

Glossary of terms and abbreviations

Bohdana Stoklasová

National Library of the Czech Republic

AACR2

Anglo-American Cataloguing Rules, 2nd ed.

AAP

Association of American Publishers

Access point control, see Authority control

ALA

American Library Association

ANSI

American National Standards Institute

ASCII

American Standard Code for Information Interchange

APA

American Psychological Association

ARK

Archival Resource Key

Authority control

The procedures by which consistency of form is maintained in the headings (names, uniform titles, series titles, and subjects) used in a library catalogue or file of bibliographic records through the application of an authoritative list, called an authority file, to new items as they are added to the collection. (Reitz, 2004, p. 53)

Bibliographic control

A broad term encompassing all the activities involved in creating, organizing, managing, and maintaining the file of bibliographic records representing the items held in a library or archival collection, or the sources listed in an index or database, to facilitate access to the information contained in them. Bibliographic control includes the standardization of bibliographic description and subject access by means of uniform catalogue code, classification systems, name authorities, and preferred headings; the creation and maintenance of catalogues, union lists, and finding aids; and the provision of physical access to the items in the collection. (Reitz, 2004, p. 69)

Bibliographic record

An entry representing a specific item in a library catalogue or bibliographic database, containing all the data elements necessary for a full description, presented in a specific bibliographic format. In modern cataloguing, the standard format is machine-readable, but prior to use of computers, the traditional format was the catalogue card. (Reitz, 2004, p. 71)

Bibliographic resource

An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be in any medium or combination of media and may be tangible or intangible. (ISBD(CR), p. 3)

BIC

Book Industry Communication

BLIC

British Library Integrated Catalogue

BNB

British National Bibliography

BnF

La Bibliothèque nationale de France (The French national Library)

Book trade

The operations and arrangements that exist in a specific country for the manufacture, distribution, and sale of books to the public, including publishers and their associations, printers and binders, retail booksellers and their trade associations, jobbers and dealers, and the generally accepted practices, standards, and codes governing their activities. Statistics on the U.S. book trade can be found in The Bowker Annual Library and Book Trade Almanac. Directory information can be found in the annual American Book Trade Directory, also published by R.R. Bowker. (Reitz, 2004, p. 97)

Cataloguing (cataloging)

The process of creating entries for a catalogue. In libraries, this usually includes bibliographic description, subject analysis, assignment of classification notation, and all the activities involved in physically preparing the item for the shelf, tasks usually performed under the supervision of a librarian trained as a cataloguer. (Reitz, 2004, p. 122)

Cataloguing-In-Publication (CIP)

CIP was pioneered in the U.S. Library of Congress in 1971. The British programme, which closely resembles the US system, became fully operational in 1977. The aim of the programme is to provide bibliographic data for new books in advance of publication, and it depends heavily on the voluntary co-operation of publishers. Records are compiled from information supplied by publishers on a standard data sheet. The record also appears in the book itself, usually on the verso of the title-page. (Prytherch, 2005, p. 115)

CDL

California Digital Library

CDNL

Conference of Directors of National Libraries

CD-ROM

Compact Disk Read Only Memory

CERL

Consortium of European Research Libraries

CNRI

Corporation for National Research Initiatives

Copyright

The exclusive right given by law to authors, composers or publishers to sell, reproduce or publish a work during a stated period of time. It is a form of protection for works, such as novels and journal articles, which result from the skill and labour of a creator, and for other subject matter which results from the investment of a producer, such as a film. (Mortimer, 2001, p. 50)

CQL

Common Query Language

DC

Dublin Core

DCMI

Dublin Core Metadata Initiative

DDC

Dewey Decimal Classification

Digital publication, see Electronic publication

Digital resource, see Electronic resource

DOI

Digital Object Identifier

DTD

Document Type Definition

DVD

Digital Video Disc

E-publication, see Electronic publication

E-resource, see Electronic resource

EAD

Encoded Archival Description

Electronic publication

A work in digital form capable of being read or otherwise perceived, distributed to the general public electronically. The category includes electronic journals and e-prints, electronic magazines and newspapers, electronic books, Web sites, Weblogs, etc. Some electronic publications are online versions of print publications; others are "born digital". Synonymous with e-publication. (Reitz, 2004, p. 244)

EAD

Encoding Archival Description

Electronic publication

Material (data and/or program(s)) encoded for manipulation by computer. Includes materials that require the use of a peripheral (e.g. a CD-ROM player) attached to a computer, and online service(s) (e.g. bulletin boards, discussion groups/lists, World Wide Web sites). (ISBD(CF) Review Group, 1997)

FRAD

Functional Requirements for Authority Data

FRANAR

Functional Requirements and Numbering of Authority Records

FRBR

Functional Requirements for Bibliographic Records

HTML

HyperText Markup Language

IANA

Internet Assigned Numbers Authority

ICNBS

International Conference on National Bibliographic Services; International Congress on National Bibliographies

IEC

International Electrotechnical Commission

IFLA

International Federation of Library Associations and Institutions

IME ICC

IFLA Meetings of Experts on an International Cataloguing Code

Integrated library system (ILS)

Software (though in early incarnations a software/hardware combination) that provides housekeeping activities and management information in relation to library services. Modules available can include cataloguing, acquisitions, circulation, OPAC, inter-library loans, periodicals control and reading list organization. It is becoming increasingly important that elements from these systems interoperate with wider institutional systems such as Portals and VLEs. (Prytherch, 2005, p. 361)

Interoperability

The ability of computers to communicate with each other using a common set of protocols. (Mortimer, 2001, p. 96)

ISBD

International Standard Book Description

ISBN

International Standard Book Number

ISMN

International Standard Music Number

ISO

International Organization for Standardization

ISRC

International Standard Recording Code

ISSN

International Standard Serial Number

ISTC

International Standard Text Code

ISWC

International Standard Musical Work Code

LCC

Library of Congress Classification

LCCN

Library of Congress Control Number

LC/NACO

Library of Congress Name Authority Cooperative Program

LC/NACO Authority File

International name authority file maintained by U.S. Library of Congress composed of authority data contributed by LC and member institutions of the Program for Cooperative Cataloging.

Legal deposit

Legal deposit is a statutory obligation imposed on publishers, distributors and, in some countries, printers to give copies of publications to the national collection.

LIBIS

Lithuanian Integrated Library Information System

MADS

Metadata Authority Description Schema

MARC

Machine Readable Cataloging

Metadata

Structured information used to describe information resources/objects for a variety of purposes. Although AACR2/MARC cataloguing is formally metadata, the term is generally used in the library community for non-traditional schemes such as the Dublin Core Metadata Element Set, the VRA Core Categories, or the Encoded Archival Description (EAD). Metadata can be categorized as descriptive, structural, and administrative. (Reitz, 2004, p. 448)

MIME

Multipurpose Internet Mail Extensions

MLA

Modern Language Association

MODS

Metadata Object Description Schema

NACO

Name Authority Cooperative Program. The name authority component of the Program for Cooperative Cataloging.

National bibliography (NB)

National bibliography in the modern sense of the word is defined as a cumulation of the authoritative and comprehensive records of the national output (i.e., products of the national publishing industry) of a country, published regularly, and with the least possible delay. It is produced in accordance with international standards by the national bibliographic agency. Publication details and authorship are investigated and verified in detail.

National bibliographic agency (NBA)

The organizational unit established within a country's library system, which undertakes responsibility for the preparation of the authoritative and comprehensive bibliographic records for each new publication issued in the country, making the records in accordance with accepted international bibliographic standards and publishing them with the shortest possible delay in a national bibliography, which appears on regular basis. (International Federation of Library Associations, IFLA International Office for UBC & UNESCO, 1979, p. 7)

National bibliographic control

The activities to discover, identify and record all the publications produced in a country in order to build up the national library and archival collections, satisfy the information needs of the nation, and contribute to the development of an integrated library, documentation and archival infrastructure. (International Federation of Library Associations, IFLA International Office for UBC & UNESCO, 1979, p. 2)

National imprint

The product of the national publishing industry.

National output

All documents published in a country regardless of format (carrier), e.g., printed, audio-visual or electronic.

NBN

National Bibliography Number

NID

Namespace IDentifier

NISO

National Information Standards Organization

NLM DTD

National Library of Medicine Document Type Definition

NSS

Namespace Specific String

OAI

Open Archives Initiative

OAI-PMH

Open Archives Initiative Protocol for Metadata Harvesting

OCLC

Online Computer Library Center

ONIX

Online Information Exchange

Online public access catalogue (OPAC)

An acronym for online public access catalogue, a database composed of bibliographic records describing the books and other materials owned by a library or library system, accessible via public terminals or workstations usually concentrated near the reference desk to make it easy for users to request the assistance of a trained reference librarian. Most online catalogues are searchable by author, title, subject, and keywords and allow users to print, download, or export records to an e-mail account. (Reitz, 2004, p. 501)

OWL

Web Ontology Language

PADI

Preserving Access to Digital Information

PDF

Portable Document Format

Persistent identifier

A persistent identifier is a code that identifies a digital resource (document, object or bibliographic record) without any ambiguity and that can be cited for information retrieval in the long term. Even if the resource moves within the information system, the persistent identifier still remains the same thanks to a resolver system making a permanent correspondence between the identifier publicly known and the physical current address in the system. [<http://www.ifla.org/VI/4/news/ipnn40.pdf>]

PREMIS

PREservation Metadata Implementation Strategies

Publisher

A person or corporate entity that prepares and issues printed materials for public sale or distribution, normally on the basis of a legal contract in which the publisher is granted certain exclusive rights in exchange for assuming the financial risk of publication and agreeing to compensate the author, usually with a share of the profits. (Reitz, 2004, p. 579)

PURL

Persistent Uniform Resource Locator

RAK

Regeln für die alphabetische Katalogisierung = Rules for Alphabetical Cataloguing

RDA
Resource Description and Access

RDF
Resource Description Framework

RFC
Request for Comments

RSS
Really Simple Syndication or RDF Site Summary

SACO
Subject Authority Cooperative Program

SGML
Standard Generalized Markup Language

SKOS
Simple Knowledge Organisation System

SRU (Search/Retrieve via URL)
A standard search protocol for Internet search queries, utilizing CQL (Common Query Language) which is a standard query syntax for representing queries.

SRW (Search Retrieve Web Service)
Search/Retrieve Web Service, a protocol bringing together Z39.50 experience with developments in web technologies which aims to integrate access to various networked resources, and to promote interoperability between distributed databases. A part of the ZING initiative. (Prytherch, 2005, p. 659)

Standards
Any code of rules or procedures established by national and international library organizations to govern bibliographic control, such as the MARC record format, CIP, and the ISBN/ISSN adopted by the publishing industry. (Reitz, 2004, p. 680)

Standard identifiers
The unique identification number assigned to an edition at the time of first publication, in accordance with an internationally standardized identification system, usually appearing somewhere on the item. In books published in hardcover, the International Standard Book Number (ISBN) is printed on the verso of the title page and usually on the front flap of the dust jacket. In paperback editions, it appears on the verso of the title page and on the back cover (usually in the lower-right-hand corner). In serials, the International Standard Serial Number (ISSN) appears in the masthead or with the table of contents of each issue or on the copyright page of each volume or part of a series. In printed music, the International Standard Music Number (ISMN) appears on the copyright page. In ISBD descriptions, the standard number is entered in the standard number and terms of availability area of the bibliographic description. (Reitz, 2004, p. 680)

Standard numbers, see Standard identifiers

SWD
Schlagwortnormdatei = Subject Headings Authority File

TEI
Text Encoding Initiative

UBC
Universal bibliographic control

UBCIM, see Universal Bibliographic Control and International MARC

UDC

Universal Decimal Classification

UKOLN

UKOLN is a research organization that aims to inform practice and influence policy in the areas of: digital libraries, information systems, bibliographic management, and web technologies. It was formerly the UK Office for Library and Information Networking.

UNESCO

United Nations Educational Scientific and Cultural Organization

UNIMARC

Universal MARC

Universal bibliographic control and International MARC (UBCIM)

The Universal Bibliographic Control (UBC) programme was set up in 1974 by IFLA to encourage international conformity in the exchange of bibliographic data, following activity from 1969 by cataloguing experts. The international MARC Programme was amalgamated with UBC in 1986 to form UBCIM. Much was achieved, and the programme had become redundant; it was closed in 2003. The UNIMARC format, which had been one of the major projects of UBCIM, is to be continued by the National Library of Portugal. Other aspects of the programme will be continued by ICABS (The IFLA-CDNL Alliance for Bibliographic Standards). (Prytherch, 2005, p. 717)

URL

Uniform Resource Locator

URN

Universal Resource Name

Virtual International Authority File (VIAF)

The Deutsche Nationalbibliothek, the Library of Congress, the Bibliothèque nationale de France, and OCLC are jointly conducting a project to match and link the authority records for personal names in the retrospective personal name authority files of the Deutsche Nationalbibliothek (dnb), the Library of Congress (LC), and the Bibliothèque nationale de France (BnF). For more information see:

<http://viaf.orgwww.oclc.org/research/projects/viaf/>

Voluntary deposit

Voluntary deposit is an agreement by which publishers commit to deposit material with the national bibliographic agency.

W3C

World Wide Web Consortium

XML

eXtensible Markup Language

Z39.50

A client server protocol for searching and retrieving information from remote computer databases. It is covered by ANSI/NISO standard Z39.50, and ISO standard 23950. The standard's maintenance agency is the Library of Congress. For more information see: <http://www.loc.gov/z3950/agency/>