A3 adjective European standard size paper, twice the size of A4: 297 x 420mm
A4 adjective European standard size paper, 210 x 297mm
A5 adjective European standard size paper, half the size of A4: 148 x 210mm
AACR 2 Rev noun Anglo-American cataloguing rules, revised second version
A&I abbreviation abstracting and indexing
ABA abbreviation American Booksellers' Association
abbreviate /ə.bri.ˈviːt/ verb to make shorter by leaving out some letters or by using only the first few letters of each word
abbreviated entry /ə.bri.ˈvɪti.tid/ 'entri/ noun a shortened form of a bibliographic entry usually giving author, title and date only
abbreviated text /ə.bri.ˈvɪti.tid/ 'tekst/ noun text which is shorter than the original
abbreviation /ə.bri.ˈvɪʃ(ə)n/ noun a short form of a word
ability /ˈæbɪlɪtɪ/ noun a quality or skill which makes it possible to do something
-ability /-æbɪlɪtɪ/ suffix added to adjectives ending in -able to form nouns referring to a quality or state, e.g. readability
able /ˈæbl/ adjective quick to learn in an educational environment
abridge /əˈbrɪdʒ/ verb to make something shorter
abridged document /əˈbrɪdʒd/ ˈdɒkjʊmənt/ noun a written document which has been made shorter while keeping the main points
abridged edition /əˈbrɪdʒd ɪˈdɪʃ(ə)n/ noun a shortened text but keeping the main points or story
abridgement /əˈbrɪdʒmənt/ noun a shortened version of a book
abstract noun /ˈæbstrækt/ a summary of the contents of a document
abstracting and indexing /ˈæbstræktɪŋ and ˈɪndəksɪŋ/ noun the making of summaries and indexes for articles and books. Abbr A&I
abstracting journal /ˈæbstræktɪŋ ˌdʒɜːnəl/ noun a journal containing summaries of documents or articles in a given field
ac abbreviation 1. in Internet addresses, the top-level domain for academic organisations. 2. in Internet addresses, the top-level domain for Ascension Island
academic /ˌækəˈdemɪk/ adjective relating to studying
academic library /ˌækəˌdɛmɪk ˈlaɪbrəri/ noun a library which serves an academic community such as a university or college
academic session /ˌækəˌdɛmɪk ˈseʃ(ə)n/ noun a school or university year, or one complete part of a year, e.g. a term or semester
academy /ˈækəˌdɛmɪ/ noun 1. an educational institution devoted to a particular subject. 2. a secondary school which has been set up in cooperation...
accent 2

with private organisations such as business-
nesses or voluntary groups

accent /əkˈsænt/ noun a mark put
above or below a letter in writing or
printing to show how it should be
pronounced

access /əˈkɛs/ noun the opportunity
right or to use something ○ They
were given access to all relevant information.

verb to obtain, examine or be able to
reach something ○ You can access this
information in a library or on a
computer.

access code /əˈkɛs kɔd/ noun a
code used for information retrieval to
show where something can be found

access course /əˈkɛs kɔrs/ noun a
course of study designed for people
without formal educational qualifications,
so that they can gain entry to
higher education

accessibility /əkˌsesɪˈbɪləti/ noun
the quality of being able to be found and
used

accessible /əkˈsesɪb(ə)l/ adjective
easy to find and use

accession /əˈkɛʃ(ə)n/ noun a new
addition to a library or collection

accession list /əˈkɛʃ(ə)n lɪst/ noun
a list of new purchases or additions to a
library

accession number /əˈkɛʃ(ə)n
ˈnʌmber/ noun a consecutive number
used to identify new additions to a
library or collection in an inventory
system

accession register /əˈkɛʃ(ə)n
ˈrɛdʒɪstrə/ noun a physical record of
new purchases or additions to a
library or collection

access name /əˈkɛs nɪm/ noun a
unique name that identifies an object in
database

access number /əˈkɛs nʌmbə/ noun
the telephone number used to link
to an Internet service provider or other
network provider using a dial-up
connection

access point /əˈkɛs pɔɪnt/ noun a
transceiver in a wireless local area
network that connects a wired local area
network to wireless devices or that
connects wireless devices to each other

access time /əˈkɛs taim/ noun the
time taken to get into a computer
program

accompany /əˈkɒmp(ə)n/ verb to
play a musical instrument to provide a
second part for a piece of music

account /əˈkaʊnt/ verb ○ to take
account of something to take some-
ting into account when you are thinking about a
situation

accountant /əˈkaʊntənt/ noun a
person whose job is to keep the financial
accounts for a business

accounting /əˈkaʊntɪŋ/ noun the
process of keeping financial records for a
company or organisation

accounting period /əˈkaʊntɪŋ
ˈpɜəriəd/ noun a period of time at the
end of which a company’s accounts are
closed for checking

accounting year /əˈkaʊntɪŋ
ˈjɛə/ noun any period of twelve months
which an organisation uses to control its
money ○ Many universities have an
accounting year from August to August.

accounts /əˈkaʊnts/ plural noun
detailed records of money received and
spent by a business or person

accreditation /əˈkredɪtəʃ(ə)n/
noun the granting of official approval to
a person or organisation, or the condi-
tion of having received this approval
‘…the exams, certificates and other
pieces of paper that go with CILIP
education and accreditation really
benefit info pros; raising their profile,
education and accreditation really
benefit info pros; raising their profile,
and that of the whole profession.’
[Information World Review]

accumulate /əˈkjʊːmələt/ verb to
collect things over a period of time ○ We
have accumulated a large collection of
reference materials.

accumulation /əˈkjʊːmələʃ(ə)n/
noun the act of collecting items gained
over a period of time

accurate /əˈkjʊrət/ adjective
capable of providing information in
accordance with an accepted standard

acetate /əˈkɛstət/ noun transparent
plastic used for writing or drawing on,
for use with an overhead projector
The British Library is to stop collecting every book, magazine and journal printed in Britain because it has nowhere to store them… The government’s decision to review the library’s acquisition policy follows news that shelves at its new £450m St Pancras site will be full before the building opens.” [Sunday Times]

acquisition register /ˌækwɪˈziʃən rɪˈʌkwaɪən ˈziʃən rɪˈʌkwaɪən ˈziʃən register/ noun a list of all books and materials obtained by a library

Acrobat /’ækroʊbæt/ a trademark for a file format developed by Adobe Systems, which describes a graphics, text and indexing system that allows the same screen image or page layout file to be displayed on different hardware

acronym /’ækɾənɪm/ noun a word made from the initial letters of other words, e.g. DIANE Direct Information Access Network Europe

active database /’ækətɪv dætəbetɪs/ noun a database file currently being accessed by a database management program

Acrobat /’ækroʊbæt/ a trademark for a file format developed by Adobe Systems, which describes a graphics, text and indexing system that allows the same screen image or page layout file to be displayed on different hardware

active vocabulary /’ækətɪv vəʊləˈvəkəsɪv/ noun the range of words that somebody normally uses in speech or writing, as opposed to words he or she understands when used by others

activity log /’ækətɪvɪtɪ lɒɡ/ noun a written account of things that are done in a given period of time. She kept an activity log of her daily tasks for one week.

Act of Parliament /’ækt ɔv ‘pʌrləmənt/ noun in the UK, a decision which has been approved by Parliament and so becomes law (NOTE: The US equivalent is Act of Congress.)

acute accent /’ækətsənt/ noun a mark usually over the letter e (é) to show how it should be pronounced

achievement /ˈætʃəmənt/ noun something which somebody has succeeded in doing, often after considerable effort

acid-free paper /ˌæsɪd frɪz ‘piːpər/ noun paper which has had certain acid chemicals removed, so that it will not become yellow and brittle with age

acidic process /ˈæsid, prəʊsəs/ noun the process of making chemical paper pulp using acid

acknowledgment /ˈækəlnɪdʒmənt/ noun a piece of text printed at the beginning of a written document thanking people who have helped in its production (NOTE: Acknowledgment is usually used in the plural.)

acoustic hood /ˌækstʊstɪk ‘hʌd/ noun a soundproof covering placed over such things as public telephones or computer printers, to cut out noise

acquiescence /ˌækwiˈesəns/ noun agreement with what somebody wants to do

acquire /ˈækwaɪr/ verb 1. to obtain or buy something 2. to acquire the paperback rights to a new novel 3. to gain a skill

acquisition /ˌækwɪˈziʃən/ noun 1. an object or item which is obtained, purchased or received as a donation to a library 2. learning or obtaining a skill 3. The acquisition of a new language is a long process

acquisition policy /ˌækwɪˈziʃən ˈpolɛsi/ noun a plan for what types of stock will be bought by a library.
ad

ad 1 /æd/ noun same as advertisement
ad 2 abbreviation in Internet addresses, the top-level domain for Andorra
adapt /əd'æpt/ verb to change a person or thing in order to make it suitable for a specific purpose. Has the play been adapted for the cinema? She adapted the story for TV.
adaptation /əd'æptə'seifən/ noun a film or play based on a story or novel
adapter /əd'æptə/ noun somebody who adapts a literary work to another format, e.g. a novel to a play
added entry /əd'ditən/ noun a secondary entry in an index or catalogue
addendum /əd'dendəm/ noun an additional section at the end of a document giving extra information (NOTE: The plural is addenda.)
addition /əd'ʃifən/ noun something extra to what is already there or in addition to something added. There is a lending charge in addition to the reservation fee.
address /əd'res/ noun 1. details of where somebody lives or where their business premises are 2. a label, number or name which locates where information is stored or a verb to deal with something. He addressed the problem.
addressee /əd'res'iz/ noun the person to whom a letter, package or communication is addressed
address harvester /əd'res,hærvəstə/ noun a computer program that collects email addresses from the Internet
adequate /'ædikwət/ adjective large or good enough for the purpose
adherent /əd'hærənt/ noun somebody who holds a particular belief or view or supports a particular group
adhesive /'æd,hɪsɪv/ noun a substance used to make things stick together
adhesive binding /'æd,hɪsɪv 'baɪndɪŋ/ noun a type of binding where the folds of the signatures are trimmed, and not sewn, the cover being glued to the pages. Also called perfect binding
ad hoc /'æd 'hɒk/ adjective unplanned or only organised to meet a particular short-term unexpected situation
adjacent /'ædʒəsnt/ adjective next to or near to something
adjustable /əd'zustəbəl/ 'sɛlvə/ noun library shelves which can be raised or lowered to meet the requirements of different-sized books
administer /'æd'mɪnistə/ verb to be responsible for managing a company, institution or country
administration /'æd,mɪnɪstrə'siən/ noun 1. a group of people who are responsible for the management of a company, institution or country 2. the range of activities connected with management
Adobe /'ædəbə/ a trade name for a leading producer of graphics and desktop publishing software
adopt /'ædnpət/ verb to accept ideas, plans or attitudes and be willing to carry them out
ADS abbreviation advertisement delivery system
adult education /'ædəlt 'edjoʊrən/ noun courses designed especially for adults outside the formal system of schooling
adult literacy /'ædəlt 'lɪtərəsi/ noun the level of reading and writing ability in the adult population of a community
adult literacy programme /'ædəlt 'lɪtərəsi prə'grəʊm/ noun a programme to teach adults to read and write
advance /'æd'vens/ adjective happening or arriving before the expected time
advance copy /'æd'vens ,kəpi/ noun a copy of a book sent to people such as reviewers and the author before the official publication date
advanced /'æd'venst/ adjective 1. modern and developed from earlier versions 2. at a high level of study or achievement. courses for both beginners and advanced students
advance information sheet /'æd'vens ,ɪnfoʊ'miʃən ,ʃɪkt/ noun full form of AI
advancement /ˌædvəntmənt/ noun the act of bringing forward or advancing to a higher place or state

advertisement /ˌədvrɪˈtɪsmənt/ noun a notice which shows that something is for sale or that a service is offered or that someone wants something or that a job is vacant, etc. 1 to put an advertisement in the paper 2 to answer an advertisement in the paper

advertisement delivery system /ˌədvrɪˈtɪsmənt ˈdɪˈlɪvəri/ noun a digital file format used in the transmission of mono and colour images. Abbr ADS

advertisement file /ˌədvrɪˈtɪsmənt ˈfal/ noun a file of advertisements arranged by the name of the product or firm

advertisement page /ˌədvrɪˈtɪsmənt ˈpeɪdʒ/ noun a page facing the title page of a book, which may have a list of other works in the same series or by the same author

advertising /ˌədvəˈtɜːrɪŋ/ noun the act of telling people about products or events in order to make them want to buy them or take part

advocacy /ˌədvəˈkæsɪ/ noun active verbal support for and promotion of a cause

aerial /ˈeərɪəl/ noun a device which enables a radio or television to receive signals

aero in Internet addresses, the generic top-level domain for the aviation industry

af abbreviation in Internet addresses, the top-level domain for Afghanistan

affiliate /ˈæfɪliet/ verb to form a close official link with an organisation

affirmative /əˈfɜːrmətɪv/ adjective meaning ‘yes’ or agreement or approval

afford /əˈfɔːrd/ verb 1. to be able to allow something to happen 2. We cannot afford another argument. 2. to have enough money to pay for something

AFNOR /ˌɛfnɔːr/ abbreviation Association Française de Normalisation

A format paperback /ˌeɪˈfɔːrmæt ˈpeɪpərˈbæk/ noun a paperback with the format 178 x 111mm

After Dark /ˈæftər ˈdɑːk/ noun a non-prime time database service of BRS allowing access to the database at cheaper rates at night

afterword /ˌəftərˈwɜːd/ noun a short piece of text placed at the end of a book sometimes used for a note about the author, especially if the author has died since the first printing of the book

ag abbreviation in Internet addresses, the top-level domain for Antigua and Barbuda

agate line /ˈæɡət ˈlaɪn/ noun US a measure of page space, e.g. in classified advertising, one column wide and 1.8 mm deep

agenda /ˈeɪdʒənə/ noun a list of items to be discussed at a meeting

agent /ˈeɪdʒənt/ noun somebody who arranges work or business for other people for a fee

age of information /ˈeɪdʒ əˌɪnfəˈmeɪʃən/ noun a description of the period in history during the second half of the twentieth century when computers made information easily accessible to large numbers of people

aggregation services /ˌægriˈɡeɪʃən ˌsɜːvɪsɪz/ plural noun services which allow information from different places (in digital form) to be available in one single place

“Google was today accused of stifling the media industry’s profits by its news aggregation service. A panel of media executives speaking at the Online Publishers Association conference said that the search engine was infringing on their audience and revenues by aggregating headlines and stories into its Google News service.” [The Guardian]

agreement /əˈɡrɪmənt/ noun a formal document stating what two or more people have decided together

Agricultural System for Storing and Subsequently Selecting Information noun a software package of particular use to employees in agricultural information. Abbr ASSASSIN

ai abbreviation in Internet addresses, the top-level domain for Anguilla
AI noun a document which is put together by a publishing company to provide marketing information about a book before publication. Full form advance information sheet

All of the staff had an allocation of time for extra study.

allocation of funds /æləˈkeɪʃən/ noun how much money is given to each person or department for a specific purpose

allow /əˈlaʊ/ verb to give permission

allowance /əˈlaʊəns/ noun the amount of something given for a specific purpose "They were given an allowance of money to buy children's books.

All published /əˈpʌbltʃən/ noun a catalogue entry to show that a series or periodical run has not been completed

all rights reserved /əˈraɪts ˈrɛzəvəd/ phrase printed on books and documents to show that they are subject to copyright

allusion book /əˈluːʒən ˈbʊk/ noun a collection of allusions or references to a writer from other works

American Library Association /əˈmeɪrɪkən ˈlɪbrəri əˈsosɪeɪʃən/ noun a collection of libraries that support the work of librarians and the goals of the profession

album /ˈæbləm/ noun a collection in book form of short literary or musical pieces or pictures

alphabet /ˈæləbet/ noun a set of letters or symbols in a fixed order used for writing the words of a language

alphabetical /ˈæləbɛtɪkl/ adjective in the same order as the letters of the alphabet

alphabetical order /ˈæləbɛtɪkl/ ˈɔrɪdʒən noun arrangement according to the usual order of letters in an alphabet "The authors' names are given in alphabetical order."
alphabetise /ˈælfəbetɪz/ verb to sort into alphabetical order
alphabetize /ˈælfəbetɪz/ verb to sort into alphabetical order

alphanumeric /ˌælfənˈʃʊmərɪk/ adjective using a combination of symbols made up of Roman letters and Arabic numerals including punctuation marks

American Sign Language

American Booksellers' Association /əˌmɛrɪkən ˈbʊksɛlz -ə/ an organisation representing American booksellers, which sponsors an annual convention at which publishing companies have stands showing their new titles. Abbr ABA (NOTE: The bookfair sponsored by the ABA, and formerly also called 'the ABA' has changed its name to BookExpo America.)

American Library Association /əˌmɛrɪkən ˈlaɪbrəri ənˈsaɪʃən/ an organisation in the world for the support of qualified librarians and information workers. Abbr ALA

American National Standards Institute /əˌmɛrɪkən ˈneɪʃənəl ˈstændədz, ɪnstɪˈʃʊən/ noun an organisation issuing guidelines for production and distribution of goods and services in the USA. Abbr ANSI

American Publishers Association /əˌmɛrɪkən ˈpʌblɪʃəz -ə/ an organisation which represents American publishers. Abbr APA

American Sign Language /əˌmɛrɪkən ˈæmsɪŋ ˈleŋgwɪdʒ/ noun a system of communication used by people with impaired hearing that uses motions or gestures of the hands. Abbr ASL

alternative /əˈlɑːtər/ noun something that you can do instead of another
alternative /əˈlɑːtər/ noun something that you can do instead of another
alternative /əˈlɑːtər/ noun something that you can do instead of another
alternative /əˈlɑːtər/ noun something that you can do instead of another
American Society for Information Science /ˌær.ˌmiːrəˌkeɪ.ˈsætɪ fɔr ˌɪnfəˈmɛtʃ(ə)nˌsætɪn/ noun a professional support group for information employees in the USA. Abbr ASIS

American Standard Code for Information Interchange /ˌærˌmiːrəˌkeɪ.ˈstændəd ˈkɔd fɔrˌɪnfəˈmɛtʃ(ə)nˌɪnˈtətʃəndʒi/ noun a computer code which represents alphanumeric characters as binary code. Abbr ASCII

ampersand /'æmˌpɜːsænd/ noun a symbol (&) meaning 'and'

amplifier /ˈæmplɪfaɪə(r)/ noun an electronic device for making signals sound louder

an /ən, ən/ abbreviation in Internet addresses, the top-level domain for Netherland Antilles

analects /ˈænəlektɪz/ plural noun a collection of miscellaneous writings

analogue /ˈænələʊdʒ/ adjective relating to data in physical rather than numerical form

analogy /ˈænəlɒdʒi/ noun a way of describing similarities between two different things

analyse /ˈænəlaɪz/ verb to examine a situation in detail in order to understand it better

analysis /ˌænəˈlæsɪs/ noun the process of examining something in detail

analyst /ˌænəˈlɪst/ noun a person who analyses data

analytical entry /ˌænəˈlɪtɪk(ə)l ˈentrɪ/ noun a catalogue entry for a part of a book or periodical which refers to the work containing it

ancestral file /ˈænəˌstɛrəl ˈfæl/ noun a system of backing up computer files, from son to father to grandfather file, where the son is the current working file

anchor /ˈæŋkə(r)/ verb to hold firmly to a solid base

ancillary /ˈænˌsɪliər/ adjective supporting the main structure

ancillary worker /ˈænˌsɪliər,ˌwɜːtʃə(r)/ noun a person in an organisation whose work supports the main aims of the organisation

anecdotal /ˈænkdəˈtɒl(ə)rəl/ adjective consisting of or based on second-hand accounts rather than first-hand knowledge or scientific investigation

animate /ˈænɪmeɪt/ verb to draw pictures for films which make cartoon characters appear to move

animation /ˈænɪˌmeɪʃ(ə)n/ noun the technique of drawing or photographing successive pictures to create the idea of movement

animator /ˈænɪmeɪtər/ noun a person who draws or photographs the pictures that make up cartoons

ann. abbreviation annals

annual /ˈænjuəl/ noun a periodical that records events and reports in a field of research

annals /ˈænjuəlz/ plural noun history in general, as it is recorded in books and other documents

annexe noun /ˈænəkst/ 1. an appendix, epilogue or other additional material attached to a larger document 2. US a supplement to a specialised book

annote /ˈænətt/ verb to add notes to something written in order to explain it more fully

annotated bibliography /ˌænətəˈbɪljərɪˌɡrɑːfɪ/ noun a bibliography with notes

annotated catalogue /ˌænətəˈkælədʒi/ noun an alphabetical list of items with additional notes of explanation

annotated text /ˌænətəˈtekst/ noun text with notes written by an editor

annotation /ˌænəˈteɪʃ(ə)n/ noun a note written to explain items in a text

annual /ˈænjʊəl/ adjective 1. happening once a year 2. coming out once a year

annually /ˈænjʊəli/ adverb each year

Our prices are raised annually on March 1st.

annual publication /ˌænjʊəl ˌpʌblɪˈkeɪʃ(ə)n/ noun a book, journal or document that is published once a year

annual review /ˌænjʊərɪˈriːv/ noun an inspection that takes place once a year

anon /ˈænən/ abbreviation anonymous
anonym /'eɪnɒnɪm/ noun a publication whose author is unnamed or unknown
anonymiser /'ænənimɪzaɪzər/ noun a website through which a person browsing can visit the World Wide Web without leaving any trace of their identity
anonymous /'ænəniməs/ adjective of unknown name or authorship
anonymous FTP /ænəniməs ef tɪptɛr/ noun a type of Internet file transfer in which no password is needed, used by some organisations to make their files publicly accessible
ANSI /'ænsi/ abbreviation American National Standards Institute
answerphone /'ænsəfəʊni/ noun a cassette recorder attached to a telephone which relays a pre-recorded message to callers and records messages
anthologise /'ænələdʒaɪz/ verb 1. to gather works from different writers, musicians or artists into a collection 2. to compile or publish an anthology
anthology /'ænələdʒi/ noun a book that consists of essays, stories or poems by different writers
anticipate /'æntɪsɪpn/ verb to realise in advance that something is going to happen and to prepare for it
Antiope /'æntɪəpi/ noun a French videotext system also known as Teletel
antiquarian /ˌæntɪkwəriən/ adjective relating to or dealing with antiques or antiquities, especially rare and old books. Abbrev. antiqu.
antiquary /'æntɪkwəri/ noun a collector, scholar or seller of antiques or antiquities
anti-setoff paper /ˌæntɪ 'setof ,pɛrɪp/ noun thin transparent paper put between the pages of an expensive illustrated book
antonym /ˈæntənʌm/ noun a word which has the opposite meaning to another word
anycast /ˈenɪkeɪst/ noun an act of sending data across a computer network from a single user to the nearest receiver

9

Apple Mac

ao abbreviation in Internet addresses, the top-level domain for Angola
AP abbreviation PUBL Associated Press
a.p. abbreviation PUBL author’s proof
APA abbreviation American Publishers Association
Apocrypha /'æpəkrɪfə/ plural noun books of the Bible that are included in the Vulgate and Septuagint versions of the Christian Bible, but not in the Protestant Bible or the Hebrew canon
apocryphal /'æpəkrɪfəl/ adjective of unknown authorship, possibly false or exaggerated
‘The cardinal’s main objection to the book is that it presents itself as a historical document. Acknowledging that the book is a brilliantly marketed page-turner, he accused Brown of relying on apocryphal texts that had been removed from the biblical canon because they were imaginative.’ [Irish Independent]
apostil /ˈapostɪl/ noun a margin note or annotation
apostrophe /'æpəstrəf/ noun a punctuation mark which indicates either contraction or possession
app. abbreviation PUBL appendix
appeal /'æpɪl/ noun 1. the attractiveness of something which makes it popular 2. The illustrations have a lot to do with the book’s continuing appeal 2. a request for something to be reconsidered
append /'æpend/ verb to add extra information to something, especially to a document
appendix /'æpendɪks/ noun a section at the end of a document giving extra information (NOTE: The plural is appendices /ˈæpendɪsɪz/)
COMMENT: Appendices are always printed at the back of a book, always starting on a right-hand page. They must be laid out in a way which shows clearly that they are not part of the main text.
Apple Mac /'æplɪkəl meki/, Apple Macintosh computer a trade name for a range of personal computers developed by Apple Inc. that has a graphical user interface and uses the 68000 family of processors.
applicant /əˈplɪkənt/ noun a person who formally asks to be considered for a job

application /əˈplɪkeɪʃ(ə)n/ noun 1. a written request for something 2. the use of a rule or piece of equipment in a particular situation 3. the planning and design of buildings or systems 4. the use of a rule or piece of equipment in a particular situation 5. Computer applications are electronic packages which include particular tasks to be performed.

disco /ˈdɪskəʊ/ noun a standardised form to be filled in when applying for something

appreciate /əˈpriːʃeɪt/ verb 1. to like something because you recognise its good qualities 2. to increase in value

approximate /əˈprɒksɪmeɪt/ adjective not exact, almost correct

ARCHIE /ˈɑːtʃi/ noun retrieval software which gives access to Internet databases

architect /ˈɑːktɪk/ noun the planning and design of buildings or systems

archive /ˈaːkərv/ noun 1. a public record, document or photograph of historical interest kept in an official repository 2. a collection of documents and records relating to the history of an organisation 3. verb to put data in storage

archive file /ˈɑːkərv fɔɪl/ noun a file containing data which is out of date, but which is kept for future reference

archive library /ˈɑːkərv ləˈbɹəri/ noun a library which stores and makes accessible historical materials

arrange /əˈrɛndʒ/ verb to put things into a correct or desired order

array /əˈreɪ/ noun a set of numbers or symbols, e.g. experimental data, usually arranged in a specific order

art book /ɑːrt ˈbʊk/ noun a book with illustrations, dealing with a painter,
assign

article /ˈɑːtɪkl/ noun 1. a piece of writing in a newspaper or magazine 2. a message sent to an electronic newsgroup

articated indexing /ˈɑrtɪklɪtɪd/ ‘indeksɪŋ/ noun a method of producing computer-generated subject indexes

articulation of information /ˈɑrtɪklɪˈʃən/ ˈɪndeksɪŋ/ noun the way in which information is presented so that the user can easily access and understand it

artificial indexing language /ˈɑrtɪfɪsɪfl/ ‘indeksɪŋ ,lændgwiːdʒ/ noun signs and symbols used as a controlled language in inverted order for subject indexing

artificial intelligence /ˈɑrtɪfɪsɪl/ ‘ɪndeksɪŋ/ noun the design and development of computers which attempt to imitate some human characteristics. Abbr AI

artificial language /ˈɑrtɪfɪsɪl/ ‘lændgwiːdʒ/ noun a man-made language for use in communicating with computers

artistic map /ˈɑːstɪstk ‘mæp/ noun a map made by an artist rather than a map maker

artwork /ˈɑrtwɜːk/ noun drawings, photographs and text prepared for inclusion in a book or advertisement. Abbr art

as abbreviation in Internet addresses, the top-level domain for American Samoa

ascender /ˈɑːsɛndə/ noun 1. the part of a lower case letter such as h, d or b that projects above the body of the letter 2. a lower case letter with an ascender

ascending order /ˈɑːsɛndɪŋ ‘ɔːdə/ noun a method of organising things so that each item is bigger than the one before it or comes later in the system

The list was arranged in ascending order from A to Z

ASCII /ˈæski/ abbreviation American Standard Code for Information Interchange

ASCII character /ˈæski ˈkærɪktə/ noun a character which is in the ASCII list of codes

ASCII file /ˈæski faɪl/ noun a stored file containing only ASCII coded character data. Make an ASCII file of the document for clients who use different word-processing software.

ASI abbreviation Australian Society of Indexers

ASIS abbreviation American Society for Information Science

ASL abbreviation American Sign Language

ASLIB /ˈæzlɪb/ abbreviation Association of Information Management

aspect ratio /ˈɛspekt ˌreʃiəɾ/ noun the ratio of the width to the height of an illustration, used especially in computer graphics. Abbr AR

ASSASSIN /əˈsæsin/ abbreviation Agricultural System for Storing and Subsequently Selecting Information

assemble /ˈəsɛmb(ə)/ verb 1. to bring the parts of a collection together 2. to fit the parts of something together to make it whole

assembly language /əˈsɛmbli,ˌlændgwiːdʒ/ noun a low-level computer programming language

assess /əˈses/ verb to judge the importance or value of something

‘Measurement is perhaps the least developed aspect of KM because of the inherent difficulty of measuring something that can not be seen or touched. However, if the discipline of KM is to survive and make a long-lasting contribution, it will need to achieve greater levels of standardization and better metrics to assess its effectiveness.’ [Journal of American Academy of Business]

assessed work /əˈsɛst ˈwɜːk/ noun assignments that have been judged as part of a course of training

assign /əˈsænt/ verb to allocate a task to a person or send somebody to work in a particular place
assignment

assistance /əˈsɛstəns/ noun a task often given as part of a programme of study

associate /əˈsəʊsɪeɪt/ verb to learn and make use of something

associate /əˈsəʊsɪeɪt/ noun somebody who is employed to help another in their work

assistant librarian /əˈsɪstənt ˈlɪbrəriən/ noun somebody who is qualified as a librarian and usually works with a more senior person

assistant /əˈsɪstət/ noun somebody you work with to help another with something while having a similar background

association /əˈsəʊsɪeɪʃən/ noun
1. a group of people or of companies with the same interest
2. a book trade association
3. a printers’ association
4. a relationship between two or more people or concepts

association copy /əˈsəʊsɪeɪʃən kəˈpi/ noun a copy of a book which has a connection with the author, e.g. a copy given by the author to a friend or the author’s own copy with his or her notes in it

Association Française de Normalisation /ˌɑːsəˈsjuːneɪʃən/ noun a French official body responsible for issuing standards. Abbr AFNOR

Association of Information Management /əˌsəʊsiˈeɪʃən əˈnæmtʃən/ noun a body which gives advice and guidelines on the management of information within companies, and publishes ASLIB Information, ASLIB Proceedings and Journal of Documentation. Abbr ASLIB

assume /əˈsʌm/ verb to accept the truth of something or to take something on

asterisk /ˈæstərɪsk/ noun a symbol in the form of a star used to mark things to be noted:
1. verb to mark something with an asterisk or a star-shaped symbol, especially to draw attention to it
2. marker a triangle formed of three asterisks which calls the reader’s attention to a following passage

asymmetrical digital subscriber line /ˌæsɪmɛtrɪk dɪˈzɪblə ˈlaɪn/ noun a method for transferring data very quickly using broadband. Abbr ATM

asynchronous transfer mode /əˈsɪnkrənəs ˈtrænsfər ˈmɔʊd/ noun a method of connecting something over a high-speed telephone line that can transmit voice and video data over copper wires.

ATM abbreviation asynchronous transfer mode

attach /əˈtætʃ/ verb to fasten on

attachment /əˈtætʃmənt/ noun a computer file that is transferred together with an electronic mail message

attend /əˈtænd/ verb to go to or treatment of someone to attend to something

attendance /əˈtændəns/ noun the number of people at a meeting

attendant /əˈtændənt/ noun somebody employed to serve or help members of the public in a public institution or place

attention span /əˈtenʃən spæn/ noun the length of time that a person is able to give undivided attention to something
attribute /əˈtrɪbjuːt/ verb to say that somebody did something or to attribute a piece of writing to a particular person attributed author /əˌtrɪbjuːtɪd ˈɔːθər/ noun the name of a possible author when there is doubt about authenticity

au abbreviation in Internet addresses, the top-level domain for Australia audience /ˈɔːdiəns/ noun a group of people gathered together to watch or listen to something audio /ˈɔːdiəʊ/ adjective relating to material which can be heard audio book /ˈɔːdiəʊ bʊk/ noun a book in spoken form recorded on a cassette or CD audio conference /ˈɔːdiəʊ ,kənˈfɜːrəns/ noun a meeting that is held with the use of several linked telephones to connect the people who want to talk together audio media /ˈɔːdiəʊ ˌmɛdiə/ noun communication tools which use sound only, such as radio audio tape /ˈɔːdiəʊ ˈteɪp/ noun a tape which is used to record and play back sounds for listening to audiovisual /ˈɔːdiəʊˌvɪziəl/ adjective 1. relating to sound and vision, especially when combined, e.g. in a presentation using both film and sound recordings 2. audiovisual media 2. relating to hearing and seeing an audiovisual experience Abbr AV audiovisual aid /ˌɔːdiəʊˌvɪziəl ˈeɪd/ noun a teaching or lecture aid that combines sound and vision, e.g. in the form of video equipment, software programs or slides accompanied by sound recordings audiovisual materials /ˌɔːdiəʊˌvɪziəl ˈmɑːtʃəriəlz/ plural noun materials that can be listened to and looked at, such as CDs or slides with recorded speech audit /ˈɔːdit/ verb to examine something officially to make sure it is correct Audit Commission /ˌɔːdit ˈkeɪmən/ noun a government body which ensures that financial affairs are conducted according to approved standards, and examines the accounts of government departments and local government organisations audit trail /ˈɔːdit ˈtreɪl/ noun 1. a record of all interactions with a system, kept to assess the level of use 2. a record showing what operations a computer or computer user has performed in a specific period of time aural /ˈɔːrəl/ adjective relating to hearing aural materials /ˈɔːrəl ˌmɑːtʃəriəlz/ plural noun materials that can be listened to, such as CDs aural test /ˈɔːrəl ˈtɛst/ noun a test of an individual’s ability to listen and understand Australian Society of Indexers /əˌstɪliən ˌsəˌstreɪliən əv ˈɪndekstrəliən/ noun a professional support group for professional indexers in Australasia. Abbr ASI authentic /ˈɔːθentɪk/ adjective known to be real and not a copy authentication /ˈɔːθentɪk ˈɛnθəˈneɪʃən/ noun a security measure using data encryption that identifies the user and verifies that the message was not tampered with authenticity /ˈɔːθentɪk ˈθɛntɪk/ noun the quality of being authentic author /ˈɔːθər/ noun somebody who writes books or articles, to be the author of something The book is authored by a college professor 2. to create a multimedia presentation or application by combining text, video, sound and images using a programming language or special multimedia authoring system author catalogue /ˈɔːθər ˈkætəlɒg/ noun an alphabetical list of writers' surnames author entry /ˈɔːθər ˈɛntrɪ/ noun a catalogue entry under the name of the person or organisation responsible for writing or compiling a work authoring /ˈɔːθərɪŋ/ noun the act of creating a multimedia application by combining sound, video and images, usually using a script or authoring software

1. adjective
2. noun
authoring software

authoring software /ˌɔːθərɪŋ ˈsəftwɛə/ noun software that allows users to add their own text and to link text, pictures and sound within a given framework

authorise /ˈɔːθəraɪz/, authorize verb to give official permission for something to be done

Authorised Version /ˌɔːθərɪzd ,ɔˈθə(ə)ri/ noun an English translation of the Bible made in England in 1611 AD. Also called King James Bible

authority /ˈɔːθərɪti/ noun an expert in the field

authority control /ˈɔːθərɪti kənˌtrəʊl/ noun a list of headings used in a retrieval system

In addition, the ability to reassign records from one authority control heading to another [in the Open Q electronic library system] will aid in correcting the inconsistent author headings. [Computers in Libraries]

authority file /ˈɔːθərɪti flai/ noun a list of authoritative forms to be used in bibliographic records

author’s alterations /ˌɔːθərəz ,ɔˈθətə ˈrɛltʃənz/ plural noun same as author’s corrections. Abbr AA

author’s corrections plural noun a change to proofs which is made by an author, and which is charged to the author if too many are made. Also called author’s alterations. Abbr AC

autobiography /ˌɔːtəbəˈɡrəfɪ/ noun an account of a person’s life written by that person

auto-encode /ˌɔːtəʊ ɪŋ, əʊˈkɑrd/ verb to select keywords automatically by computer

autograph /ˌɔːtəɡrɑf/ noun the signature of somebody famous. verb to sign a copy of the book. He gave an autographed copy of his novel to the library.

auto-indexing /ˌɔːtəˈɪndeksɪŋ/ noun the process of automatic indexing using a computer program

automate /ˌɔːtəˈmeɪt/ verb to use machines to do work previously done by people

automatic /ˌɔːtəˈmætɪk/ adjective able to operate by itself without constant user input

automatic data processing /ˌɔːtəˈmætɪk ˈdeɪtə ˈpɑːrisɪŋ/ noun data processing done by a computer

automatic indexing /ˌɔːtəˈmætɪk ˈɪndeksɪŋ/ noun using a computer to compile an index to a document by selecting specific words or items in the text

automation /ˌɔːtəˈmeɪʃən/ noun the use of machines to do work with very little supervision

autonomy /ˌɔːtənəmi/ noun the opportunity to make one’s own decisions without being told what to do by somebody else

auxiliary /ˈɔːɡzɪləri/ adjective used to describe a person or a machine which helps a more important worker

auxiliary language /ˈɔːɡzɪləri ˈlɛŋgwɪdʒ/ noun a language that is used by speakers of other languages in order to communicate

auxiliary number /ˈɔːɡzɪləri ˈnʌmbə/ noun an additional number placed after the class number to allow materials to be further grouped into subgroups

AV abbreviation MEDIA audiovisual

availability /əˌvɜːləˈbɪlɪtɪ/ noun being able to be obtained, used or seen

award /əˈwɜːrd/ noun 1. a prize given for doing something well. 2. a sum of money given for a specific purpose. 3. an award to help you to study. verb to give a prize or financial grant

awarding body /əˌwɜːrdɪŋ ˈbɔrdi/ noun an organisation which gives a prize or scholarship

awareness /əˈwɛrnəs/ noun knowing about things

axis /ˈæksɪs/ noun a fixed line against which other positions can be measured.
e.g. the vertical and horizontal axes on a graph (NOTE: The plural is *axes*.)

**az** abbreviation in Internet addresses, the top-level domain for Azerbaijan