

NUMERIC

Definitions

access (ISO 5127)

right, opportunity or means of obtaining information from documents.

access control (NEDLIB)

verification of user rights and the terms and conditions for the access to a publication.

archive (Pierce-Moses)

the division within an organization responsible for maintaining the organisation's records of enduring value. An organisation that collects the records of individuals, families, or other organisations.

archive (ISO 5127)

organisation or part of an organisation responsible for selection, acquisition, preservation and availability of one or more archives.

archival unit (ISO 5127)

single document or set of documents in an archive, treated as an entity.

archived records (adapted from ISO 5127)

records of the same provenance accumulated by an organization or person in the course of the conduct of affairs, and preserved because of their enduring value.

article (ISO 5127)

independent text forming a part of a publication.

artifact (ODLIS)

an object made or modified by the work of one or more persons (replicas excluded), as distinct from a natural object, called a specimen when collected. Objects created for their aesthetic value are considered works of art. *Alternative spelling, "artefact".*

audiorecording (ODLIS)

any medium on which sounds are recorded for mechanical or electronic playback, including phonograph records (vinyl), audiotape, and compact disc. Synonymous with sound recording.

audiovisual document (ISO 2789)

document in which sound and/or pictures are prominent, and which requires the use of special equipment to be seen and/or heard.

NOTE 1 Adapted from ISO 5127:2001.

NOTE 2 This includes audio documents such as records, tapes, cassettes, audio compact discs, DVD's, files of digital audio recordings; visual documents such as slides, transparencies, and combined audiovisual documents, such as motion pictures, video recordings, etc. Microforms are excluded.

book (ISO 2789)

non-serial printed document in codex form.

born digital (Jones)

digital materials which are not intended to have an analogue equivalent, either as the originating source or as a result of conversion to analogue form.

closed access (ISO 5127)

access to information, documents or information services limited by general or specific regulations.

collection (ISO 5127)

gathering of documents assembled on the basis of some common characteristic, without regard to their provenance.

digital document (ISO 2789)

information unit with a defined content that has been digitized by the library or acquired in digital form as part of the library collection.

NOTE 1 This includes eBooks, electronic patents, networked audiovisual documents and other digital documents, e.g. reports, cartographic and music documents, preprints, etc. Databases and electronic serials are excluded.

NOTE 2 Items incorporated in databases are excluded.

NOTE 3 A digital document may be structured into one or more files.

NOTE 4 A digital document consists of one or more content units.

digital materials (Jones)

a broad term encompassing digital surrogates created as a result of converting analogue materials to digital form (digitisation), and "born digital" for which there has never been and is never intended to be an analogue equivalent, and digital records.

digital preservation (ODLIS)

the process of maintaining, in a condition suitable for use, materials produced in digital formats, including preservation of the bit stream and the continued ability to render or display the content represented by the bit stream. The task is compounded by the fact that some digital storage media deteriorate quickly ("bit rot"), and the digital object is inextricably entwined with its access environment (software and hardware), which is evolving in a continuous cycle of innovation and obsolescence. Also refers to the practice of digitizing materials originally produced in non-digital formats (print, film, etc.) to prevent permanent loss due to deterioration of the physical medium.

digitisation (IMLS)

the process of converting, creating and maintaining books, art works, historical documents, photos, journals etc, in electronic representation so they can be viewed via computer and other devices.

document (ISO 2789)

recorded information or material object, which can be treated as a unit in a documentation process.

NOTE Documents may differ in their physical form and characteristics.

download (ISO 2789)

successful request of a descriptive record or content unit, e.g. for displaying, printing, saving, or emailing.

NOTE For web server logs successful requests are those with specific return codes, as defined by NCSA (National Center for Supercomputing Applications).

drawing (ISO 5127)

picture made with a solid mineral substance or a pointed tool.

engraving (ISO 5127)

print made from any kind of intaglio plate, whether engraved with hand-tools or a machine, or etched with acid, so that the printing areas are lower than the non-printing areas.

film (ISO 5127)

series of pictures recorded on a strip of transparent material, or on an electronic data medium, which, when projected or produced rapidly one after another on a screen, give the illusion of natural and continuous movement.

full-time equivalent/FTE (adapted from ISO 11620)

a measurement equal to one staff person working a full-time work schedule for one year.

EXAMPLE If out of three persons employed in an institution, one works quarter-time, one works half-time, and one works full-time, then the FTE of these three persons would be $0,25 + 0,5 + 1,0 = 1,75$ employees (FTE).

incunabulum (ISO 5127)

volume printed in Europe from movable type and dating from before 1501-01-01.

issue (ODLIS)

copy of a newspaper or periodical published on the same date and bearing the same issue number.

journal (adapted from ISO 2789)

serial under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated.

NOTE Series of reports, transactions of institutions, series of regular conference proceedings and annuals are included, while newspapers and monographic series are excluded.

leaf (ISO 5127)

sheet of paper or similar thin material on which information has been or may be recorded.

library (ISO 2789)

organization, or part of an organization, the main aims of which are to build and maintain a collection and to facilitate the use of such information resources and facilities as are required to meet the informational, research, educational, cultural or recreational needs of its users.

NOTE These are the basic requirements for a library and do not exclude any additional resources and services incidental to its main purpose.

manuscript (ISO 2789)

original document that is handwritten or in typescript.

NOTE Bound volumes and other units (fragments, rolls, autographs, etc.) may be counted separately.

map (ISO 5127)

conventional representation, on a reduced scale and usually flat, of phenomena which can be localized in space and time.

metadata (ODLIS)

literally, "data about data." Structured information describing information resources/objects for a variety of purposes....The term is generally used in the library community for nontraditional schemes such as the Dublin Core Metadata Element Set, the VRA Core Categories, and the Encoded Archival Description (EAD). Metadata has been categorized as descriptive, structural, and administrative. *Descriptive metadata* facilitates indexing, discovery, identification, and selection. *Structural metadata* describes the internal structure of complex information resources. *Administrative metadata* aids in the management of resources and may include rights management metadata, preservation metadata, and technical metadata describing the physical characteristics of a resource.

microform (ISO 2789)

photographic document requiring magnification when used.

NOTE 1 Microfiche and microfilm are included.

NOTE 2 Slides and similar documents are counted as audiovisual documents.

monograph (ISO 5127)

publication in print or non-print form, either complete in one volume or complete, or intended to be completed, in a finite number of volumes.

monument (adapted from OECD and UNESCO)

historic monuments are fixed assets that are identifiable because of particular historic, national, regional, local, religious or symbolic significance. This includes architectural works, groups of buildings, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features. The definition excludes objects in the collections of archives, libraries and museums.

museum (1) (ISO 5127)

organized collection of artefacts or naturalia of cultural or scientific interest, stored permanently for intended display.

museum (2) (ISO 5127)

organization or part of an organization responsible for collecting, preserving, and exhibiting museum documents.

newspaper (ISO 2789)

serial, which contains news on current events of special or general interest, the individual parts of which are listed chronologically or numerically and usually appear at least once a week.

object (adapted from CIDOC guidelines)

an item which forms part of an institution's collections. For natural science collections the term "Specimen" is used. In this document the two terms should be regarded as being interchangeable.

open access (ISO 5127)

unrestricted access to information, documents or information services.

optical character recognition/OCR (ODLIS)

a process by which characters typed or printed on a page are electronically scanned, analyzed, and if found recognizable on the basis of appearance, converted into a digital character code capable of being processed by a computer. OCR eliminates the time-consuming process of re-keying information produced in print, but results can be unpredictable if the scanned copy is imperfect or contains diacritical marks or unrecognizable characters.

page (ISO 5127)

one side of a leaf.

pamphlet (ISO 5127)

monograph having not more than 48 pages.

patent (ISO 2789)

government document granting an inventor the sole right to use or license an invention together with associated documentation.

physical unit (ISO 2789)

physically coherent document unit, inclusive of any protective devices, freely movable against other document units.

NOTE 1 Coherence may be achieved, for example, by binding or encasement.

NOTE 2 For printed documents, the term "volume" is used for the physical unit (see also volume).

photograph (ISO 5127)

picture obtained by a process which fixes a direct and durable image on a sensitized surface by the action of electromagnetic radiation.

picture (ISO 5127)

primarily two-dimensional presentation of one or more objects or shapes.

postcard (ISO 5127)

card for conveyance by post, often with a picture on one side.

poster (ODLIS)

a large single sheet of heavy paper or cardboard, usually printed on one side only, with or without illustration, to advertise a product/service or publicize a forthcoming event (meeting, concert, dramatic performance, etc.), intended for display on a bulletin board, kiosk, wall, or other suitable surface.

preservation (ISO 5127)

all measures taken including financial and strategic decisions, to maintain the integrity and extend the life of documents or collections.

print (ISO 5127)

copy of an image transferred to a sensitive material.

rare book (ISO 2789)

book published before 1800.

record (ISO 5127)

document created or received and maintained by an agency, organization or individual in pursuance of legal obligations or in the transaction of business.

request (adapted from COUNTER)

user requests include viewing, downloading, emailing and printing of items, where this activity can be recorded and controlled.

restricted access (adapted from ODLIS)

the policy of limiting access to an online resource or service to members of a particular community, such as the students, faculty, and staff of a university or the walk-in patrons of a public library.

retrodigitisation

the transformation of the information of the original physical, analogue carrier (e.g. print media, films, tapes) into a digital form.

Retrodigitisation is used in libraries and archives for the purpose of preserving documents in danger of decay and of giving access to broad usage.

score (ISO 5127)

document containing notation for a musical work, with the staves of the parts arranged on the page so that notes sounded simultaneously are vertically aligned.

set (ISO 5127)

assembly of objects or concepts considered as a whole.

sheet music (ISO 5127)

printed music issued without covers, whether actually printed on single sheets (pages) or not.

title (ISO 2789)

words at the head of a document thus identifying it and normally distinguishing it from others.

NOTE For measuring purposes, "title" describes a document, which forms a separate item with a distinctive title, whether issued in one or several physical units, and disregarding the number of copies of the document held by the library.

videorecording (ODLIS)

electronic medium in which visual images, usually in motion and accompanied by sound, are recorded for playback by means of a television receiver or monitor. The category includes videotape and videodisc.

volume (ISO 2789)

physical unit for a printed document assembling a certain number of leaves under one cover to form a whole or part of a set.

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