.01) by immersion in, or by the surface application of, water

3.12.6.05

biological cleaning

cleaning (3.12.6.01) by the application of enzymes

3.12.6.06

chemical cleaning

cleaning (3.12.6.01) by immersion in, or by the surface application of, a chemical substance

3.12.6.07

bleaching (2)

<chemical cleaning> *chemical cleaning* (3.12.6.06) by means of an oxidizing or reducing agent

Note 1 to entry: See also *bleaching (1)* <paper brightness> (3.12.3.06).

3.12.6.08**deacidification**

conservation (3.12.1.01) measure of raising the *pH value (3.12.2.29)* of a *material object (3.1.1.60)* by means of substances of an alkaline nature

3.12.6.09**aqueous deacidification**

deacidification (3.12.6.08) using water-based solutions

3.12.6.10**non-aqueous deacidification**

deacidification (3.12.6.08) using solutions which are not water-based

Note 1 to entry: This is necessary when dealing with objects to which *damage (3.12.1.11)* can be caused by water.

3.12.6.11**resizing**

restoration (3.12.1.02) measure for increasing the mechanical strength of an *object (3.1.1.01)* by applying *size (3.3.5.2.24)*

3.12.6.12**impregnation**

conservation (3.12.1.01) measure consisting of injection or absorption of a fluid into a *material object (3.1.1.60)*

3.12.6.13**disinfestation**

conservation (3.12.1.01) measure of eliminating insects, small rodents and other pests

3.12.6.14**disinfection**

conservation (3.12.1.01) measure of eliminating harmful *micro-organisms (3.12.5.01)*

3.12.6.15**fumigation**

conservation (3.12.1.01) measure of exposing *documents (3.1.1.43)*, usually in a vacuum or other airtight chamber, to gas or vapour in order to effect *disinfestation (3.12.6.13)* or *disinfection (3.12.6.14)*

3.12.6.16**humidification (1)**

<increasing the humidity> *conservation (3.12.1.01)* measure of increasing relative humidity while maintaining a stable temperature

Note 1 to entry: See also *humidification (2) <conservation measure> (3.12.6.17)* and ISO/TR 16344:2012, definition 2.1.90.

3.12.6.17**humidification (2)**

<conservation measure> *conservation (3.12.1.01)* measure to increase the absolute humidity of a *material object (3.1.1.05)* by *humidification (1) <increasing the humidity> (3.12.6.16)*

Note 1 to entry: See also *humidification (1) <increasing the humidity> (3.12.6.16)*.

3.12.6.18

dehumidification

conservation (3.12.1.01) measure of removing water vapour from air to reduce relative humidity

[SOURCE: ISO/TR 16344:2012, definition 2.1.32, modified]

3.12.6.19

pulling

conservation (3.12.1.01) measure of disassembling a bound *volume (3.3.5.2.37)* into its component parts

3.12.6.20

relaxation

conservation (3.12.1.01) measure to make a *document (3.1.1.38)* more flexible in order to *restore (3.12.1.02)* it to its original state or to facilitate further conservation treatment

3.12.6.21

flattening

conservation (3.12.1.01) measure of removing planar distortions from a *document (3.1.1.38)*

3.12.6.22

mounting

conservation (3.12.1.01) measure in which a separate *data medium (3.1.1.39)* is attached to a *document (3.1.1.38)* to improve its mechanical strength and its ability to withstand mechanical strain

Note 1 to entry: *Mounting* is often a protective measure for the purpose of *handling (3.11.2.02)* or *display (3.1.11.14)*.

3.12.6.23

backing

conservation (3.12.1.01) measure of adding a strengthening layer of material behind a flat *document (3.1.1.38)* while keeping the *document* as close as possible to its original state

Note 1 to entry: See also ISO 16763:2016, definition 3.1.1.

3.12.6.24

encapsulation

conservation (3.12.1.01) measure of sealing a *material object (3.1.1.05)* between layers of inert transparent material without adhesion of the material object itself to the layers

Note 1 to entry: See also ISO 18913:2012, definition 3.62.

3.12.6.25

lamination

conservation (3.12.1.01) measure of fastening a transparent material to one or both sides of a *sheet (1) <piece> (3.4.1.27.08)* of *paper (1) <material> (3.3.5.2.01)* by adhesion, to strengthen and protect it

3.12.6.26

silking

lamination (3.12.6.25) using silk gauze

3.12.6.27

heat-sealing

lamination (3.12.6.25) in which adhesion is achieved by heat and pressure

3.12.6.28

solvent lamination

lamination (3.12.6.25) in which adhesion is achieved by chemical action

Note 1 to entry: Normally, *solvent lamination* is done by the application of acetone to cellulose acetate.

3.12.6.29

delamination (2)

<conservation measure> *conservation* (3.12.1.01) measure of removing *lamination* (3.12.6.25) material by physical or chemical means

Note 1 to entry: See also *delamination* (1) <damage> (3.12.4.12).

3.12.6.30

dry mounting

mounting (3.12.6.22) in which attachment is effected by a non-liquid *adhesive* (3.3.5.2.35) activated by heat and pressure

3.12.6.31

encapsulation mounting

mounting (3.12.6.22) in two parts, involving a *data medium* (3.1.1.39) and a second, upper layer of material with an opening through which the *document* (3.1.1.38) or part of it may be seen

3.12.6.32

infilling

conservation (3.12.1.01) measure of physical replacement of missing portions of a *material object* (3.1.1.60) with appropriate materials

3.12.6.33

leaf casting

infilling (3.12.6.32) of *paper* (1) <material> (3.3.5.2.01) *documents* (3.1.1.38) with pulp by vacuum suction

3.12.6.34

paper splitting

conservation (3.12.1.01) measure of separating the two surfaces of a *sheet* (1) <piece> (3.4.1.27.08) of *paper* (1) <material> (3.3.5.2.01)

Note 1 to entry: *Paper splitting* is preparatory to the insertion of a strengthening layer [*consolidation* (3.12.1.06)].

3.12.6.35

mass conservation

conservation (3.12.1.01) measure of simultaneous treatment of a large number of *documents* (3.1.1.38) by automated conservation techniques

3.12.6.36

image enhancement

restoration (3.12.1.02) measure of recreating the *faded* (3.12.4.26) or incomplete *information* (3.1.1.16) content of a *document* (3.1.1.38) by optical or electronic techniques

3.12.6.37

file cover

folded *sheet* (1) <piece> (3.4.1.27.08) of *paper* (1) <material> (3.3.5.2.01) or *board* (1) <paper> (3.3.5.2.02) used for housing of and as a separating agent for *document(s)* (3.1.1.38)

[SOURCE: ISO 16245:2009, definition 3.1.2]

Note 1 to entry: See also ISO 18913:2012, definition 3.75 “folder”.

3.12.6.38

box

storage (1) <placement> (3.9.1.01) container intended to protect *documents* (3.1.1.38) and facilitate their *shelving* (3.9.2.06) and *handling* (3.11.2.02)

[SOURCE: ISO 16245:2009, definition 3.1.1]

3.13 Legal aspects of information and documentation

Note 1 to entry: Legislations on legal issues may vary from country to country.

3.13.1 General concepts

3.13.1.01

access to information

freedom of information

right to obtain *information* (3.1.1.16), subject to certain conditions

3.13.1.02

cultural property law

act (3.4.4.14) regulating the sale for export of certain privately owned *documents* (3.1.1.38) and other *material objects* (3.1.1.60) forming part of the national cultural heritage

3.13.1.03

right to the protection of one's image

right of individuals that *photographs* (3.4.5.1.01) of them be taken and *disseminated* (3.2.1.34) to other people or be *published* (3.1.8.27) only with their consent

Note 1 to entry: For persons figuring of some kind of prominence in contemporary societal life, this right is sometimes narrowed down and other stipulations apply. The *right to protection of one's image* does not cover photographs under “*freedom of panorama*” (3.13.1.04) of environments or events in which (faces of the) individual persons pictured are not the main focus content, but instead do figure only arbitrarily.

3.13.1.04

freedom of panorama

right to take a *photograph* (3.4.5.1.01) of publicly open visible features such as the outside view of gardens, houses, and streets

3.13.1.05

union priority right

right assigning the same priority to a second application for *protection* (3.13.2.02) of *industrial property* (3.2.1.12) filed in one country, which is a part of the Paris Convention, as to the first application filed in another country

Note 1 to entry: 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.

3.13.1.06

Digital Rights Management

DRM

digital technology that is separate to the product form of a specific digital *publication* (3.1.8.27) and which is used to control *access* (3.11.1.01) to content

Note 1 to entry: Different settings may be applied within the DRM *software* (3.1.12.14) to enforce usage constraints or enable particular additional features.

Note 2 to entry: A single *edition* (2) < *identical documents* > (3.4.1.12) of a publication may be made available through different vendors who each apply a different DRM *software* (3.1.12.14) and/or differing usage constraints.

Note 3 to entry: “Social” DRM denotes a particular type of DRM in which credentials about the customer are recorded in the product using digital *watermarking* (3.1.12.28) technology but which does not intrude on the user’s experience.

[SOURCE: ISO 28560-1:2014, definition 3.4, modified]

Note 4 to entry: See also ISO 19153:2014, definition 4.12.

3.13.2 Literary, artistic and industrial property

3.13.2.01

industrial property title

exclusive right to *industrial property* (3.2.1.12) applied for to, or granted or *registered* (3.5.1.17) by, the competent *patent office* (3.2.3.23)

3.13.2.02

protection

legal guarantee of *author’s rights* (3.13.3.1.01) or an *industrial property title* (3.13.2.01) given to an *intellectual work* (3.1.1.45)

3.13.2.03

public domain

totality of *intellectual works* (3.1.1.45) which may be freely utilized as long as there is no infringement of *moral rights* (3.13.3.2.01)

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

3.13.2.04

prior art

information (3.1.1.16) made available to the public by means of an *oral* (3.1.8.13) or *written* (3.1.11.01) *description* (2) < *part of patent* > (3.4.5.8.02), by use or in any other way before the *priority date* (3.13.2.07) of the *patent application* (3.4.5.7.11)

3.13.2.05

originality

inventive height

quality (3.1.3.01) of an intellectual work (3.1.1.45) of being not immediately derivable (3.4.1.08) from any other existing intellectual work or combination of other existing intellectual works

Note 1 to entry: All original *works (3.2.1.13)* are novel.

Note 2 to entry: See also "*work (3.2.1.07)*"; "*original work (3.2.1.13)*".

3.13.2.06

novelty

quality (3.1.3.01) of an intellectual work (3.1.1.45) which distinguishes it from other existing intellectual works

Note 1 to entry: Not all novel works are original.

3.13.2.07

priority date

date of first filing of a patent application (3.4.5.7.11), defining the starting date of the right of the patent (3.4.7.73)

3.13.2.08

plagiarism

presentation of an intellectual work (3.1.1.45) of another author (3.7.1.01), in whole or in part, as one's own either by borrowing or by imitation

3.13.2.09

piracy

reproduction (3.4.7.17), public performance or distant communication (3.1.8.04) of an intellectual work (3.1.1.45) or creation of a derived document (3.4.1.08), in whole or in part by any means, in deliberate violation of the rights attaching to that intellectual work

3.13.2.10

copy-paste writing

cut-paste writing

re-use of relevant written (3.1.11.01) text (3.2.1.05) from others in one's own manuscript (2) <dissemination manuscript> (3.4.7.05), of small text passages but in frequent cases

3.13.2.11

fair dealing

fair use, US

free use of an intellectual work (3.1.1.45) in accordance with limits prescribed by legislation or permitted by convention

Note 1 to entry: See also ISO 19153:2014, definition 4.14.

3.13.2.12

literary title protection

exclusive right for a limited period of time of using, by an applicant who has filed them with an appropriate authority, a defined sequence of clear words (1) <orthographic word> (3.1.1.2.13) or other symbols (3.1.4.17) constituting, and intended as, a title (3.7.4.01) of a forthcoming commercial textual (3.2.1.05) or pictorial (3.4.5.51) publication (3.1.8.27)

3.13.3 Author's rights

3.13.3.1 General concepts

3.13.3.1.01

author's rights, pl

all the rights conferred on the *author* (3.7.1.01) of an *intellectual work* (3.1.1.45)

3.13.3.1.02

copyright

exclusive right (3.13.3.1.07) granted to the owner of an *original work* (3.2.1.07) of *authorship* (3.7.1.01), which is fixed in any tangible *medium* (3.2.1.25) of expression, to *reproduce* (3.4.7.17), *publish* (3.3.4.01), perform, and/or sell the work

[SOURCE: ISO/IEC IEEE 24765:2010, definition 3.630]

Note 1 to entry: See also "*copyright notice*" (3.13.3.1.03).

3.13.3.1.03

copyright notice

imprint (3.7.1.09) notice on an item indicating year and owner of *copyright* (3.13.3.1.02) in that item

EXAMPLE The sign ©.

Note 1 to entry: See also "*copyright*" (3.13.3.1.02).

3.13.3.1.04

neighbouring rights, pl

neighboring rights, pl, US

author's rights (3.13.3.1.01) conferred on *contributors* (3.7.1.04) to a literary or artistic production

3.13.3.1.05

right of posthumous publication

author's right (3.13.3.1.01) of the owner of an *intellectual work* (3.1.1.45) which has remained *unpublished* (3.4.1.10) on the death of the *author* (3.7.1.01), to get her or his *work* (3.2.1.07) *published* (3.3.4.01) after death

3.13.3.1.06

right of translation

author's right (3.13.3.1.01) of the owner of an *intellectual work* (3.1.1.45) to permit a *dissemination* (3.2.1.34) of any *translation* (2) <document> (3.4.2.02) of it

3.13.3.1.07

exclusive rights, pl

author's rights (3.13.3.1.01) to exclude others from the benefits stemming from an *intellectual work* (3.1.1.45)

3.13.3.2 Moral rights of authors

3.13.3.2.01

moral right

perpetual, inalienable and imprescriptible part of the *author's rights* (3.13.3.1.01)

3.13.3.2.02

right to be identified

right of respect for the name

right of appellation

moral right (3.13.3.2.01) of an author (3.7.1.01) to sign his or her intellectual work (3.1.1.45) as he or she wishes and to be identified as the author whenever his or her work is quoted (3.5.8.23) or performed

Note 1 to entry: See also “*pseudonym*” (3.1.5.45).

3.13.3.2.03

right to object to derogatory treatment

right of respect for the work

moral right (3.13.3.2.01) protecting an intellectual work (3.1.1.45) against distortion or any other derogatory action

3.13.3.2.04

right of disclosure

moral right (3.13.3.2.01) of an author (3.7.1.01) to publish (3.3.4.01) an intellectual work (3.1.1.45) or not

Note 1 to entry: See also “*right of reproduction*” (3.13.3.3.03).

3.13.3.2.05

right of correction or withdrawal

moral right (3.13.3.2.01) of the author (3.7.1.01) of an intellectual work (3.1.1.45) to destroy, to amend or to withdraw it from circulation at any time subject to payment of compensation to the publisher (3.2.3.15) where warranted

Note 1 to entry: See also *publication* (3.1.8.27), “*publishing*” (3.3.4.01).

3.13.3.3 Economic rights of authors

3.13.3.3.01

economic rights, pl

author's rights (3.13.3.1.01) which confer to the author (3.7.1.01) a monopoly of the exploitation of an intellectual work (3.1.1.45) for monetary profit

3.13.3.3.02

right of public performance

economic right (3.13.3.3.01) of the owner of the author's rights (3.13.3.1.01) to decide on public performance or distant communication (3.1.8.04) of an intellectual work (3.1.1.45)

Note 1 to entry: See also “*copyright*” (3.13.3.1.02).

3.13.3.3.03

right of reproduction

economic right (3.13.3.3.01) of the owner of the author's rights (3.13.3.1.01) to decide whether, and in which form, his or her intellectual work (3.1.1.45) may be reproduced (3.4.7.17)

Note 1 to entry: See also “*right of disclosure*” (3.13.3.2.04) and “*right to royalties*” (3.13.3.3.04).

3.13.3.3.04

right to royalties

economic right (3.13.3.3.01) of the owner of the author's rights (3.13.3.1.01) to share in the returns from the exploitation of his or her intellectual work (3.1.1.45), paid periodically

Note 1 to entry: See also "*right of reproduction*" (3.13.3.3.03).

3.13.3.3.05

right of adaptation

economic right (3.13.3.3.01) of the owner of the author's rights (3.13.3.1.01) to permit creation of a derived document (3.4.1.08) of an intellectual work (3.1.1.45)

EXAMPLE Creation of a translation (2) < document > (3.4.2.02).

3.13.4 Privacy and data protection

3.13.4.01

data subject

individual about whom *personal data (3.1.10.14)* are recorded (3.1.8.26)

Note 1 to entry: See also "*personal data*" (3.1.10.14) and ISO/TS 27790:2009, definition 3.31 ("identifiable person").

3.13.4.02

data holder

person or *organization (3.1.1.55)* authorized to record (3.1.8.26) and use certain types of *data (3.1.1.15)*

3.13.4.03

data handler

person authorized to operate on certain types of *data (3.1.1.15)*

3.13.4.04

data user

person or *organization (3.1.1.55)* authorized to exploit *data (3.1.1.15)*

3.13.4.05

third party

any person or *organization (3.1.1.55)* other than the *data subject (3.13.4.01)* or the *data user (3.13.4.04)*

3.13.4.06

obligation of notification

duty of a *data user (3.13.4.04)* to notify the *storage (1) <placement> (3.9.1.01)* of *personal data (3.1.10.14)*

3.13.4.07

consent

data subject's consent

approval of the *data subject (3.13.4.01)* required, except where provided by law, for the *recording (3.1.8.26)* of *personal data (3.1.10.14)* by a *data holder (3.13.4.02)*

Note 1 to entry: See also ISO/TS 27790:2009, definition 3.22.

3.13.4.08

right to be informed

right of *data subjects* (3.13.4.01) to be informed of the existence, contents, purpose and the use made of *personal data* (3.1.10.14) recorded (3.1.8.26) on them

3.13.4.09

right to know

public *right to information* (3.1.1.21) about the existence of legally defined types of *recorded* (3.1.8.26) *data* (3.1.1.15), of the operations carried out on them and of *third parties* (3.13.4.04) to whom *access* (3.11.1.01) is given

3.13.4.10

right to inspect

right of *data subjects* (3.13.4.01) to inspect *records* (2) <set of data> (3.1.13.22) of their *personal data* (3.1.10.14)

3.13.4.11

right of inspection

right of a *data protection supervisory authority* (3.13.5.09) to consult and control *data* (3.1.1.15)

3.13.4.12

right of complaint

right of *data subjects* (3.13.4.01) or of a *data protection supervisory authority* (3.13.5.09) to take legal action when *data protection* (3.13.5.01) regulations have been infringed in respect of *personal data* (3.1.10.14)

3.13.4.13

right to correction

right of *data subjects* (3.13.4.01) to rectify any inaccurate recorded *personal data* (3.1.10.14) concerning them

3.13.4.14

right to deletion of data

right of *data subjects* (3.13.4.01) or of a *data protection supervisory authority* (3.13.5.09) to the *erasure* (3.1.11.13) of *data* (3.1.1.15) on proof of infringement of *data protection* (3.13.5.01) legislation or regulations

3.13.4.15

right to data blocking

right to data locking

right of *data subjects* (3.13.4.01) and of a *data protection supervisory authority* (3.13.5.09) to the blocking of *data* (3.1.1.15) when they are believed to be irregular

3.13.4.16

right of parallel recording

right of *data subjects* (3.13.4.01) to have their own version (3.4.1.04) of *personal data* (3.1.10.14) recorded together with those stored by the *data holder* (3.13.4.02)

3.13.5 Data protection and security

3.13.5.01

data protection

legal, administrative, technical or physical measures taken to avoid unauthorized *access (3.11.1.01)* to and use of *data (3.1.1.15)*

Note 1 to entry: See also “privacy protection” in ISO/TS 21547:2010, definition 3.1.21.

3.13.5.02
data security

result of the *data protection (3.13.5.01)* measures taken to guarantee *data integrity (3.1.11.15)*

3.13.5.03
disclosure

providing *access (3.11.1.01)* to *data (3.1.1.15)* to a *third party (3.13.4.05)*

3.13.5.04
processing permit

authorization given to a *data handler (3.13.4.03)* or a *data user (3.13.4.04)* to carry out specified operations on recorded *data (3.1.1.15)*

Note 1 to entry: The operations may include *erasure (3.1.11.13)* of data, *modification of data (3.1.11.11)*, *copying (3.1.11.07)* of data or *disclosure (3.13.5.03)* of data.

3.13.5.05
clearance

authorization of *access (3.11.1.01)* to specific *classified data (3.1.10.17)*

3.13.5.06
regrading

change in the level of protection of *classified data (3.1.10.17)*

3.13.5.07
downgrading

regrading (3.13.5.06) by reducing the level of protection of *classified data (3.1.10.17)*

3.13.5.08
declassification

removal of restriction(s) on *access (3.11.1.01)* to *classified data (3.1.10.17)*

3.13.5.09
data protection supervisory authority

data privacy commissioner

official body or person responsible for the enforcement of *data protection (3.13.5.01)* legislation or regulations

Note 1 to entry: See also ISO 19299:2015, definition 3.12.

Annex A (informative)

ISO 5127 SKOS Description

Category	SKOS core	Value or example	Annotation
	xml:base	http://tc46.istic.ac.cn/ISO_5127_2016#	
Whole information	dc:identifier	ISO 5127	Resource identifier as a whole
	dc:contributor	ISO TC 46/WG 4	Person or organization which developed the resource
	dc:creator	International Organization for Standardization (ISO), ISO/TC46/WG4 NKOS Research Office of Shenzhen University Library	Additional information on source
	dc:title	ISO 5127:2016 Information Documentation Foundation Vocabulary@en ISO 5127 :2016 Information et documentation - Fondation et Vocabulaire@fr	- Information title and — and
	dc:language	xml:lang = "en"	Default language
Concept framework	skos:Concept	http://tc46.istic.ac.cn/ISO_5127_2016#3.1.10.26.01	Unique identifier of concepts, it can be the same as < tid-id >
	skos:notation	3.1.10.26.01	Unique identifier of terms
	skos:prefLabel	Metadata	The preferred lexical label for a resource, in a given

Category	SKOS core	Value or example	Annotation
	xml:base	http://tc46.istic.ac.cn/ISO_5127_2016#	
			language
	skos:altLabel	Other example: < skos:prefLabel xml:lang = "en" > URN < /s kos:prefLabel > < skos:altLabel xml:lang = "en" > universal resource name < /skos:altLabel >	An alternative lexical label for a resource
	skos:note	NOTE NOTE 1 NOTE 2	Specific relationship between terms
	dc:source	Other examples: [SOURCE: ISO 2789:2013, definition 2.3.4] [SOURCE: ISO 16439:2014, definition 3.25]	source citation for terms
Annotation	skos:definition	Other example: <i>data (3.1.1.15) about other data, documents (3.1.1.38), or records (1) < document(s) > (3.1.13. 16) that describes their content, context (3.1.2.05), structure, data format (3.1.13.12), provenance (3.6.2.1.09), and/or rights attached to them</i>	Descriptive note, definition type etc.
Example	skos:example	EXAMPLE	An example of the use of a concept

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