

Glossary

Because of the range of materials covered in this CD-ROM guide, it may be useful to define some of the terms used in the texts accompanying the lists of standards.

Further information can be found in the following glossaries :

- A glossary of InterNet terms by InterNet Literacy Consultants (TM) :
<http://www.matisse.net/files/glossary.htm>
- A glossary for NCSA Mosaic and the World Wide Web users :
<http://www.ncsa.uiuc.edu/SDG/Software/Mosaic/GlossaryDL.html>
- A glossary of statistics :
<http://linkage.orckefeller.edu/wli/glossary/stat.html>
- A glossary on airborne fungus elaborated by the Environmental Health and Safety Department of the University of Minnesota :
<http://dehs.umn.edu/fungus/myco.html>

A multi-lingual glossary for sound and moving image terms is under preparation by IASA for UNESCO and will be published shortly : <http://www.llgc.org.uk/iasa>

Acid

In chemistry, a substance capable of forming hydrogen ions when dissolved in water. Acids can damage cellulose in paper, board and cloth by catalysing hydrolysis.

Acid free paper

Papers that have a pH of 7 (neutral) or higher (alkaline) at the time of production but not necessarily an alkaline buffer or reserve.

Alkali

In chemistry, a substance capable of forming hydroxyl ions when dissolved in water. Alkaline compounds may be added to materials to neutralise acids or as an alkaline buffer for the purpose of counteracting acids which may form in the future.

Adsorption

Retention of molecules (gas, vapour) at the surface of a solid.

Amino-acid

Organic acid derived from ammonia ; part of the constituent of protein.

ASCII

American Standard Code for Information Interchange. A seven-bit standard code used to facilitate the interchange of data among various types of data processing and data communication equipment.

Authentication

A process for verifying the correctness of a piece of data.

Base

The support for a carrier. Examples include the clear film that holds a film or magnetic tape emulsion, the aluminium plate that is coated with lacquer to make an instantaneous disc.

Bibliographic description

A set of formalised data elements describing a publication.

Bibliographic record

A discrete bibliographic description stored either manually or electronically.

Bitstream

A sequence of bits transmitted across an electronic link. The software controlling the link is unaware of any structure inherent in the bitstream data.

Carrier

The physical package (i.e., the disc, film, paper, etc) in or on which information is fixed or recorded. Examples include : a magnetic tape ; a telephone cable ; a sheet of paper.

CD-ROM

Compact Disc Read Only Memory.

Cellulose

Chemically a complex carbohydrate. The main constituent of many fibrous plant products such as paper, board, textiles and some synthetic materials.

Cellulose acetate

Ester of acetic acid. Material used for films and plastic sheets.

Cellulose nitrate

Ester of nitric acid. Material used for films and plastic sheets. Very flammable and explosive substance.

CIP

Cataloguing-In-Publication records, created using information supplied pre-publication by the publisher.

Collagen

Proteineous substance, main substance of animal conjunctive tissue.

Condensation

Phenomenon which occurs above the saturation point of water vapour. Water is then present in a liquid state.

Confidentiality

The quality of protection against unauthorised access to private or secret information.

Conservation

Active intervention by specialists to inhibit further deterioration of an object and stabilise it in its present condition. As a part of conservation, preventive conservation aims to prevent deterioration by acting directly on the environment of the collection.

Corruption

A change in data such that the data content received is not what was originally sent.

Database (DB)

A computer Program for entering, storing and retrieving items of information in a structured fashion.

Dataflowa

Transfer of data between a sender and a recipient.

Degree of polymerisation

In chemistry the degree of polymerisation indicates the number of monomers in a polymer.

Deposit of publications

A system in operation in many countries, usually legally enforced, whereby publishers must deposit one or more copies of every publication within nominated libraries. Often referred to as Legal Deposit.

Desorption

Opposite of adsorption.

Deterioration

Alteration of the physical and chemical integrity of a material under the influence of internal or external factors or a combination of both. Synonym for alteration or degradation.

Dial-in service

A method of obtaining access to the services provided by a computer by establishing a connection through the telephone system.

Document

- 1) The combination of a medium and the information recorded on or in it which may be used as evidence or for consultation.
- 2) A single record or item. Examples include : a sheet of paper with writing ; an e-mail message ; a film with images ; a magnetic tape with a sound recording.

DTD

Document Type Definition.

Dublin Core

A metadata format being discussed internationally to define a minimal information resource description for use in a WWW environment. The term "Dublin" is used as Dublin, Ohio is the location of OCLC's headquarters.

EDI

Electronic Data Interchange. The exchange of structured data messages to enable automated transactions between application systems.

EDIFACT

EDI For Administrations, Commerce and Transport. The international EDI standard messaging syntax under the responsibility of the UN, for trading transactions in all industries. Also known as UN-EDIFACT.

e-journal

See electronic journal.

Electronic journal

Similar to a traditional journal but published only in electronic form - on a CD-ROM or the World Wide Web.

Electronic mail

A means for an originator of information to distribute information to an unlimited number of recipients via a value added network service which mimics the functions of the paper postal services.

Electronic publisher

See publisher.

Electronic publication

Document, file, journal, etc. made available in electronic form.

email

See electronic mail.

E-serial

Similar to a traditional serial but published only in electronic form - on a CD-ROM or the World Wide Web.

File transfer

A means of providing access to files on a remote IT system without requiring detailed knowledge of the structure and characteristics of the remote system.

Floppy disc

A type of computer storage medium, capable of storing up to 2 MB of data. Most commonly available in 3.5 inch size.

Format

- 1) The size of a given document (i.e., a sheet of paper, etc.).
- 2) In its widest sense, a particular physical presentation of an item. Examples include : a standard layout of memorandum in an office ; the arrangement of data in a computer application ; the general pattern of a television recording (VHS, BetaCam etc) ; the aspect ratio of a moving image production.
- 3) In the context of bibliographic control, the formalised structure in which the specific elements of bibliographic description are accommodated.

Foxing

A kind of mould which causes rust-coloured spots on paper.

Frame relay

A data service similar to X.25, but providing higher speeds and LAN interconnection.

FTAM

File transfer, Access and Manipulation. An alternative file transfer protocol to FTP.

FTP

File Transfer Protocol, an Internet standard means of transferring electronic files between computers.

Hemicelluloses

Chemically a carbohydrate similar to cellulose, with a lower degree of polymerisation.

High level technical options

Transmission options which operate at a higher level than low level technical options, e.g. EDIFACT, Warwick Framework, PICS, RDM, Web Crawler, Search and Retrieve. The high level technical options use one of the low level technical options as the underlying transmission medium.

Home page

A World Wide Web page set up as an introductory page by an organisation or individual.

HTML

Hypertext Mark-up Language. The standard language used for creating Web documents.

HTTP

HyperText Transfer Protocol. The protocol used for communication between Web clients and servers.

Hydrolysis

The decomposition of organic compounds by interaction with water. The degradation weakens or breaks molecular bonds, thereby leading to embrittlement and discoloration.

Hygroscopic

A substance which retains water.

IAFA

Internet Anonymous FTP Archive.

ILL

Inter-Library Loan.

Indexing service

A secondary service providing access to primary sources through the use of keywords appearing in metadata and/or full text.

Information

Recorded data. Examples include : writing on a sheet of paper ; the dyes on a photographic still ; the sound in the groove of a vinyl record; etc., the binary digits forming an e-mail message.

Integrity Consultants

The preservation of programs and data for their intended purpose.

Internet

The world wide network of computer systems connected to each other.

Internet Publisher

An organisation or person who publishes documents on the Internet. These will be on-line documents.

ISBD

International Standard Bibliographic Description. There are seven specific ISBDs as well as the general ISBD -(G) : monographs -(M), serial publications -(S), cartographic material -(CM), non-book material -(NBM), printed music -(PM), antiquarian publications -(A), computer files -(CF).

ISDN

Integrated Services Digital Network. A data service which can transmit both voice and data over a single line.

ISSN

International Standard Serial Number.

IT

Information technology.

Label

A PICS label, generated by a labelling service, contains a rating of Internet material.

Labelling service within the PICS environment, a labelling service generates ratings of Internet material. These ratings are contained in PICS labels.

Legal Deposit

See Deposit of publications.

Lignin

A component of the cell walls of woody plants, along with cellulose. Lignin is largely responsible for the strength and rigidity of plants, but its presence in paper and board is believed to contribute to chemical degradation.

Light

Part of the spectrum of electromagnetic waves which is visible to the human eye.

Low Level Technical Options

Generalised IT techniques for the transmission of data, e.g. e-mail, file transfer, opto-magnetic media and World Wide Web.

MARC

MAchine Readable Cataloguing. A family of formats based on ISO 2709 for the exchange of bibliographic and other related information in machine readable form. For example, USMARC and UNIMARC.

Medium (media)

A material or base on which information is stored or transmitted. It may be a physical medium such as a gramophone record or a piece of paper, or be virtual (for example, a radio carrier signal).

Metadata

Information about a publication as opposed to the content of the publication ; includes not only bibliographic description but also other relevant information such as its topic, price, conditions of use, etc.

Microclimate

Climatic conditions specific to a very limited zone.

MIME

Multimedia mail enhancements to the Internet mail standard.

Monograph

A publication either complete in one part or complete, or intended to be completed, in a finite number of separate parts. A non-serial publication.

Mould

The spores of fungi that become mould or mildew are always present in the air and on objects. They only await proper conditions of moisture and temperature to germinate, grow and reproduce. Mould causes staining and weakening of most library material.

Multimedia

A publication in which images, sound and text are integrated.

National Bibliography

A listing of all national publications. May include all publications produced in that country, or in the language of that country, or sometimes about that country.

National character set

All of the numbers, letters and symbols associated with a given language.

Non-repudiation

A security service which prevents the receiver of a message from denying that the message had been received.

On-line publication

See On-line resource.

On-line resource

An electronic document which is bibliographically identifiable, is stored in machine readable form on an electronic storage medium and is available on-line. For example a Web page.

Off-line publication

An electronic document which is bibliographically identifiable, is stored in machine readable form on an electronic storage medium. For example, a CD-ROM.

Opto-magnetic media

Various media used for the physical exchange of electronic information between IT systems, using postal or courier services.

Oxidation

Traditionally defined as a chemical reaction in which oxygen combines with another element to form an oxide. Today it is defined as a chemical reaction in which one or more free electron are released.

Oxidation may be caused by impurities present within or adjacent to the material or by atmospheric pollutants.

Packaging level option

A high level technical option which structures the data according to content.

Permanent paper

Paper manufactured to high standards for long-term survival good condition under reasonable storage conditions. It must have good resistance to internal and external chemical reactions, good mechanical strength and be composed of only virgin, or un-recycled fibres containing no lignin. Refers to the ISO standard ISO 9706 : 1994 – Requirements for permanence.

pH

In chemistry, pH is a measure of the concentration of hydrogen ions in solution, indicating acidity or alkalinity (pH > 7 is alkaline, pH < 7 is acid, pH = 7 is neutral).

Photochemical degradation

Damage or change caused or increased by exposure to light.

PICS

Platform for Internet Content Selection, an infrastructure for associating labels with Internet content.

Photography

Any method of producing an image by using the action of light to change a chemical compound.

Plain text file

A human-readable file of data. The data may be structured in some pre-defined format.

Polyester

The common name for the plastic polyethylene terephthalate. Used in sheets or film form to make folders, encapsulations and adhesive tapes. Trade names include Mylar, Melinex and Terphane. Only some of these polyester materials are suitable for conservation.

Polymer

A material built up from a series of smaller units (monomers).

Polyvinylchloride (PVC)

A polymer which is not suitable for conservation. It can damage documents by emitting acidic components and plasticisers.

Preservation

Includes all the managerial and financial considerations, including storage and accommodation provisions, staffing levels, policies, techniques and methods involved in preserving library and archival material and the information they contain.

Print

An image on an opaque support. The image may be a photographic still or produced from an engraved plate or similar master.

Private data networks

Data networks owned by an organisation. The lines are rented from carriers but switching equipment belongs to the organisation.

PS

Postscript, a standard format for exchange of printable files.

Publications

Documents containing either text or sound or images, or a combination of these, packaged for wider distribution, whether off-line (e.g. printed book, CD-ROM) or on-line (e.g. Web, database for information retrieval).

Publisher

A person or organisation that produces documents and makes them available. Newly emerging publishers may produce and distribute documents electronically - for instance, on the Web.

Pull Model

When applied to a transfer of metadata between a Publisher and an NBA, the pull model describes the scenario whereby the NBA initiates the transfer by requesting or "pulling" data to the NBA.

Push Model

When applied to a transfer of metadata between a Publisher and an NBA, the push model describes the scenario whereby the Publisher initiates the transfer by providing or "pushing" data to the NBA.

RAMP studies

Studies published by the Records and Archives Management Programme of the General Information Programme of UNESCO.

RD

Resource Description. Consists of a URL and a number of value-attribute pairs.

RDM

Resource Description Messages. A technique for encoding and transmitting metadata relating to an Internet resource accessible via a URL.

RDM agent

Generates Resource Descriptions (RD) based on the content of Internet material.

RDM server

Stores a collection of RDMs, to be accessed across the WWW.

Receiver authentication

A security service which guarantees that the recipient of a message is the person to whom the message was addressed.

Record

See bibliographic record.

Record creation

The generation of bibliographic records by, for example, a bibliographic agency.

Record supply

The transmission of previously generated bibliographic records.

Relative humidity

Relationship, expressed as a percentage, between the quantity of water vapour contained by a given volume of air at given temperature and atmospheric pressure and the maximum quantity of water which this same volume can contain at the same temperature.

Restoration

The process of restoring an object to a condition as close as possible to that when it was first made.

RFC

Request For Comments, a method by which standards are proposed and agreed upon, usually with reference to the Internet.

Rosin

A resin which is used for the sizing of paper.

Search Service

An Internet service to search for electronic resources by means of keywords.

Sender authentication

A security service which guarantees to a recipient of data that the sender of the data is who he claims to be.

Serial

A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials include periodicals ; newspapers ; annuals (reports, yearbooks, etc.) ; the journals, memoirs, proceedings, transactions, etc. of societies ; and numbered monographic series.

Serial Contents Database

A database of the contents of journals, issue by issue.

SGML (ISO 8879)

Standard Generalised Mark-up Language. ISO standard for document description, separating contents and structure.

SMTP

Simple Message Transfer Protocol. Internet e-mail standard.

Softener

A substance which is added to some plastics to soften them. Can deteriorate documents in contact with the plastic by migrating to the surface.

SR

Search and Retrieve.

SSSH

Simplified SGML for Serials Headers.

Standard

- 1) A set of guidelines, usually drafted by experts in a particular field of technology, that are issued for general use by national and international standards organisations.
- 2) The format used to distribute a television signal. Examples include NTSC, PAL, SECAM.

Subject Gateway

An Internet service listing (usually) on-line resources for a particular subject area. The resources included have been reviewed by subject specialists before inclusion.

Subscription Agent

A supplier of journals to libraries and other information agencies.

Sulphuric acid

Strong mineral acid which deteriorates cellulose by hydrolysis.

TCP/IP

Transmission Control Protocol/Internet Protocol. The Internet transport-level protocols, often used to refer to the entire collection of Internet protocols.

Trade bibliographic agency

An agency providing bibliographic information to, and based on input from, the book trade.

Transparency

A positive image on a transparent support.

Transport level technical option

See Low level technical option.

URL

Uniform Resource Locator. The standard way to give the address of a source of information on the WWW. It contains four different parts : the protocol type, the machine name, the directory path and the file name. For example : <http://www2.echo.lu/libraries/en/libraries.html>

VANS

Value added network services.

Voluntary Deposit

See Deposit of publications.

Web crawler

A system which crawls the WWW, generating all-encompassing Web indexes.

Web robot

See Web crawler.

Web site

Used to refer to a single location on the World Wide Web, usually on the same piece of hardware. Part of the Internet that stores and gives access to documents using HTTP.

World Wide Web

The global set of Internet Web sites offering world wide access to information using HTTP.

WWW

See World Wide Web.

X.25

A data service using packet switching techniques. The X.25 standard is internationally recognised.

X.400

Electronic mail standard developed by the public service providers and the IT industry. An alternative to SMTP.

Z39.50

A network protocol which allows searching of (usually remote) heterogeneous databases and retrieval of data, most often used for retrieving bibliographic records.

Glossary : organisations**AES**

Audio Engineering Society

ANSI

American National Standards Institute

BSI

British Standards Institute

CPA

Commission on Preservation and Access (US based Commission - see also ECPA)

ECPA

European Commission on Preservation and Access (see also CPA)

FIAF

Fédération Internationale des Archives du Film

FIAT

Fédération International des Archives de Télévision

ICA

International Council on Archives

IEEE

Institute of Electrical and Electronics Engineers

IASA

International Association of Sound and Audiovisual Archives

IETF

Internet Engineering Taskforce

IFLA

International Federation of Library Associations and Institutions

NBA

National Bibliographic Agency

SMPTE

Society of Motion Picture and Television Engineers