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fable /'feɪb(ə)/ *noun* a short story which aims to teach a moral lesson

face /feɪs/ *noun* the front cover of a book

facet /'fæsɪt/ *noun (in classification)* the whole group of divisions when a subject is subdivided

COMMENT: There are five kinds of facet in a class: personality, matter, energy, space and time.

facilitate /fə'sɪlɪteɪt/ *verb* to make something possible or easier to do, e.g. by providing information

facilitator /fə'sɪlɪteɪtə/ *noun* somebody who makes it possible for other people to do things

facility /fə'sɪlɪti/ *noun* a piece of equipment that makes it easy to do something

facing /'feɪsɪŋ/ *adjective* opposite ○ *The picture was on the facing page.*

facing pages /,feɪsɪŋ 'peɪdʒɪz/ *plural noun* the two pages that are visible when a book is open

facsimile /fæk'sɪmɪli/ *noun* an exact copy of an original

facsimile edition /fæk'sɪmɪli ɪ ,dɪʃ(ə)n/ *noun* a book or print that is reprinted in exactly the same style as an earlier edition, often being a photographic reproduction of the original

fact /fækt/ *noun* something that is known or accepted to be true

fact-finding /'fækt ,faɪndɪŋ/ *adjective* intended to find out information about something ■ *noun* activity that is intended to find out information about something

factor /'fæktə/ *noun* one aspect which affects an event, situation or decision

factual /'fæktʃuəl/ *adjective* based on fact

faculty /'fæk(ə)lti/ *noun* a group of departments in a university or college within the same academic area ○ *The library school is within the faculty of humanities and education studies.*

fail /feɪl/ *verb* to be unsuccessful or not work properly

fail-safe /'feɪl seɪf/ *adjective* designed in such a way that nothing dangerous can happen if any part goes wrong

fair copy /,feə 'kɒpi/ *noun* the final version of work which has no mistakes

fake /feɪk/ *noun* 1. something or somebody who is not what they pretend to be 2. a false, and usually worthless, copy

fallback system /'fɔ:l bæk ,sɪstəm/ *noun* a system that can be used if the one in use fails

false /fɔ:ls/ *adjective* not correct or based on wrong information

false alarm /,fɔ:ls ə'lɑ:m/ *noun* a warning of something bad that does not actually happen

false drop /,fɔ:ls 'drɒp/ *noun* 1. a citation that does not relate to the subject being searched 2. an irrelevant reference in indexing

false friend /,fɔ:ls 'frend/ *noun* a word which appears to be similar in meaning to a word in a different language, but actually is not

false positive /,fɔ:ls 'pɒzɪtɪv/ *noun* an instance of a search program or database mistakenly returning something that is unrelated to the search term

'Echoing remarks he made last year, the geneticist said the criminal DNA database was not sophisticated enough

to prevent false positives. “The chances of two unrelated people matching is 1 in 10 trillion – that is not good enough”.’ [*The Guardian*]

falsify /'fɔ:lsɪfaɪ/ *verb* to change information so that it is no longer true or accurate

family /'fæm(ə)li/ *noun* **1.** a group of all the characters belonging to the same typeface, including all the different fonts **2.** a group of related things such as plants, animals or languages, used as the basis of classification

family name /'fæm(ə)li neɪm/ *noun* a surname

fan /fæn/ *noun* a cooling device often built into electric machines so that they do not overheat

fan-fold /'fæn fəʊld/ *adjective* referring to a way of folding paper so that information can be printed on different parts of it as in a pamphlet

FAQ /fæk, ,ef eɪ 'kju:z/ *abbreviation* frequently asked questions

far-sighted /,fɑ: 'saɪtɪd/ *adjective* good at guessing what will happen in the future

fascicle /'fæskɪk(ə)l/ *noun* a section of a book published in instalments as a volume or pamphlet

fast /fɑ:st/ *adverb* fixed or held very firmly

fatal error /,feɪt(ə)l 'erə/ *noun* a mistake that causes a computer program to crash

fault /fɔ:lt/ *noun* a weakness or imperfection in something

fault tolerance /'fɔ:lt ,tɒlərəns/ *noun* the ability of a computer or network to preserve the integrity of data during a malfunction

faulty /'fɔ:ltɪ/ *adjective* not working properly

fax /fæks/ *noun* an exact copy of a document sent electronically to a distant receiver using the telephone network ■ *verb* to send an exact copy of a document using the telephone network

fax gateway /'fæks ,geɪtweɪ/ *noun* a computer or piece of software that allows users to send e-mail or other information as a fax transmission to a remote fax machine

feasibility study /,fi:zə'bɪlɪti ,stʌdi/ *noun* a survey and report about the usefulness and potential of a plan or policy to see if it will work

feasible /'fi:zɪb(ə)l/ *adjective* possible to make or achieve

featherweight antique paper /,fedəweɪt æn'tɪ:k ,peɪpəl/ *noun* light, very thick paper, formerly used for children's books (NOTE: The US English is **high-bulk antique**.)

feature /'fi:tʃəl/ *noun* **1.** a special characteristic of something **2.** a special article in a newspaper, magazine or broadcast programme

fee /fi:/ *noun* money paid for a service

feed /fi:d/ *verb* to put information into a computer

feedback /'fi:dbæk/ *noun* comments from users or customers about what has been proposed or done

feint /feɪnt/ *noun* very light lines on writing paper

Fellow of the Library Association /,feləʊ əv ðə 'laɪbrəri ə ,səʊsiəf(ə)n/ *noun* the highest qualification awarded by the Library Association. Abbr **FLA**

festschrift /'festʃrɪft/ *noun* a volume of writings by various people collected in honour of somebody such as a writer or scholar

fiche /fi:f/ ♦ **microfiche**

fiction /'fɪkʃən/ *noun* stories about imaginary people and events

field /fi:ld/ *noun* a section containing individual data in a record, e.g. a person's name or address

field engineer /'fi:ld ,endʒɪnɪə/ *noun* a maintenance worker who travels to companies or individual customers to service their machines

field of study /,fi:ld əv 'stʌdi/ *noun* an academic area of knowledge being studied in depth

field separator /'fi:ld ,sepəreɪtə/ *noun* a code showing the end of one field and the start of the next

field tested /'fi:ld ,testɪd/ *adjective* relating to a product or plan that has been tested in a real situation

fieldwork /'fi:ldwɜ:k/ *noun* the gathering of information about a subject by

carrying out a direct investigation rather than reading or talking about it

figure /'fɪgə/ *noun* a printed and numbered line illustration, map or chart in a document

file /faɪl/ *noun* **1.** a cardboard holder for papers which can fit in the drawer of a filing cabinet **2.** a collection of information about a particular person or thing **3.** (*in computing*) a set of stored, related data with its own name □ **on file** kept in a list for reference

file cards /'faɪl kɑ:dz/ *plural noun* cards with information written on them which can be stored in a given order to aid retrieval of the information

file copy /'faɪl ,kɒpi/ *noun* a copy of a document which is kept for reference in an office, or a copy of a published book kept in the library of the publisher

file extension /'faɪl ɪk,stenʃən/ *noun* a set of characters following the dot after the name of a DOS file, identifying the file type

file header /'faɪl ,hedə/ *noun* information about a file stored at the beginning of the file

file length /'faɪl leŋθ/ *noun* the number of characters or bytes in a stored file

file maintenance /'faɪl ,meɪntənəns/ *noun* the practice of keeping files up to date by changing, adding or deleting entries

'One of the most important CD-Roms to have in such an emergency is Norton SystemWorks 2003. It is a suite of programs that could help revive the computer and even salvage lost or corrupted files. SystemWorks can clean up the machine and make file maintenance a breeze with a simple mouse click.' [*The Daily Telegraph*]

file management /'faɪl ,mæɪnɪdʒmənt/ *noun* a set of instructions used to create and maintain a file

file manager /'faɪl ,mæɪnɪdʒə/ *noun* a computer program that arranges and manipulates files and directories

filename /'faɪlneɪm/ *noun* a set of characters, sometimes restricted in number, serving as an identifying title

for a computer file and often including a file extension

file protection /'faɪl prə,tektʃən/ *noun* software or another device used to prevent any accidental deletion or overwriting of a computer file

file recovery /'faɪl rɪ,kʌvəri/ *noun* software that allows a computer file that has been accidentally deleted or damaged to be recovered

file server /'faɪl ,sɜ:və/ *noun* **1.** software used to manage and store users' files in a network **2.** the number of independent systems sharing a resource or providing a particular service within a network

file storage /'faɪl ,stɔ:rɪdʒ/ *noun* methods of storing files on a disc or tape

file transfer /'faɪl ,trænsfɜ:z/ *noun* moving a file from one area of computer memory to another

file transfer protocol /'faɪl ,trænsfɜ: ,prəʊtəkɒl/ *noun* a TCP/IP standard for transferring files between computers. Abbr **FTP**

filing /'faɪlɪŋ/ *noun* the process of putting things in order according to a set system

filing basket /'faɪlɪŋ ,bɑ:skɪt/, **filing tray** /'faɪlɪŋ treɪ/ *noun* a container kept on a desk for documents which have to be filed

filing cabinet /'faɪlɪŋ ,kæbɪnət/ *noun* a metal box with several drawers used for storing files

filing clerk /'faɪlɪŋ klɑ:k/ *noun* a clerk who files documents

filing code /'faɪlɪŋ kəʊd/, **filing rule** /'faɪlɪŋ ru:l/ *noun* an explicit direction based on a recognised code for filing entries in a catalogue

filing system /'faɪlɪŋ ,sɪstəm/ *noun* any method of organising documents so that they can be retrieved easily

filing tray /'faɪlɪŋ treɪ/ *noun* a container often kept on a desk for storing documents prior to filing

fillet /'fɪlɪt/ *noun* a thin decorative line impressed onto the cover of a book, or the tool used to make it

fill in /,fɪl 'ɪn/ *verb* to write in the information required ○ *to fill in a form*

fill out /fɪl 'aʊt/ *verb* to write the required information in the blank spaces on a form ○ *To get customs clearance you must fill out three forms.*

film /fɪlm/ *noun* **1.** a strip of light-sensitive material used in a camera to take photographs **2.** a story or event recorded on film to be shown in the cinema or on television **3.** a very thin layer of powder or grease

film laminate /'fɪlm ˌlæmɪnət/ *noun* very thin plastic film attached to the cover or jacket of a book for protection

film library /'fɪlm ˌlaɪbrəri/ *noun* a collection of films and video recordings, classified for easy retrieval

film strip /'fɪlm stri:p/ *noun* a strip of 16mm or 35mm film bearing up to fifty frames of still photographs with pictures and captions, sometimes with sound track attached

filter /'fɪltə/ *verb* **1.** to select information which is to be passed on **2.** to allow information to come out very gradually

finals /'faɪn(ə)lz/ *plural noun* the last examinations in a university or college course

finance /'faɪnæns/ *noun* money needed to pay for a project ■ *verb* to provide the money for a project

finance department /'faɪnæns dɪ ˌpɑ:tmənt/ *noun* the people in an organisation who manage the accounts

financial /'faɪ'nænʃəl/ *adjective* relating to or involving money

financial implications /'faɪ'nænʃəl ˌɪmplɪ'keɪʃ(ə)nz/ *plural noun* the consequences of a decision in terms of how much it will cost

financial planning /'faɪ'nænʃəl 'plænɪŋ/ *noun* the process of working out the most efficient way to use what money is available

financial sector /'faɪ'nænʃ(ə)l 'sektə/ *noun* the part of the economy that is involved with money transactions

financial year /'faɪ'nænʃəl 'jɪə/ *noun* a period of twelve months which can start at any point within the calendar year, used for managing the budgets of an organisation and assessing profit and loss ○ *The university's financial year*

runs from 31st July to 1st August in the next year.

finding aid /'faɪndɪŋ eɪd/ *noun* a system to aid retrieval such as a classification scheme, catalogue or index

finding list catalogue /,faɪndɪŋ lɪst 'kætələg/ *noun* a catalogue with only brief author entries

findings /'faɪndɪŋz/ *plural noun* information obtained as a result of investigation or research

fine /faɪn/ *noun* an amount of money that has to be paid as a penalty ■ *verb* to make somebody pay money as a punishment ○ *She was fined because the library books were overdue.* ■ *adjective* very thin, soft or small

fine print /'faɪn prɪnt/ *noun* the small print in a contract or agreement, which may refer to unfavourable terms and could be overlooked when signing the contract

fine-tune /,faɪn 'tju:ɪn/ *verb* to adjust something by very small amounts

finger /'fɪŋgə/ *noun* a software program that will retrieve information about a user based on their e-mail address ■ *verb* to use a finger program to obtain information about somebody

firewall /'faɪəwɔ:l/ *noun* a piece of computer software intended to prevent unauthorised access to system software or data

first-class /,fɜ:st 'klɑ:s/ *adjective* **1.** of the highest or best quality **2.** of the best level of service, e.g. in mail or travel

first edition /,fɜ:st 'ɪdɪʃ(ə)n/ *noun* one of the first number of copies printed from the same type at the same time

first impression /,fɜ:st ɪm 'preʃ(ə)n/, **first printing** /,fɜ:st 'prɪntɪŋ/ *noun* the first printing of a book

first word entry /,fɜ:st 'wɜ:d ˌentri/ *noun* an entry under the first word of the title excluding 'the', 'a', 'an'

fit /fɪt/ *verb* to be the right size or shape ■ *adjective* to be physically capable of doing something

five laws of library science /,faɪv lɔ:z əv 'laɪbrəri ˌsaɪəns/ *plural noun*

library laws established by S. R. Ranganathan.

COMMENT: The laws are: 1. Books are for use. 2. Every reader his book. 3. Every book its reader. 4. Save the time of the reader. 5. A library is a growing organism.

fixed back /'fɪkst bæk/ *noun* a cover that is glued to the back of the pages of a book

fixed length record /,fɪkst lɛŋθ 'rɛkɔ:d/ *noun* a computer record which will only accept information in a pre-set number of characters

fj *abbreviation* in Internet addresses, the top-level domain for Fiji

FLA *abbreviation* Fellow of the Library Association

flag /flæg/ *verb* to use a computer code to mark a record as part of a subset ■ *noun* a mark which is attached to information in a computer so that the information can be found easily

flap /flæp/ *noun* either of the two parts of a dust jacket that fold inside a book's cover and are usually printed with information about the book or author

flash drive /'flæʃ draɪv/ *noun* a small plastic device functioning as a disk drive, containing memory chips that retain their contents without electrical power and that have a capacity of between 16 megabytes and 2 gigabytes of data

flat back /'flæt bæk/ *noun* the spine of a book which is flat and not curved or 'rounded'

flexibility /,fleksɪ'bɪlɪti/ *noun* ability to adapt to various situations or conditions

flexible /'fleksɪb(ə)/ *adjective* able to be altered or changed

flexible learning /,fleksɪb(ə)l 'lɜ:nɪŋ/ *noun* a system of teaching which provides for people of all ages and educational backgrounds

flexible working hours /,fleksɪb(ə)l 'wɜ:kɪŋ ˌaʊəz/ *noun* a system whereby employees can start or stop work at hours to suit themselves as long as they work a certain number of hours in a week

flier /'flaɪə/ *noun* a small advertising leaflet designed to encourage customers to ask for more information

flood /flʌd/ *noun* a large number of things or a large amount of information ■ *verb* □ **to flood the market** to make a very large number of a particular item available for sale at one time, usually forcing the price down

floor plan /'flɔ:p læn/ *noun* a diagram showing the layout of a building

floppy /'flɒpi 'dɪsk/, **floppy disk** /,flɒpi 'dɪsk/ *noun* a small disk for storing computer information ○ *The data is on 3 1/2 inch floppies.*

Florence Agreement /'flɒrəns ə ˌɡri:mənt/ *noun* a UNESCO agreement adopted in 1952 which reduces tariffs and trade obstacles to the international export and import of books, documents and other educational scientific and cultural material

floriation /,flɒri'eɪʃ(ə)n/ *noun* tooled decoration on leather binding, in the form of little flowers

flowchart /'fləʊʃɑ:t/, **flow diagram** /'fləʊ ˌdaɪəgrəm/ *noun* a diagram showing the sequence of steps in a process

flush with /'flʌʃ wɪθ/ *adjective* level with ○ *The pages were trimmed flush with the covers.*

flyleaf /'flaɪli:f/ *noun* an endpaper in a book

flysheet /'flaɪʃi:t/ *noun* a two- or four-page tract or circular

fm *abbreviation* in Internet addresses, the top-level domain for Micronesia

FM *abbreviation* frequency modulation

fo *abbreviation* in Internet addresses, the top-level domain for Faroe Islands

focus /'fəʊkəs/ *verb* to concentrate one's attention on something

focus group /'fəʊkəs ɡru:p/ *noun* a small group of representative people who are questioned about their opinions as part of political or market research

fold /fəʊld/ *verb* to bend something, e.g. a piece of paper, so that one part covers another

-fold /fəʊld/ *suffix* **1.** combining with numbers to indicate that something has that number of parts ○ *The problem was three-fold.* **2.** indicating that something has been multiplied by that number ○

The number of library users rose tenfold after the advertising campaign.

fold-out /'fəʊld aʊt/ *noun* a sheet that is put folded into a magazine or book and can be unfolded to give a much wider page, used especially for plans and maps

foliation /,fəʊli'eɪʃ(ə)n/ *noun* the numbering of consecutive pages in a book or manuscript

folio /'fəʊliəʊ/ *noun* **1.** a book made with paper of a large size **2.** a large sheet of paper folded twice across the middle to make four pages of a book **3.** a page number

follow-up /'fɒləʊ ʌp/ *noun* a book, film, article or report that continues a story or provides further information

font /fɒnt/ *noun* a set of characters in a typeface of all the same style, i.e. the same size, weight and orientation

COMMENT: Each typeface will be available in many different fonts (Univers, for example, was designed in 21 different fonts) and these will include the different point sizes and weights, such as bold and italic. In metal setting, the font would contain different quantities of each character, according to the frequency of use of the characters. English fonts will contain capitals, small capitals, lower case, punctuation marks, numerals, ligatures and common symbols, making about 150 sorts in all. English fonts contain some accents and special characters, but many accents which are standard in, say German or Spanish fonts, are not included in English. British fonts contain the pound and the dollar signs, but American fonts are likely not to have the pound sign.

font size /'fɒnt saɪz/ *noun* the size of the characters in a text

font type /'fɒnt taɪp/ *noun* the style of the characters used in printing

foolscap /'fu:lskæp/ *noun* a large non-metric size of paper longer than A4, about 34cm x 43cm

COMMENT: Foolscap takes its name from a watermark of a clown's hat used in early papers; foolscap folio is 13 1/2 x 8 1/2 inches; foolscap quarto is 8 1/2 x 6 3/4 inches and foolscap octavo is 6 3/4 x 4 1/4 inches.

foot /fʊt/ *noun* the bottom part of a page ○ *He signed it at the foot of the page.*

footer /'fʊtə/ *noun* a repeated message at the bottom of every page in a document

footnote /'fʊtnəʊt/ *noun* a note, usually in a smaller type size, at the bottom of a page, which refers to the text above and is for reference only

COMMENT: Footnotes are best printed at the bottom of a page, as the name suggests, if they are essential to the understanding of the text. They can also be printed at the end of a chapter or at the end of a book, especially if they are simply further references or supply bibliographic details. In learned journals it is common for them to be printed at the end of the chapter, which makes the typesetting of the main text much simpler. Reference numbers to footnotes are printed in small superscript numbers after the relevant word in the text, and in books the numbers usually run from the beginning of the text to the end of the book, consecutively. In journals formed of several different articles, each article has its own footnote numbering series.

footprint /'fʊtprɪnt/ *noun* **1.** the area covered by a transmitting device such as a satellite or antenna **2.** the area that a computer takes up on a desk

forbid /fə'brɪd/ *verb* to give instructions that something must not be done

forbidden book /fə'brɪdən 'bʊk/ *noun* a book that has been forbidden by a censor

forecast /'fɔ:kɑ:st/ *noun* a prediction or estimate of what is likely to happen in the future

foredge /'fɔ:redʒ/, **fore-edge** /'fɔ:r edʒ/ *noun* the front edge of trimmed pages in a bound book, i.e. the opposite edge to the spine

COMMENT: Early bound books were displayed with this edge facing out on the shelf, hence the name; the title was written or printed on this edge of the pages.

foredge margin /'fɔ:redʒ ,mɑ:dʒɪn/ *noun* the margin along the foreedge of a book. Compare **gutter**

foreground /'fɔ:graʊnd/ *noun* the front part of an illustration which seems nearest to the viewer

foreign /'fɔrɪn/ *adjective* belonging to or originating from a different country

foreign-language edition /,fɔrɪn 'læŋgwɪdʒ ɪ,dɪʃ(ə)n/ *noun* an edition

of an English-language text in translation

foreign market /ˌfɔːrɪn 'mɑːkɪt/ *noun* other countries where exports are sold

'...we discovered that the German market has different brochure sizes and types to the UK. This caused such consternation when the German site administrators uploaded their own brochures that we had to modify the content management system... Companies like WebtraffIQ, fhios and Bunnyfoot Universality provide products and services that can help design professionals get to grips with foreign markets.' [Revolution]

forename /'fɔːneɪm/ *noun* a person's first or given name

forename entry /'fɔːneɪm ˌentri/ *noun* an entry in a catalogue under the author's first name instead of the surname

foreseeable future /fɔː'siːəbl 'fjuːtʃə/ *noun* the near future which can be reasonably predicted

foreword /'fɔːwɜːd/ *noun* a piece of text at the beginning of a book as an introduction, often written by a person other than the author

forgery /'fɔːdʒəri/ *noun* **1.** a false copy made with the intention to deceive **2.** the act of making things intended to deceive

form /fɔːm/ *noun* a pre-printed document with spaces where information can be entered

formality /fɔː'mælɪti/ *noun* something which must be done but which will not change the situation ○ *The decision is just a formality which is not expected to affect the market.*

format /'fɔːmæt/ *noun* the size, shape and arrangement of a document ■ *verb* to arrange text on screen as it will appear in printed form on paper

formatted /'fɔːmæɪtɪd/ *adjective* **1.** made ready for use by a computer **2.** arranged in a particular format

formatter /'fɔːmætə/ *noun* hardware or software that arranges text or data according to certain rules

formatting program /'fɔːmæɪtɪŋ ˌprəʊgræm/ *noun* a program for auto-

matically putting a computer text into a certain page format

form entry /'fɔːm ˌentri/ *noun* a catalogue entry under the form in which a book is written ○ *Form entries in the catalogue were poetry, drama, fiction, etc.*

form mode /'fɔːm məʊd/ *noun* a display method on a data entry terminal, in which the form is displayed on the screen and the operator enters relevant details

formula /'fɔːmjʊlə/ *noun* a set of numbers, letters or symbols which represents a mathematical or scientific rule (NOTE: The plural is **formulae**.)

fortnightly /'fɔːtnaɪtli/ *adjective* happening every two weeks

FORTRAN /'fɔːtræn/ *noun* a computer programming language for scientific matter. Full form **formula translator**. ♦ **assembly language**

48mo *abbreviation* forty-eightmo

forty-eightmo /ˌfɔːti'eɪtɪməʊ/ *noun* a book printed with 48 pages from a sheet. Abbr **48mo**

forum /'fɔːrəm/ *noun* **1.** a place or meeting at which matters can be discussed **2.** an Internet discussion group for people who share a special interest in something

forward /'fɔːwəd/ *adjective* at or moving towards the front of something or the future ■ *verb* to send on a letter which has arrived at an address from which the intended recipient has moved

forwarding address /'fɔːwədɪŋ ə ˌdres/ *noun* an address which you give to somebody when you move so that they can send your mail to you

foundation subject /faʊnˌdeɪf(ə)n ˌsʌbjekt/ *noun* any of ten subjects specified in the 1988 National Curriculum that must be studied in schools in England and Wales, three of which have priority as core subjects

4o *abbreviation* quarto

foxed /fɒkst/ *adjective* denoting books or paper stained with yellowish-brown spots from having been kept in damp conditions

foxing /'fɒksɪŋ/ *noun* brown spots or stains on paper caused by poor storage,

usually found on older documents or books

foxy /'fɒksi/ *adjective* PUBL same as **foxed**

foyer /'fɔɪə/ *noun* an area just inside the main entrance of a large building where people meet

fr *abbreviation* in Internet addresses, the top-level domain for France

frame of reference /,frɛɪm əv 'ref(ə)rəns/ *noun* a particular set of ideas or beliefs on which to base one's judgement of other things

framework /'frɛɪmwɜ:k/ *noun* a set of rules or ideas that can be used to decide how to behave ○ *They were able to contain the changes within the framework of the old system.*

Frankfurt Book Fair /,fræŋkfɜ:t 'bʊk ,feə/ *noun* the most important of the international book fairs, held each year in October as a meeting place for book publishers, printers, literary agents and booksellers

franking machine /'fræŋkɪŋ mə ,ʃi:n/ *noun* a machine which prints a sign on letters to show that the postage has been paid

fraud /frɔ:d/ *noun* deception or trickery carried out to secure an unfair gain or advantage

free /fri:/ *adjective* **1.** available for use **2.** not needing to be paid for

-free /fri:/ *suffix* added to adjectives to show that they do not have the thing mentioned ○ *acid-free*

freedom /'fri:dəm/ *noun* the state of being free to say or do what you want without restriction

freedom of information /,fri:dəm əv ,ɪnfə'meɪʃ(ə)n/ *noun* the state of having free access to all published information in any format

Freedom of Information Act /,fri:dəm əv ,ɪnfə'meɪʃ(ə)n ,ækt/ *noun* a law in the UK which deals with access to information held by public bodies

freedom of speech /,fri:dəm əv 'spɪ:tʃ/, **freedom of the press** /,fri:dəm əv ðə 'pres/ *noun* the state of being free to write, say or publish what

you want without fear of prosecution as long as you do not break the law

free enterprise /,fri: 'entəpraɪz/ *noun* an economic system where businesses compete for profit without much government control

freehand /'fri:hænd/ *adjective* done without the help of instruments

free indexing /'fri: ,ɪndeksɪŋ/ *noun* natural language indexing which has no vocabulary controls

freelance /'fri:lɑ:ns/ *adverb* working for anyone who will pay for your skills rather than employed by one company

free market /,fri: 'mɑ:kɪt/ *noun* an economic system in which the production and sale of goods is controlled by the buyers and sellers rather than the government

Freenet /'fri:net/ *noun* community-based access to the Internet, usually run by volunteers in the USA

free of charge /,fri: əv 'tʃɑ:dʒ/ *adjective* not needing to be paid for

free term list /'fri: tɜ:m ,lɪst/ *noun* a list of terms or indicators to which others can be freely added

free text searching /,fri: 'tekst ,sɜ:tʃɪŋ/ *noun* online searching using natural language rather than a controlled vocabulary and any aspect of the record as a search term

free translation /,fri: træns 'leɪʃ(ə)n/ *noun* a rough translation which gives the general meaning without translating the text word for word

freeze /fri:z/ *verb* **1.** to stop and display a single frame from a film, TV programme or video tape **2.** to stop funds or credits being paid

frequency /'fri:kwənsi/ *noun* **1.** the number of times that something happens in a given period of time **2.** a term used to describe the wavelength of broadcast transmissions

frequency modulation /'fri:kwənsi ,mɒdʒuleɪʃ(ə)n/ *noun* a radio broadcasting band which reduces interference. Abbr **FM**

frequently asked questions /,fri:kwənt(ə)li ɑ:skd 'kwɛstʃənz/

plural noun a list of the most common questions on a particular subject, with answers, provided on a website or leaflet. Abbr **FAQ**

frequent user /,fri:kwənt 'ju:zə/ *noun* somebody who makes use of a service very often

front cover /,frʌnt 'kʌvə/ *noun* the cover on the front of a book or magazine, with the title and usually an attractive, eye-catching design

front end /'frʌnt end/ *noun* the visible part of an application that is seen by a user and is used to view and work with information

front flap /,frʌnt 'flæp/, **front jacket flap** /,frʌnt 'dʒækɪt 'flæp/ *noun* a flap on a book jacket which is tucked into the front cover of a book, usually with a blurb on it

frontispiece /'frʌntɪspi:z/ *noun* a picture at the beginning of a book opposite the title page

front matter /'frʌnt 'mætə/ *noun* same as **prelims**

front page /,frʌnt 'peɪdʒ/ *noun* the first page of a newspaper which contains the most important or interesting news

FTP *abbreviation* file transfer protocol

fugitive material /'fju:dʒətɪv mə 'tɪəriəl/ *noun* ephemera produced for short-term purposes and interest

full binding /'fʊl 'baɪndɪŋ/, **whole binding** /'həʊl 'baɪndɪŋ/ *noun* cased binding, where the case is completely covered with a piece of material such as cloth or leather, as opposed to half binding. Also called **whole binding**

full bound book /,fʊl baʊnd 'bʊk/ *noun* a book with a full binding

full catalogue entry /,fʊl 'kætəlɒg 'entri/ *noun* full details of a publication

full leather binding /,fʊl 'leðə 'baɪndɪŋ/ *noun* a binding on a hard-cover book where the whole book is covered with leather

full stop /,fʊl 'stɒp/ *noun* a punctuation mark (.) which indicates the end of a sentence

full text database /,fʊl tekst 'deɪtəbeɪs/ *noun* a database which allows full text retrieval

'The price [for the resource] ranges from \$300 (for the Index only to libraries serving a smaller number of users) to \$5000 (for the full-text database to schools, colleges, and public libraries serving a larger number of users).' [*Library Journal*]

full text retrieval /,fʊl tekst rɪ 'tri:v(ə)l/, **full text searching** /,fʊl tekst 'sɜ:tʃɪŋ/ *noun* online searching in which every word of the source document can be retrieved

full text search /,fʊl tekst 'sɜ:tʃ/ *noun* a search for something carried out through all the text in a file or database rather than limited to an area or block

function /'fʌŋkʃən/ *noun* the purpose or role of something

functional /'fʌŋkʃən(ə)l/ *adjective* useful or practical rather than attractive
functional illiterate /'fʌŋkʃ(ə)nəl ɪ ,lɪtərət/ *noun* somebody whose reading and writing abilities are inadequately developed to meet everyday needs

functional literacy /'fʌŋkʃ(ə)nəl ,lɪt(ə)rəsi/ *noun* the level of skill in reading and writing that a person needs to cope with everyday adult life

function code /'fʌŋkʃən kəʊd/, **function key** /'fʌŋkʃən ki:/ *noun* a code or key which makes a part of a computer program work

funding /'fʌndɪŋ/ *noun* money provided for a particular purpose

furnish /'fɜ:niʃ/ *verb* to provide or supply something

further education /,fɜ:ðə 'edʒʊ 'keɪʃ(ə)n/ *noun* a system of education for people over the official school leaving age

future policy /,fju:tʃə 'pɒləsi/ *noun* plans for the development of an organisation in the near future

fuzzy logic /,fʌzi 'lɒdʒɪk/ *noun* logic that allows for imprecise or ambiguous answers to questions, forming the basis of computer programming designed to mimic human intelligence

fuzzy search /'fʌzi sɜ:tʃ/ *noun* a computer search that returns not only

exact matches to the search request, but also close matches that include possibilities and allow for such things as spelling errors

fx *abbreviation* in Internet addresses, the top-level domain for France, Metropolitan