ПІДТВЕРДЖУВАЛЬНЕ ПОВІДОМЛЕННЯ

Державне підприємство
«Український науково-дослідний і навчальний центр
проблем стандартизації, сертифікації та якості»
(ДП «УкрНДНЦ»)

Наказ від 05.12.2018 № 464

ISO 5127:2017

Information and documentation —
Foundation and vocabulary

прийнято як національний стандарт
методом підтвердження за позначенням

ДСТУ ISO 5127:2018
(ISO 5127:2017, IDT)

Інформація та документація.
База та словник термінів

З наданням чинності від 2019–01–01

Відповідає офіційному тексту

З питань придбання офіційного видання звертайтесь
до національного органу стандартизації
(ДП «УкрНДНЦ» http://uas.org.ua)

INTERNATIONAL STANDARD

ISO 5127

Second edition
2017-05

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).

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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;

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— 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";

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— 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.

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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.

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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.

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[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.

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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)*

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[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

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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)*

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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 convened 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.

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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)*

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[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.

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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.

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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)*.

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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

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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

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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.

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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]

Note1 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]

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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]

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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 (3.11.2.01)*

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]

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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) (3.4.7.42)*.

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

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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)*.

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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

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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

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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.

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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

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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

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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)

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[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]

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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.

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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, crypton, 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

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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)

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<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.

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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)*.

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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

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[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]

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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

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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.a., 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

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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)*

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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

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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

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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

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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.

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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)*

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[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

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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

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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

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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

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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.

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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]

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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)*.

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[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 (3.1.1215)* 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

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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

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[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)*.

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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

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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

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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)*

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[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)*.

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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

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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.

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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)*

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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)*.

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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]

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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.

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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]

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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" (3.1.8.36)*.

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*.

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[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]

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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

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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]

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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.

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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)*.

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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.

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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

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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 (3.2.107)* 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)*

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[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

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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)*

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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

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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

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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]

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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)*.

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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

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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)*.

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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.

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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

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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.

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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.

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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

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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

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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, parfumes, 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

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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

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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)

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<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)

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<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
ostracon
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

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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*).

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[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

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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, preprintsc. *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

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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)*.

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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)*]

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[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

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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)*

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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)*]

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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]

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3.3.5.1.05
letterpress printing
letterset printing
forme-based *printing (1) <technical process> (3.3.5.1.01)* process using rigid relief forms 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

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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/m^2 are generally considered to be paper (1), and materials of grammage of 225g/m^2 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/m^2 are generally considered to be paper (1), and materials of grammage of 225g/m^2 or more to be board (1) < paper > .

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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

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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 > (3.5.5.1.01)* 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

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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*.

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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)*

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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.

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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)*.

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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

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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.

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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)*.

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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

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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

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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

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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

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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)*

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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 >*.

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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*.

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[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

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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

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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
filmslip, 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)*

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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

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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

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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

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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

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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)*

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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

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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

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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 *cinematograhic 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)".

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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

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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)*.

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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) (3.4.57.01)*.

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

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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

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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)*

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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)

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<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

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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 continues 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)*

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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

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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)*

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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.

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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

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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

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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

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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

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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 scribers

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 scribers.

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

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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]

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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

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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)

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<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

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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)*

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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

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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.

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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.

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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 audio*graphies* 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

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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.

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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

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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

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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

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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

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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

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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

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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)*.

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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)*.

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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

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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

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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

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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

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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)

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<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)

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<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

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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]

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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)*

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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.

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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

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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)*.

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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]

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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

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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)*.

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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

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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

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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> (3.1.13.16)* 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

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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 fonds" (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

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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.

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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)*

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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
ficticious 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)

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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 from

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).*

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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

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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

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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]

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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)*

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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]

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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

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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 *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.

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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 *achive(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.

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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

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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]

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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

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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]

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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

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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)*

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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

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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

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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)*

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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

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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

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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

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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

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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)*

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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]

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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 (8.3.1.04)* 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).

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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

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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

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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

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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

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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

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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

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[SOURCE: ANSI/NISOZ39.19-2015 (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))*.

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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)

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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.

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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

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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)*

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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)*

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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

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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]

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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

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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

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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

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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

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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

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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)*

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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*).

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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

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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..

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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

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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]

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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).

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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

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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]

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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.

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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 (3.11.2.05)* 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

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[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)*

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[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

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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)*; corporal *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.

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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

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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]

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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]

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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]

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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

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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

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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

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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

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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

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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)*

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[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)

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<dwell 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)*

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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) < dwell 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

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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

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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) < dwell 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)*

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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

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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.

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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

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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

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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).

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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

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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 *delumination (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

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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

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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.

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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)*.

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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)*.

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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

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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

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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

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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

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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
plagiary
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)*

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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)*

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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

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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

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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

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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.

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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 and Documentation — Foundation and Vocabulary@en ISO 5127 :2016 Information et documentation - Fondation et Vocabulaire@fr	Information title
	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

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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 < /skos: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: *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	Descriptive note, definition type etc.
Example	skos:example	EXAMPLE	An example of the use of a concept

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