Glossary for IME ICC, 28 Feb. 2007 (updated following recommendations of the IME ICC4, Seoul meeting August 2006), revised 28 Feb. 2007 – marked up copy

A future Clean Copy will be included in the published report from the Seoul meeting (once approved).

GLOSSARY

This Glossary includes terms found in the Statement of International Cataloguing Principles that are being used in a specific way (not simply the usual dictionary definition).

Access point – A name, term, code, etc., under which a bibliographic or authority record or reference will be found. [Source: GARR modified per FRANAR] *See also* Controlled access point.

Agent – A person (author, publisher, sculptor, editor, director, etc.) or a group (organization, corporation, library, orchestra, country, federation, etc.) or an automaton (weather recording device, software translation program, etc.) that has a role in the lifecycle of a resource. [Source: DCMI Agents Working Group, working definition]
See also Author, Creator

Attribute – Characteristic of an entity. An attribute can be inherent in an entity or externally imputed. [Source: FRBR]

Author – A creator responsible for the intellectual or artistic content of a textual work. [Source: IME ICC]
See also Agent, Creator

Authority record – A record in an authority file for which the organizing element is the authorized heading for an entity (agent, work/expression, or subject) as established by the cataloguing agency responsible. [Source: IME ICC]
See also Access point, Authorized heading, Controlled ~~form of name~~ access point

Authorized heading – The uniform controlled access point for an entity. [Source: IME ICC]
See also Access point, Authority record, Controlled ~~form of name~~ access point

Bibliographic description – A set of bibliographic data recording and identifying a bibliographic resource. [Source: ISBD(CR)]

Bibliographic record – The set of data elements that describe and provide access to manifestations and identify related works and expressions. [Source: IME ICC]

Bibliographic resource – A manifestation or item. [Source: IME ICC]

Bibliographical unit
See Manifestation

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Collection – 1. A set of two or more works combined or issued together. 2. A set of bibliographic resources held or created by a given institution. [Source: IME ICC]

Concept – An abstract notion or idea. [Source: FRAD (associated with subjects), FRBR]

Controlled access point – A name, term, code, etc. under which a bibliographic or authority record or reference will be found. [GARR modified] Includes access points designated as authorized or preferred forms as well as those designated as variant forms. Includes access points based on personal, family, and corporate names. Includes access points based on titles for works, expressions, manifestations, and items. Includes access points consisting of a combination of two names and/or identifiers, as in the case of a name/title access point representing a work that combines the name of the author with the name (i.e., the title) of the work. Includes access points based on the terms for events, objects, concepts, and places. Includes access points based on identifiers such as standard numbers, classification indicia, etc. Includes elements added to the name *per se* (e.g., dates) for the purposes of distinguishing between entities with identical or similar names. [Source: FRAD – goes on to note the focus of the model is on names and terms controlled through an authority file.]
See also Access point, Authorized heading, Authority record, Name

~~**Controlled form of name** – Authorized and variant forms of names given to entities, formulated according to a set of rules and recorded in an authority record, in order to provide access to bibliographic and authority records (sometimes also called controlled heading, authorized heading, or variant heading). [Source: IME ICC]~~
~~*See also* Access point, Authorized heading, Authority record, Name~~

Controlled heading
> *See* Controlled access point

Conventional name – A name, other than the official name, by which a corporate body, place, or thing has come to be known. [Source: modified from AACR2 Revision 2002, Glossary]

Corporate Body – An organisation or group of persons and/or organisations that is identified by a particular name and that acts, or may act, as a unit. [Source: modified from FRAD, FRBR]

Creator – An entity responsible for the intellectual or artistic content of a work.
See also Author, Agent

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Descriptive cataloguing – The part of cataloguing that provides both descriptive data and non-subject access points. [Source: IME ICC]
See also Subject cataloguing

Event – An action or occurrence. [Source: FRAD (those not acting as corporate bodies are considered subjects), FRBR]

Expression – The intellectual or artistic realisation of a work. [Source: FRAD, FRBR]

Family – Two or more persons related by birth, marriage, adoption, or similar legal status, or otherwise present themselves as a family. [Source: FRAD, as modified by IME ICC]

Heading
        See Controlled access point

Item – A single exemplar of a manifestation. [Source: FRAD, FRBR]

Key-title – The unique name assigned to a continuing resource by the ISSN Network and inseparably linked with its ISSN. The key title may be the same as the title proper; or, in order to achieve uniqueness, it can be constructed by the addition of identifying and/or qualifying elements such as name of issuing body, place of publication, edition statement, etc. (see ISSN Manual). [Source: ISBD (CR)]

Manifestation – The physical embodiment of an expression of a work. [Source: FRAD, FRBR]

Name – A character or group of words and/or characters by which an entity is known; includes the words/characters designating a person, family, corporate body; the terms by which concepts, objects, events, or places are known; as well as the title given to a work, expression, manifestation, or item. [Source: FRBR as modified in FRAD]
See also Controlled access point

Object – A material thing. [Source: FRBR]

Person – An individual or a persona established or adopted by an individual or group. [Source: FRBR as modified in FRAD]

Place – A location. [Source: FRBR]

Physical format (an attribute of original and surrogate manifestations) – The container or medium in/on which an expression of a work is recorded (e.g., book, CD, MP3, videocassette, DVD, microfilm, digital file, map, globe, score, etc.). [Source: IME ICC]

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Subject cataloguing – The part of cataloguing that provides subject heading/terms and/or classification. [Source: IME ICC]
 See also Descriptive cataloguing

Uniform title – 1. The particular title by which a work or expression is to be identified for cataloguing purposes and for collocation in displays of sets of expressions or manifestations of the work or expression. Examples are collective titles and conventional titles used for collocation, form headings used to organize displays, and unique titles used to distinguish among works with the same title. [Source: modified from AACR2] 2. The authorized form by which variant titles of different manifestations of a work, with or without author, are linked/grouped together for searching/access purposes. [Source: GARR]

Work – A distinct intellectual or artistic creation (i.e., the intellectual or artistic content.). [Source FRAD, FRBR, as modified by IME ICC]

Sources

AACR2 – *Anglo-American cataloguing rules.* – 2nd edition, 2002 revision. – Ottawa: Canadian Library Association; London: Chartered Institute of Library and Information Professionals; Chicago: American Library Association, 2002-
DCMI Agents Working Group – Dublin Core Metadata Initiative, Agents Working Group. [Web page, 2003]: http://dublincore.org/groups/agents/ (working definitions – report is not yet final)
FRAD – *Functional requirements for authority data: a conceptual model – draft 2006-12-20.* (Working definitions, report is not yet final)
FRBR – *Functional requirements for bibliographic records: Final report.* – Munich: Saur, 1998. (IFLA UBCIM publications new series; v. 19)
GARR – *Guidelines for authority records and references.* 2nd ed., rev. – Munich: Saur, 2001. (IFLA UBCIM publications new series; v. 23)
IME ICC – IFLA Meeting of Experts on an International Cataloguing Code (1st: Frankfurt: 2003), recommendations from the participants
ISBD (CR) – *ISBD (CR): International standard bibliographic description for serials and other continuing resources.* – Munich: Saur, 2002. (IFLA UBCIM publications new series; v. 24)
Also see MulDiCat: http://subito.biblio.etc.tu-bs.de/muldicat/