symbol a symbol denoting copyright, placed by law before the name of the owner of the copyright and the year of first publication

COMMENT: The symbol adopted by the Universal Copyright Convention in Geneva in 1952. Publications bearing the symbol are automatically covered by the convention. The copyright line in a book should give the © followed by the name of the copyright holder and the date.

c abbreviation 1. PUBL chapter 2. HIST circa

c.ca abbreviation in Internet addresses, the top-level domain for Canada
c.ca. abbreviation circa
cabinet /ˈkeɪbənɪt/ noun a piece of furniture with doors and drawers used for storing things. a filing cabinet
cable /ˈkeɪbəl/ noun a flexible wire link for electrical equipment

cable television /ˈkeɪbəl ˈtelɪ/VT, cable TV /ˈkeɪbəl ˈtelɪ/VT a system whereby signals are relayed to viewers’ homes by fibre optic cables often underground

cache /ˈkeɪʃ/ noun an area of high-speed computer memory used for temporary storage of frequently used data a verb to store data in a cache

cache memory /ˈkeɪʃ ˈmɛməri/ noun a section of high-speed memory which stores data that the computer can access quickly

CAD /ˈkeɪd/ abbreviation computer-aided design
CAL abbreviation computer-aided learning

calculated /ˈkeɪlkjuˈleɪtɪd/ adjective planned to have a particular effect
calculator /ˈkeɪlkjuˈleɪtər/ noun an electronic device for working out the answers to numerical problems

calendar /ˈkeɪləndər/ noun a printed table or chart which shows the days, weeks and months of the year
calendar month /ˈkeɪləndər ˈmʌnθ/ noun a period of time, usually 30 or 31 days, measured according to an established western calendar rather than natural changes of the moon

calendar year /ˈkeɪləndər ˈjɪər/ noun a period of time, usually 12 months, measured according to an established western calendar rather than natural changes of the moon

calfskin /ˈkɑlfskɪn/, calf /ˈkɔlf/ noun a soft type of leather used in book-binding

calligraphy /ˈkɑlɪgrəfɪ/ noun the artistic use of handwriting

call mark /ˈkɔl ˈmɑrk/ noun LIBRARIES same as shelf mark

call number /ˈkɔlnʌmbər/ noun a number used to identify and locate a book. a spine number
call slip /ˈkɔlnʌsl/ noun a form for requesting a library book that is not kept on the shelves used by the public

call up /ˈkɔl əp/ verb to instruct a computer to find and display a particular piece of information

camcorder /ˈkæmkaʊdər/ noun a small video recorder which can be held in the hand

camera-ready /ˈkæmərəˌreɪdi/ adjective relating to material in its final publishable format, ready to be photographed or electronically scanned for the purpose of preparing printing plates
camera-ready copy  /ˌkæməˈreɪdi/ noun a typescript which is ready to be photographed as part of book production. Abbr CRC, CRPU
campus /ˈkæmpəs/ noun an area of land containing the main buildings of a college or university
cancel /ˈkæns(ə)l/ verb to cause something such as a cheque or reservation to be no longer valid
cancelbot /ˈkæns(ə)lbot/ noun a computer program that cancels unwanted articles sent to an Internet newsgroup by a particular user
cancellation /ˌkænsəˈleʃən/ noun an instruction to say that something is no longer needed
cancel out /ˌkænsəl əʊt/ verb to combine two things having opposite effects so as to produce no effect
candidate /ˈkændɪdæt/ noun 1. a person who is being considered for a job, or who is standing for election 2. someone who is taking an examination 3. a person or company that is considered suitable for a particular purpose ○ Small libraries are likely candidates for closure.
capability /ˌkeɪpəˈbɪlɪtɪ/ noun ability to do something ○ the capability to understand computers

capable /ˈkeɪpəb(ə)l/ adjective able to do things well
capacity /ˈkeɪpəsɪti/ noun 1. the amount that something can hold 2. (in industry) the amount that can be produced or worked on that can be done

capacity planning /ˈkeɪpəsɪtiˈplænɪŋ/ noun planning work so that the best use is made of the abilities and equipment available
capital /ˈkeɪpət(ə)l/ noun money that is used to set up a business or invested to make more money
capital expenditure /ˈkeɪpət(ə)l ɪkˈspɛndɪʃəl/ noun money spent on equipment or buildings
capital letter /ˌkeɪpət(ə)l ler/ noun the upper case form of a letter used at the beginning of sentences and names, e.g. A, B, C as opposed to a, b, c. Abbr cap
caption /ˈkeɪpʃən/ noun a note or heading to a picture or illustration
capture /ˈkeɪptʃər/ verb to obtain control over something ○ to capture the market
carbon copy /ˌkærənˈkɒpi/ noun full form of cc
card /kɑːd/ noun a piece of thick, stiff paper
card catalogue /ˈkɑːrd ˌkætələg/ noun a list of contents written on index cards and arranged according to a system which aids retrieval
card file /ˈkɑːrd flai/ noun COMM, LIBRARIES same as card index

card index /ˈkɑːrd ˈɪndɛks/ noun a series of cards, usually standard size 12.5 x 7.5 cm, used to record holdings and kept in specially designed drawers or boxes
card-index /ˈkɑːrd ˈɪndɛks/verb to put information onto a card index
card-index file /ˈkɑːrd ˌɪndɛks flai/ noun information kept on filing cards
career ladder /ˈkɛər ˈleɪdər/ noun the steps by which a person gains promotion in their chosen career ○ ‘The need for role models is paramount in a male-dominated industry and, with so few women on the upper rungs of the IT career ladder, a significant change is needed in the way companies recruit and promote their senior IT staff to make a real difference.’ [Evening Standard]
career stage /ˈkɛər stɛdɪ/ noun the level of progress made in promotion
caret mark /ˈkɛərt meɪk/, caret sign /ˈkɛərt sɛnt/ noun a proofreading symbol to indicate that something should be inserted into the text
Carnegie library /ˈkærɪdʒi ˈlaɪbrəri/ noun a public library system that was developed nationally from money donated by Andrew Carnegie (1835–1919), a Scottish-born American who gave money to public education and libraries
carrel /ˈkɑrɛl, ˈkærɛl/ noun an enclosed area for private study within a larger space like a classroom or a library
carriage return/line feed /kaˈrɛdʒ riˈten/ noun a key that moves the cursor or print head to the beginning of the next line and moves the paper or text up by one line. Abbr CR/LF

carry /ˈkærri/ verb 1. to transport something from one place to another 2. to contain or broadcast The newspaper carried a full report on the event.
carry on /ˈkærri ˈoʊn/ verb to continue to do something
carry out /ˈkærri ˈaut/ verb to perform a task
carry over /ˈkærri ˈəʊvər/ verb (in accounts) to take a total from the bottom of one page to the top of the next
carry through /ˈkærri ˈθruː/ verb to continue an action until it is finished
cartel /ˈkɑrtəl/ noun a group of similar companies which agree to control prices to prevent competition
cartographer /kaˈtrɪɡrəfə/ noun a person who draws maps
cartographic /kaˈtrɪɡrəfɪk/ adjective relating to maps The library had a large cartographic collection.
cartography /kaˈtrɪɡrəfi/ noun the art of drawing maps
cartoon /ˈkɑrtuːn/ noun 1. the first draft of a drawing done on paper which can be transferred to larger paintings 2. a comic or satirical drawing 3. an animated film made by photographing a series of drawings
cartridge /ˈkɑrtɪdʒ/ noun a removable device made of a closed box containing a disk, tape, program or data
cartridge paper /ˈkɑrtɪdʒ ˈpeɪpər/ noun strong, thick, usually white paper used for drawing

COMMENT: Cartridge paper is so called because it was originally used for making cartridges for bullets. It is made from chemical pulp, sized, and is very white.
case /keɪs/ noun a stiff cardboard cover glued onto a book formed of two pieces of cardboard and the spine. The library edition has a case and jacket. n verb to bind a book in a stiff cardboard cover
case binding /ˈkeɪs ˈbændɪŋ/ noun 1. a stiff cardboard cover The trade edition has a case binding. 2. the action of binding a book in a hard cardboard cover

casebound /ˈkeɪsbəʊnd/ noun a book which is bound in a hard cover
cased book /ˈkeɪst ˈbʊk/ noun a book which is bound in a hard cover

casein glue /ˈkeɪsin ɡluː/ noun a glue used in bookbinding and in making coated papers, which is almost acid-free
cash book /ˈkɑʃ bʊk/ noun a book in which a record is kept of income and expenditure
cash flow /ˈkɑʃ flɔʊ/ noun movement of money in and out of a business
cash in /ˈkɑʃ ˈɪn/ verb to exchange something for what it is worth in cash
cash in on /ˈkɑʃ ˈɪn ˈəʊn/ verb to use a situation to gain advantage for oneself
cash on delivery /ˈkɑʃ ɒn ˈdɪliˈveɪri/ noun a phrase meaning that goods must be paid for as soon as they are received. Abbr C.O.D.
cash register /ˈkɑʃ ˈredʒɪstrə/ noun a machine which is used to record sales and to add up the amount of money to be paid
cash value /ˈkɑʃ ˈvæljuː/ noun the amount of money which anyone will pay for something
cassette /ˈkæsɪt/ noun a small rectangular plastic container for magnetic tape which can be used for recording and playing back speech or music

casual work /ˈkæʃuəl ˈwɜːk/ noun jobs done by people employed for a short time

catalogue /ˈkætəlɔʊɡ/ noun 1. a list of priced and illustrated items for sale, presented in book form or in other formats including CD-ROM or video 2. a list of the holdings in a library, usually arranged according to subject, title or author n verb 1. to classify and list items to enter something in a catalogue

catalogue card /ˈkætəlɔʊɡ ˈkɑrd/ noun a card used for writing catalogue entries and stored in boxes or drawers in a manual catalogue
cataloguer /'kætəlŋə/ noun a person who catalogues books in a library

Cataloguing in Publication /'kætəlŋiŋ ɪn ˈpʌbli/ 'kætəfəri/ noun a system whereby new books are catalogued before publication by the British Library or by the Library of Congress based on details about each book supplied by the publisher. Abbr CIP

catch letter /'kætʃ ˈletər/ noun a group of letters, usually three, which appears at the top of the page in reference books such as dictionaries or directories, to indicate the first or last word on that page or column.

catchword /'kætʃwɜːd/ noun 1. a word printed at the top of a page in a dictionary or other reference book, usually the first or last entry for that page. 2. the first word of a page of printed text repeated at the bottom right-hand corner of the previous page, originally placed there to draw the binder’s attention to it.

catchword index /'kætʃwɜːd,ˈɪndeks/ noun a system which uses a keyword from a title or text to index an item

categorise /'kætəgəraɪz, kətəˈgəraɪz/ verb to put into a category

category /'kætərɪ/ noun a division or class in a system used to group items according to their type

cater for /'kætəf ˈfaː/ verb to provide what people need

cathode ray tube /'kæθəd ˈreɪ tjuːb/ noun an output device used in a VDU or phototypesetter for displaying text or figures or graphics. Abbr CRT

COMMENT: A CRT consists of a vacuum tube, one end of which is flat and coated with phosphor; the other end contains an electron beam source. Characters become visible when the electron beam makes the phosphor coating glow.

CBT abbreviation 1. computer-based training 2. computer-based tutorial

CC1 noun 1. used at the ends of letters, memos and reports to indicate that an identical copy has been sent to the named people 2. a feature of electronic mail software that allows you to send a copy of a message to another user.

blind carbon copy /ˈblaɪnd kərən kəpi/ full form carbon copy

cc2 /siː/ 'siː/ abbreviation in Internet addresses, the top-level domain for Cocos Islands

CCTV abbreviation closed circuit television

cd abbreviation in Internet addresses, the top-level domain for Democratic Republic of the Congo

CD abbreviation compact disc

CD burner /ˈsiːd ˈbaːnaɪr/ noun COMPUT same as CD writer

CD-I /siː ˈdiː aɪ/ noun a compact disc with electronic information that can be changed by the user. Full form compact disc interactive

CD-ROM /ˈsiːd ˈroʊm/ noun an electronic method of storing large quantities of information which can be read by laser. Full form compact disc – read only memory

CD-ROM drive /ˈsiːd ˈdrəʊm ˈdraɪv/ noun a disk drive that allows a computer to read data stored on a CD-ROM, in which the player spins the disc and uses a laser beam to read etched patterns on the surface of the CD-ROM that represent data bits

CD-ROM player /ˈsiːd ˈroʊm ˈpleɪər/ noun a disk drive that allows a computer to read data stored on a CD-ROM

CD-RW /ˈsiːd ˈrɛɪw/ noun a compact disc that can have its contents erased and something else recorded onto it many times. Full form compact disc rewritable

CD-WO /ˈsiːd ˈdɛəw/ noun CD-ROM disc and drive technology that allows a user to write data to the disc once only and is useful for storing archived documents or for testing a CD-ROM before it is duplicated. Full form compact disc write once

CD writer /ˈsiːd ˈrɛɪtwɜːr/ noun a program used to record data permanently onto a compact disc

cease /siːz/ verb to finish or stop doing something

ceased publication /ˈsiːzd ˈpʌblə ˈkeɪʃən/ adjective no longer published, often used to describe serials...
cedilla /ˈsɛdɪlə/ noun a small mark (¸) used in some languages under a letter to change its pronunciation, e.g. under the letter c in French to soften it

CEEFAKX /ˈsɛfæks/ noun a videotext system used by the BBC for broadcasting textual information

cell /sɛl/ noun a space for information in a table such as a computer spreadsheet, formed where a row and a column intersect

censor /ˈsɛnsər/ noun a person who decides what may be published, shown or distributed to the general public

censorship /ˈsɛnsəʃəp/ noun prohibition of the production, distribution or sale of items considered to be objectionable on political, religious or moral grounds

census /ˈsɛnsəs/ noun an official survey to count and analyse the population of a country

centimetre /ˈsɛntɪmɪtər/ noun one hundredth part of a metre. Abbr cm (NOTE: The US spelling is centimeter.)
centralised /ˈsɛntrəlaɪzd/, centralized adjective placed in the middle, often as the most important or controlling feature

centralised copying /ˈsɛntrəlaɪzd ˈkaʊpiŋ/ noun a service for all users located in a central position

centralised purchasing /ˈsɛntrəlaɪzd ˈpræstʃəsɪŋ/ noun the method of buying everything needed for an organisation through a central purchasing office

centralised records storage /ˈsɛntrəlaɪzd ˈrɛkəstɔːrdʒ/ noun a system used by organisations by which records are stored in a central unit but can be accessed by all members of the organisation

central processing unit /ˈsɛntrəl ˈprəʊsesɪŋ ˈʃəntəni/ noun the circuits which form the main part of a computer. Abbr CPU

Central Statistical Office /ˈsɛntrəl stəˈtɪstɪk(ə)l ˈɔfɪs/ noun a government department which produces national statistical publications in the UK. Abbr CSO
ceremony /ˈsɛrəməni/ noun the established order of formal ritual used to mark special occasions
certificate /ˈsɛrtɪfɪkət/ noun an official document given to confirm facts

birth certificate,o health certificate,o degree certificate

cf abbreviation in Internet addresses, the top-level domain for Central African Republic
C format paperback /ˈsɪ,frɒmæt ˈpeɪpərbæk/ noun a paperback with the format 234 x 156mm

cg abbreviation in Internet addresses, the top-level domain for Congo

cGI abbreviation COMPUT common gateway interface

ch abbreviation in Internet addresses, the top-level domain for Switzerland

chained library /ˈtʃeɪnd ˈlaɪbrəri/ noun in former times, a library in which books were chained to desks or shelves to prevent them being stolen (NOTE:)

chain indexing /ˈtʃeɪn ˈɪndeksɪŋ/ noun an alphabetical system of indexing using subject headings and hierarchical sub-headings

chain list /ˈtʃeɪn lɪst/ noun a list of data with each piece of information providing an address for the next consecutive item in the list

change agent /ˈtʃeɪndʒ ægənt/ noun a catalyst which causes something to change

channel /ˈtʃeɪnəl/ noun 1. the spoken, written or electronic means by which something is passed on 2. a major interest area on the Internet that is easily accessible 3. (in graphics) one layer of an image that can be worked on separately or which can be used to create special effects

chanop /ˈtʃeɪnəp/ noun a channel operator, the person who controls the messages within a channel on the Internet

chapbook /ˈtʃeɪpbʊk/ noun a small booklet of poems, ballads or stories, originally sold by travelling pedlars
something to make sure it is correct

carbonate

completed specific tasks, including a successfully undertaken training and organisation or community document giving rights to a person, £10 an hour.

loans from a library

CHC paper, chemically pure paper, chemically pure paper,

a meeting of a printers’ or journalists’ trade union in printing and journalism

2. a trade union in printing and journalism

£10 an hour.

a typical feature of a person, place or thing

verb to ask people to pay for goods or services. He charges £10 an hour.

charge out verb to make a record of a loan

any method of recording loans from a library

a visual representation of information

an official document giving rights to a person, organisation or community

the leading professional body for librarians and information managers in the UK. Abbr CILIP

a librarian who has successfully undertaken training and completed specific tasks, including a professional development report, according to the criteria set by the Library Association

abbreviation cyclohexylamine carbonate

used to de-acidify the pages of old books

check noun an inspection of something to make sure it is correct. to look at something closely to make sure there are no mistakes

check digit noun a number added to a numeric code to enable a computer program to detect any errors in the code

check in verb to record the receipt of something

check into verb to investigate something in order to get more information about it or to establish its truth or accuracy

checklist noun a list which acts as a reminder of things to be done or accounted for. a list used to identify items from a minimum amount of information

check out verb to record the loan of something

chequed noun a method of paying money from a bank account, by filling in a standard form and without using coins or notes (NOTE: The US spelling is check.)

chief adjective denoting the most important person or part of something. A senior official

chief information officer a professional, who has responsibility for the organisation and control of information flow in a company or organisation. Abbr CIO

chief knowledge officer noun a senior official whose job it is to maximise a company’s efficiency by providing appropriate information about things such as processes, customer relations and the marketplace. Abbr CKO

children’s annual a book published each year usually at Christmas, with stories, games and articles, intended for children and often based on a popular TV series or cartoon character

children’s book group an unofficial group of people whose aim is to encourage the promotion of books to children

children’s librarian a librarian who specialises in the provision of library services to children
children’s library /ˈtʃildrəni/ noun a library which specialises in providing books usually written specially for children

chip /tʃɪp/ noun a small piece of plastic containing a set of electronic instructions to work computers and other machines

Christmas gift book /ˈkrɪsməs ˈɡift, bʊk/ noun a special book which is given as a present at Christmas

chronological order /ˈkrəʊnələdʒɪk(ə)l/ ˈsɪkə/ noun the arrangement of things such as records, files or invoices in order of their dates

‘…during a state audit his company’s seven party planners spent days combing through customer records when they could have been out selling. One suggestion: Make extra copies of invoices and file them in chronological order. ‘The lesson is to be so accurately prepared you can say immediately, “I’ve got it”.’ Mr. Kelly says. ’ [Crain’s Chicago Business]

chronological sequence /ˈkrəʊnələdʒɪk(ə)l/ ˈsɪkwəns/ noun arrangement by the order of the time at which events happened

ci abbreviation in Internet addresses, the top-level domain for Côte d’Ivoire

CILIP /ˈsɪlipi/ abbreviation Chartered Institute of Library and Information Professionals

CIO abbreviation chief information officer

CIP abbreviation Cataloguing in Publication

cipher /ˈsaɪfər/ noun a system of writing secrets in code

cir. abbreviation PUBL circulation

circa /ˈsɪrkə/ preposition about or approximately, used to show uncertainty especially about numbers or dates o The book was written circa 1760. Abbr ca.

circular /ˈsɪkəljuər/ noun a letter or advertisement sent to a large number of people at the same time

circular letter /ˈsɪkəljuər ˈleɪtər/ noun a letter sent to a large number of people conveying the same information

circulate /ˈsɪkəljuət/ verb to send information to a group of people o They circulated a new list of prices to all their customers

circulating library /ˈsɪkəljuətɪŋ ˈlaɪbrəri/ noun a library run on a commercial basis, where the members pay to borrow books

circulation /ˈsɪkəljuəˈleɪʃən/ ˈnəʊn 1. the number of copies of a newspaper or magazine sold each time it is produced 2. distribution of written materials such as journals or books to people who may be interested in them o out of circulation not available for issue or reference

circulation desk /ˈsɪkəljuəˈleɪʃən ˌdesk/ noun the area of a library where the staff record the loans and returns of books

circumflex accent /ˈsɪkmɪflɛks ˌeksmənt/ noun a mark (ª) used over a vowel in some languages to show pronunciation

citation /ˈsaɪteɪʃən/ ˈnəʊn a formal word for quotation or reference

citation index /ˈsaɪteɪʃən ˈɪndɪks/ ˈnəʊn a list of articles which quote a specific article

citation order /ˈsaɪteɪʃən ˌɔrdr/ ˈɔrdrə/ noun an order of component parts when constructing a classification string

citation search /ˈsaɪteɪʃən ˈsɛtʃ/ ˈnəʊn a search on a database of books that looks for specified words in the author or title fields

cite /ˈsaɪt/ verb to quote or mention something especially as proof of a point

ck abbreviation in Internet addresses, the top-level domain for Cook Islands

CKO abbreviation chief knowledge officer

ci abbreviation in Internet addresses, the top-level domain for Chile

claim /kleɪm/ ˈnəʊn 1. a demand for something to which you think you have a right 2. a statement which may be untrue but cannot be proved to be so

class /klɑs/ ˈnəʊn a division of a classification scheme

class entry /ˈklæs ˈentri/ ˈnəʊn an entry in a catalogue under the class rather than the specific subject
classic /ˈklæsɪk/ noun a famous work of literature. ‘The Lord of the Flies’ has become a modern classic. They have published a series of nineteenth-century classics.
classical /ˈklæsɪkl/ adjective consisting of or involving the study of the ancient Greek and Latin languages and literature

classicism /ˈklæsɪsɪzm/ noun the study or knowledge of ancient Greece and Rome
classicist /ˈklæsɪst/ noun a scholar of ancient Greek and Latin

classics /ˈklæsɪks/ noun the academic study of the languages, literature and history of ancient Greece and Rome

classification /ˌklæsɪfɪˈkeɪʃn/ noun 1. a division or category within a system according to their degrees of similarity 2. the process of putting things into groups according to similarities or relationships

classification number /ˌklæsɪfɪˈkeɪʃn ˈnʌmbər/ classification mark /ˌklæsɪfɪˈkeɪʃn ˈmɑːrk/ noun a number given to a classification heading in an information retrieval system

classification schedule /ˌklæsɪfɪˈkeɪʃn ˈskedjuːl/ noun the complete plan and content of a library’s cataloguing system

classification string /ˌklæsɪfɪˈkeɪʃn ˈstrɪŋ/ noun a sequence working from broad to narrow terms

classification system /ˌklæsɪfɪˈkeɪʃn ˈsɪstəm/, classification scheme /ˌklæsɪfɪˈkeɪʃn ˈskeɪm/ a system of organising things by dividing them into groups based on their similarities. In libraries books are often arranged according to the Dewey decimal classification system.

classified /ˈklæsɪfaɪd/ adjective 1. listed in a catalogue and given an identification 2. having access restricted to named individuals or groups. The document was classified so only members of the government could read it.

classified catalogue /ˌklæsɪfɪˈkeɪt/ noun a list of contents arranged according to the classification system used to control them

classified index /ˌklæsɪsfɪd ˈɪndeks/ noun a list of holdings organised under general headings rather than in one alphabetical sequence. In a classified index, publishers would appear under the general heading ‘Publishers’ and not in the usual alphabetical order of their names.

classify /ˌklæsɪfɪ/ verb 1. to place into a sequence according to a classification scheme 2. to restrict the distribution of a document for reasons of security

class list /ˈklæs ˈlɪst/ noun a list of the items in a particular class, especially used in archival management

class number /ˈklæs nʌmbr/ noun a series of letters and/or numbers on a book or other publication in a library identifying it, the category of its subject matter and usually its shelf location

clear /klɪər/ verb to delete data from a computer display or storage device

clearing house /ˈklɛərɪŋ hɔʊs/ noun 1. an agency or central office where information from various sources is pooled 2. a central office where orders from many sources are consolidated

clerical error /ˈklerɪkl ˈerər/ noun a mistake made by an office worker

click /klɪk/ verb to do the action needed to activate a computer mouse. Click three times to highlight the text.

client /ˈklaɪənt/ noun 1. a person using the services of a professional organisation 2. a computer that is connected to a network or the Internet, or that is using the resources of another computer

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classification schedule /ˌklæsɪfɪˈkeɪʃn ˈskedjuːl/ noun the complete plan and content of a library’s cataloguing system

classification string /ˌklæsɪfɪˈkeɪʃn ˈstrɪŋ/ noun a sequence working from broad to narrow terms

classification system /ˌklæsɪfɪˈkeɪʃn ˈsɪstəm/, classification scheme /ˌklæsɪfɪˈkeɪʃn ˈskeɪm/ a system of organising things by dividing them into groups based on their similarities. In libraries books are often arranged according to the Dewey decimal classification system.

classified /ˈklæsɪfaɪd/ adjective 1. listed in a catalogue and given an identification 2. having access restricted to named individuals or groups. The document was classified so only members of the government could read it.

classification /ˌklæsɪfɪˈkeɪʃn/ noun 1. a division or category within a system according to their degrees of similarity 2. the process of putting things into groups according to similarities or relationships

classification number /ˌklæsɪfɪˈkeɪʃn ˈnʌmbər/ classification mark /ˌklæsɪfɪˈkeɪʃn ˈmɑːrk/ noun a number given to a classification heading in an information retrieval system

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classified index /ˌklæsɪsfɪd ˈɪndeks/ noun a list of holdings organised under general headings rather than in one alphabetical sequence. In a classified index, publishers would appear under the general heading ‘Publishers’ and not in the usual alphabetical order of their names.

classify /ˌklæsɪfɪ/ verb 1. to place into a sequence according to a classification scheme 2. to restrict the distribution of a document for reasons of security

class list /ˈklæs ˈlɪst/ noun a list of the items in a particular class, especially used in archival management

class number /ˈklæs nʌmbr/ noun a series of letters and/or numbers on a book or other publication in a library identifying it, the category of its subject matter and usually its shelf location

clear /klɪər/ verb to delete data from a computer display or storage device

clearing house /ˈklɛərɪŋ hɔʊs/ noun 1. an agency or central office where information from various sources is pooled 2. a central office where orders from many sources are consolidated

clerical error /ˈklerɪkl ˈerər/ noun a mistake made by an office worker

client /ˈklaɪənt/ noun 1. a person using the services of a professional organisation 2. a computer that is connected to a network or the Internet, or that is using the resources of another computer

click /klɪk/ verb to do the action needed to activate a computer mouse. Click three times to highlight the text.

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closed circuit television /ˈkloʊzd ˈsɜːktɪt ˈtelɪvɪʒ(ə)n/ noun an internal video system often used for security purposes or for relaying conferences.

closed question /ˈkloʊzd ˈkwɛstʃ(ə)n/ noun a question which can be answered by yes or no

closing time /ˈkloʊzɪŋ taɪm/ noun the time that an establishment such as a shop, library or bar closes and people have to leave

closure /ˈkloʊʒər/ noun the act of closing something down  They are fighting against library closures.

cloth /kləθ/ noun material used to cover a hardbound book

clothbound /ˈkloʊθbaʊnd/ adjective used to describe books which are covered in a specific type of material made originally from natural fibres, now often synthetic

cloze test /ˈkloʊz test/ noun a test of comprehension and grammar in which a language student supplies appropriate missing words omitted from a text

cluster /ˈklʌstər/ noun a small group of similar things

cluster sample /ˈklʌstər ˈsæmpl(ə)/ noun a method of sampling in statistical analysis, which compares small groups

CM abbreviation 1. in Internet addresses, the top-level domain for Cameroon 2. centimetre

CMC abbreviation computer-mediated communication

cn abbreviation in Internet addresses, the top-level domain for China

cobweb site /ˈkoʊbweb saɪt/ noun a website that has not been updated for a long time

C.O.D. abbreviation cash on delivery

coda /ˈkɔʊdə/ noun an additional section at the end of a text such as a literary work or speech that is not necessary to its structure but gives additional information

code /ˈkɔʊd/ noun a group of numbers or letters used to identify something.

codable /ˈkɔʊdbʌk/ noun a book containing a key to a code or codes

codebook /ˈkɔʊdbʊk/ noun a book

code index /ˈkɔʊd ˈɪndeks/ noun a system which directs the user to information by use of a code number

coden /ˈkɔʊdən/ noun a system of classification which combines numbers and letters

code of practice /ˈkɔʊd ˈpræktɪs/ noun a set of written rules describing how people in a particular job or profession are expected to behave

codex /ˈkɔʊdɛks/ noun a handwritten unbound manuscript, especially of an ancient classic

codicil /ˈkɔʊdɪsɪl/ noun an appendix or supplement to a text

codification /ˈkɔʊdɪfɪˈkeɪʃ(ə)n/ noun the publication of a book by two publishing companies in different countries, where the first company has originated the work and then sells sheets to the second publisher (or licenses the second publisher to reprint the book locally) We have sold coeditions of our book on garden flowers to publishers in France and Greece.

coffee table book /ˈkɒfi ˈteɪb(ə)l bʊk/ noun a glossy book with many colour illustrations, designed to be browsed through rather than read in full

cognitive processing /ˌkɒgnɪtɪv ˈpraɪsəsɪŋ/ noun the way in which a person changes external information into patterns of thought and how these are used to form judgments or choices

cognitive science /ˌkɒgnɪtɪv ˈsaɪəns/ noun the scientific study of knowledge and how it is acquired, combining aspects of philosophy, psychology, linguistics, anthropology and artificial intelligence

cognition /ˌkɒgnɪzn(ə)ʃ(ə)n/ noun knowledge or awareness of something

cognizant /ˌkɒgnɪz(ə)nt/ adjective having knowledge of something

coherent /ˈkɔʊhərənt/ adjective clear and easy to understand
cohesion /ˈkoʊhɪʒən/ noun the state of all parts of an organisation working together to form a united whole

coin /kɔɪn/ noun a small, flat piece of metal made and stamped by a government to be used as money • verb 1. to make coins from metal 2. to invent words or phrases

collaborative learning /kəˈlæbərətɪv/ˈləzɪnɪŋ/ noun a way of teaching by sharing responsibility for organising learning with the students

collaborator /kəˈlæbərətər/ noun a person who works with another to produce a literary or artistic work

collate /kəˈleɪt/ verb 1. to gather pieces of information together 2. to organise materials into a specific order and check that they are complete

collation /ˈkɔleɪʃən/ noun 1. a detailed comparison between different items or forms of information 2. the assembling of pieces of paper in the right order, particularly the sections of a book prior to binding 3. the act of compiling a technical description of a book, including its bibliographical details and information about its physical construction

collected works /kəˌlektərd/ˈwɜːks/ plural noun all the writings of one author collected and published in one volume

collection /kəˈlekʃən/ noun a group of similar or related things such as the stock of a special library

collection development /kəˈlekʃən dɪˈvɛləpmənt/ noun the act of expanding a collection, e.g. by providing electronic access to other collections

‘A primary source [on deaf issues] for collection development librarians will be Gallaudet University Press, which offers titles on sign language, deaf special education, and deaf history.’ [Library Journal]

collective /kəˈlektɪv/ noun a group such as an audience, class or library

collective cataloging /kəˌlektɪv kəˌlektɪv/ˈkələtəlɔːɡɪŋ/ noun a system used to collect small items together and catalogue them under a heading or collective title which is given a class number for retrieval

collegiate /ˈkəlɪdʒɪt/ noun 1. an educational institution for higher education, especially one offering courses in specialised or practical subjects 2. the building or buildings of a college

colon /ˈkələn/ noun a punctuation mark (.) used chiefly to introduce lists

The titles were: Rumplestiltskin, Cinderella and Little Red Riding Hood.

colon classification /ˈkələn ˌklæsɪfɪkeɪʃən/ noun a system of classifying pieces of stored information by their main field of knowledge and then by a number of other attributes (facets) which describe it

colophon /ˈkələfən/ noun 1. the symbol or emblem that is printed on a book and represents a publisher or publisher’s imprint 2. the details of the title, printer, publisher and publication date given at the end of a book. Colophons are commonly found in early printed books and in modern private press editions.

COMMENT: Usually the publisher’s colophon will appear on the title page and spine of a book, and on all publicity matter; a printer’s colophon is likely to appear on private press books and other art books, and is often printed on the last page of the book.

colour coding /ˈkələr ˌkəʊdiŋ/ noun a system of organising items by labelling similar contents with the same colour

colour copying /ˈkələr kəˌpiŋ/ noun the production of coloured copies of documents

colour supplement /ˈkələr ˌsʌppləmənt/ noun 1. a colour magazine that comes with a weekend newspaper 2. a section of coloured illustrations in the centre of a book or magazine, often removable

column /ˈkəlmən/ noun 1. a vertical section of writing in a book, newspaper or magazine 2. a regular section or article in a newspaper or magazine by the same writer or on the same subject

columnar working /ˈkələmər ˈwaːkɪŋ/ noun a method of data presentation in which information is shown in columns
columnist /ˈkəʊləmɪst/ noun a journalist who writes a regular column for a newspaper or magazine
com /kəm/ abbreviation in Internet addresses, the top-level domain for commercial organisations
combination lock /ˌkɒmbɪˈneɪʃən lək/ noun a lock which can be opened using a pre-set order of numbers
combination ordering /ˌkɒmbɪˈneɪʃən ˈɔrədnɪŋ/ noun a system whereby several departments join together to order items
combination storage /ˌkɒmbɪˈneɪʃən stəˈrɪdʒ/ noun a system whereby several departments use communal storage facilities

come into force /ˈkɒm ˌɪntu ˈfɔːz/ verb (of a law) to become active or valid
comic /ˈkɒmɪk/ noun 1. a magazine for children, telling stories written with captions on strips of pictures 2. a person who makes others laugh

comment /ˈkəmənt/ noun a statement which expresses an opinion
commercial /ˈkɒmərʃəl/ adjective relating to buying and selling things
commercial gateway package /ˌkɒmərˈʃeɪl ˈgætweɪ ˈpekteɪdʒ/ noun an electronic code which can be bought for a subscription and which allows access to online databases
commercial information supplier /ˌkɒmərˈʃeɪl ɪnˈfɒrˌmeɪʃən səˈplæsər/ noun a business which buys and sells information
commercial records centre /ˌkɒmərˈʃeɪl ˈrekərˌdɪz ˌsɛntər/ noun an organisation which keeps records of a business's financial dealings

commitment /ˈkɪmɪtment/ noun a task which you undertake to do

common query language /ˈkɒmən kˈwɪəri ˈleŋkwɪdʒ/ noun a formal language used to interrogate a database. Abbr CQL

commons /ˈkəʊmənz/ plural noun data stored in the memory of one computer that is available to all computers linked to it by a network

communicable /ˌkəmjuːˈneɪkəb(ə)l/ adjective easily communicated

communication /ˌkəˌmeɪnʃən/ noun 1. the exchange of information between people, e.g. by means of speaking, writing or using a common system of signs or behaviour 2. a spoken or written message 3. the act of giving information

communication channel /ˈkəˌmeɪnʃən ˈkeɪnʃəl/ noun a method used to communicate with other people, e.g. writing or speech
communications /ˌkəˌmeɪnʃənz/ plural noun the systems by which information is transmitted

communications audit /ˌkəˌmeɪnʃənz ˈɔːdɪt/ noun a survey of the methods used to send information around an organisation

communication skills /ˌkəˌmeɪnʃən skɪls/ plural noun the ability to give information clearly and appropriately to other people

‘We take it for granted that there are basic literacy and numeracy skills. What we want in addition to that is the ability to get on with people, work as part of the team, problem solve and so on. Communication skills… those are the things that are important to us.’

[The Times]

communication theory /ˌkəˌmeɪnʃən ˈθɪəri/ noun the study of all forms of human communication, including branches of linguistics such as semantics as well as telecommunication and other nonlinguistic forms

communicative /ˌkəˌmeɪnˈneɪkətɪv/ adjective 1. relating to communication or to systems for communication 2. (in foreign language teaching) stressing the importance of language as a tool for communicating information and ideas
communiqué /'kʌmjʊ'nɪkə/ noun an official announcement, especially to the press or public
community /'kʌmjuːnɪti/ noun a group of people who live in a particular area
community analysis /'kʌmjuːnɪti ən'ɔliəsɪs/ noun a survey of the different types of people who live in a community
community college /'kʌmjuːnɪti 'kɒlɪdʒ/ an educational centre with recreational facilities available to the whole community
community information /'kʌmjuːnɪti ,ɪn'fɔrəmeɪʃən/ noun local information relating to a small geographical area
community profiling /'kʌmjuːnɪti 'prɔ'frælɪŋ/ noun a method of local planning in which the needs and resources of a particular community are assessed
compact disc /'kɔmpɛkt 'dɪsk/ noun a coated plastic disc that can record large amounts of data which can be read by laser. Abbr CD
compact disc interactive /'kɔmpɛkt 'dɪsk ,ɪntə'ræktɪv/ noun full form of CD-I
compact disc player /'kɔmpɛkt 'dɪsk ,pɛlər/ noun an electronic device which uses lasers to read signals on a disc to produce very high quality reproduction
compact disc – read only memory /'kɔmpɛkt ,dɪsk ,ri:d 'əʊnli 'mɛməri/ noun full form of CD-<br>
compact disc write once /'kɔmpɛkt 'dɪsk ,raɪt' ən'sən/ noun full form of CD-WO
compact video disc /'kɔmpɛkt 'vɪdɪə, 'dɪsk/ noun a compact disc that plays both sound and pictures
companion /'kɒmə'pænjən/ noun a guide or handbook on a particular subject
company /'kʌmpəni/ noun a business which makes money by making or buying and selling goods, or by providing a service
company file /'kʌmpəni 'fɔli/ noun a file containing and collating information specific to a company
compatible /'kʌmpərətər/ adjective working well together
compendious /'kʌmpədɪəs/ adjective containing a wide range of information in a concise form
compendium /'kʌmpədiəm/ noun a book in which two or more previously published books are brought together
competence /'kɒmpəns/ noun knowledge of a language that enables somebody to speak and understand it
competition /'kɒmpətɪʃən/ noun 1. a situation where two or more companies with similar products try to persuade people to buy theirs 2. an informal test of skill or ability 3. The children’s library ran a competition to see who read the most books during the school holiday.
competitor /'kɒmpətɪə/ noun 1. a person who takes part in competitions 2. a person or company that sells similar types of goods or services which can reduce the market for others
compilation /'kɒmpləneɪʃən/ noun a work produced by combining material from other books or documents
compile /'kʌmplaɪl/ verb to put together different pieces of information in order to make them into one document
compiler /'kʌmplɪər/ noun a person who collects and edits material taken from various sources for publication as a new work
compleat /'kʌmpliət/ adjective having or exhibiting full knowledge of a particular field or skill
complementary /'kʌmpləməntəri/ adjective fitting well together to make a harmonious whole
completion date /'kʌmplə'reiʃən 'deɪt/ noun the date by which something must be finished
compliance certificate /'kʌmplənsi 'sɜːtɪfɪkət/ noun an official statement that something has passed all the necessary tests for the regulations
compliance test /ˈkɒmplaɪəns\  
\textbf{test}/ noun a test to ensure that something conforms to the regulations

complimentary copy /ˌkɒmplɪˈmenərɪ\  
\textbf{copy}/ noun a copy of a book given free as a favour, reward or mark of respect

component /ˈkɒmpənənt\  
\textbf{noun} a part of something, used together with other parts to create a whole

compose /ˈkɒmpəz\  
\textbf{verb} to create a musical or literary work

composer /ˈkɒmpəzə\  
\textbf{noun} a person who composes, especially one who writes music

composer entry /ˈkɒmpəzə\  
\textbf{noun} an entry usually for an artist

composite subject /ˌkɒmpəˈzɪt\  
\textbf{noun} a classification subject which consists of more than one element

composition /ˌkɒmpəˈzɪʃən\  
\textbf{noun} the way that the parts of something are put together

compound /ˌkɒmpəʊnd\  
\textbf{adjective} made up of a mixture of several components

compound interest /ˌkɒmpəʊnd\  
\textbf{noun} money which is paid as interest both on the original capital and also on the interest earned

compound name /ˌkɒmpəʊnd\  
\textbf{noun} a name which has two or more parts joined by a hyphen, e.g. ‘Mrs. Brownley-Smith’

compound subject heading /ˌkɒmpəʊnd\  
\textbf{noun} a heading which consists of words that are always associated together, e.g. ‘Treaty of Rome’

compound term /ˌkɒmpəʊnd\  
\textbf{noun} a name that consists of two words, as in ‘primary schools’, and could be indexed with a ‘see also’ reference, e.g. ‘schools, see also primary schools’

comprehensive /ˌkɒmprɪˈhensɪv\  
\textbf{adjective} covering all the possible aspects of a subject

compression ratio /ˌkɒmprəˈʃən\  
\textbf{noun} the ratio of the size of an original, uncompressed file to the final, compressed file that has been more efficiently encoded

comprise /ˈkɒmpraɪz\  
\textbf{verb} to be made up of different parts or Overseas students comprise 10% of the college population

Compuserve /ˌkɒmpjuːsərv\  
\textbf{a trade name} for a very large commercial online information service

computer /ˈkɒmpjuːtə\  
\textbf{noun} an electronic machine that processes data very quickly using a stored program

computer-aided design /ˌkɒmpjuːtə\  
\textbf{noun} a form of self-study which can be done with the aid of specially written computer programs. Abbr CAD

computer-aided learning /ˌkɒmpjuːtə\  
\textbf{noun} a method of finding information

computer-assisted composition /ˌkɒmpjuːtə\  
\textbf{noun} composition using digitally recorded text, which generates characters and automatically inserts spaces, as well as hyphenating, justifying and paginating

computer-assisted retrieval system /ˌkɒmpjuːtə\  
\textbf{noun} an automated method of finding information

computer-based thesaurus /ˌkɒmpjuːtə\  
\textbf{noun} a dictionary installed as a word processing facility which checks the spelling in written text and suggests alternatives for misspelt words

computer-based training /ˌkɒmpjuːtə\  
\textbf{noun} a method of teaching which uses computers as the main teaching tool. Abbr CBT

computer-based tutorial /ˌkɒmpjuːtə\  
\textbf{noun} a software package which teaches the user how to use a program. Abbr CBT

computer bureau /ˌkɒmpjuːtə\  
\textbf{noun} an office which offers a range of computer services, including the processing of data, the production of reports, and the provision of technical support services. Abbr CB
computer conferencing /kəmˈpjuːtər kənˈfɔːrənsɪŋ/ noun the use of a number of computers or terminals connected together to allow a group of users to communicate

computer crime /kəmˈpjuːtər krɪm/ noun illegal activities carried out on or by means of a computer. Computer crime includes criminal trespass into another computer system, theft of computerised data and the use of an online system to commit or aid in the commission of fraud.

computer error /kəmˈpjuːtər ˈɛrə/ noun a mistake made by a computer.

computer-generated /kəmˈpjuːtər ˈdʒɛnərətɪd/ adjective produced using a computer. The book is illustrated with computer-generated graphics.

computer graphics /kəmˈpjuːtər ˈɡræfɪks/ plural noun a visual display of information on a computer screen or printout, e.g. graphs and charts.

computer hardware /kəmˈpjuːtər ˈhɑːrdwɛər/ noun machines used in data processing, including the computers, keyboards, monitors and printers, but not the programs.

computer-human interaction /kəmˈpjuːtər ˈhjuːman ɪntərˈækʃən/ noun same as human-computer interaction

computer literacy /kəmˈpjuːtər ˈlɪtərəsɪtɪ/ noun lack of knowledge about how to use a computer.

computer indexing /kəmˈpjuːtər ˈɪndiksɪŋ/ noun automated methods of producing indexes.

computerised /kəmˈpjuːtəraɪzd/ adjective changed from a manual system to an automated system. The book was set using computerised typesetting.

computer laboratory /kəmˈpjuːtər ˈlɑːbərətɔrɪ/ noun a room equipped with several computers, sometimes networked together, which can be used for working in or teaching.

computer language /kəmˈpjuːtər ˈlæŋgwɪdʒ/ noun a language made up of numbers and characters used to give instructions to a computer.

computer listing /kəmˈpjuːtər ˈlistɪŋ/ noun a printout of a list of items taken from data stored in a computer.

computer-literate /kəmˈpjuːtər ˈlɪtərət/ adjective having a good understanding and experience of working with computers.

computer-mediated communication /kəmˈpjuːtər ˈmiːdɪətɪd kəmˌpiːˈtər ˈkiːfəsɪn/ noun communication networks that are accessed through a computer, e.g. forums, e-mail and intranets.

computer network /kəmˈpjuːtər ˌnetwɜːk/ noun shared use of a series of interconnected computers, peripherals and terminals.

computer printout /kəmˈpjuːtər ˈprɪntaut/ noun a printed copy of information from a computer.

computer program /kəmˈpjuːtər ˈprəʊɡrəm/ noun instructions to a computer, telling it to do a particular piece of work.

computer programmer /kəmˈpjuːtər ˈprəʊɡrəmər/ noun a person who writes computer programs.

computer programming /kəmˈpjuːtər ˈprəʊɡrəmɪŋ/ noun the job of writing programs for computers.

computer-readable /kəmˈpjuːtər ˈrɪdəb(ə)l/ adjective relating to data in a form which can be read by a computer.

computer services /kəmˈpjuːtər ˈsərvəsɪz/ plural noun 1. support services for computer users 2. work done on a computer for clients by experts.

computer system /kəmˈpjuːtər ˈsɪstəm/ noun a set of programs and commands which run a computer.

computer-telephone integration /kəmˈpjuːtər ˌtelfəˈsɪn ˈɪntəˌɡrɛʃən/ noun a system that allows normal audio telephone conversations to be transmitted over a computer data network and controlled by a computer. Abbr CTI.
computer terminal /kəmˈpjuːtər terminal/ noun a keyboard and screen by which information can be put into a computer or called up from a database. A computer system consisting of a microprocessor and six terminals.

computing /kəmˈpjuːtɪŋ/ noun the activity of using computers or computer software.

computing facilities /kəmˈpjuːtɪŋ fəˈsɪlɪtɪz/ plural noun computers and the services which help the staff of an organisation to use them.

concatenate /kənˈkætənɪt/ verb to link two or more information units, e.g. character strings or computer files, so that they form a single unit.

concentrate /kənˈsentrɪt/ verb to concentrate on something to give something all one’s attention.

concept /ˈkɒnsept/ noun an idea or principle.

concept map /ˈkɒnsept mæp/ noun a way of representing knowledge in the form of a diagram, with links indicating the relationships between concepts.

conceptual model /kənˈseptʃʊəl model/ noun a description of a database in terms of the data it contains and its relationships.

concise /kənˈsaɪs/ adjective using as few words as possible to give the necessary information.

concordance /kənˈkɔːdəns/ noun an alphabetical index of all the words in a document or a concordance to the Bible, e.g. a Shakespeare concordance.

‘Logos Bible Software, for example, licenses 5,000 Bible translations and 5,000 reference works, such as commentaries and concordances, that the company bundles into quickly searchable electronic libraries.’ [The Boston Globe]

concurrent /kənˈkruːənt/ adjective happening at the same time.

condition /kənˈdɪʃən/ noun something that must happen before something else is possible.

conference /kənˈfrentʃ/ noun a meeting often lasting several days where people discuss a common subject or shared interest.

conferencing /kənˈfrentʃɪŋ/ noun the holding of a conference, meeting or discussion in which the participants are linked by telephone, by telephone and video equipment or by computer.

confidential /kənˈfɪdəntʃəl/ adjective intended to be kept secret. As this information is confidential you must not give it to anyone else.

configure /kənˈfɪɡər/ verb to plan computer hardware and software so that they will work together.

confirm /kənˈfɜːm/ verb to state that something is definite or true. To confirm in writing to write a letter to say that an agreement is definite.

confiscate /kənˈfɪsket/ verb to remove private property as a punishment. The police are allowed to confiscate pornographic material.

conform /kənˈfɔrm/ verb 1. to behave according to accepted standards. 2. to be in accordance with laws or regulations.

conjecture /kənˈdʒɛktʃər/ noun a conclusion, judgment or statement based on incomplete or inconclusive information.

connect /kənˈnekt/ verb to join two things together.

connectivity /kənˈnektɪvəti/ noun the ability to communicate with another system or piece of hardware or software, or with an Internet site.

connect time /kənˈnekt taim/ noun the period of time a user is logged on to a remote computer, e.g. when browsing the Internet.

consecutive /kənˈsɛkwəntʃəl/ adjective happening one after the other without interruption.

consequence /kənˈsɛkwəns/ noun the result or effect of something happening.

conservation /kənˈsɜːvəʃən/ noun the process of ensuring the survival of materials, e.g. library books, through repair and controlled storage conditions.
conservation unit /'kɒnsəvərəni/ noun 1. a meeting where expert advice is accessed, edited and stored. 2. a document containing mainly news or information rather than commercial facilities such as shopping or banking, or a business supplying the information for such a website.

consumer /'kɒnʃərəʊ/ noun 1. a person who buys goods or uses services. 2. a list at the front of a publication.

consumer needs /'kɒnʃərəʊ njuːz/ plural noun services that consumers think are essential.

consumer targeting /'kɒnʃərəʊ tɑː'ɡɜːtɪŋ/ noun the act of aiming the advertising of goods or services at specific groups of consumers.

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number of the first page of each new chapter or part

contents page /ˈkɒntənz peɪdʒ/ noun a page at the beginning of a document listing the things in it

content syndication /ˈkɒntənt sɪndɪkeɪʃən/ noun the act of making content available to be accessed and reproduced by subscribers

context /ˈkɒntekst/ noun a background situation to an event which helps it to be understood or out of context seen as an individual item not related to its background

contingency fund /ˈkɒntɪndʒənsi fʌnd/ noun a sum of money put aside in case it is needed for an unexpected event

contingency plan /ˈkɒntɪndʒənsi plæn/ noun a decision about what to do in case of a problem with the original plan. There was a contingency plan to move the book store to the first floor in case of flood danger.

continuation list /ˈkən,tɪnjuəˈlɪst/ noun a method of recording books and documents which are issued in parts and for which there are standing orders

continuous assessment /ˈkən,tɪnjuəs əˈsesmənt/ noun a system of assessing the progress of a student by coursework rather than by an examination at the end

contract /ˈkɒntrækt/ noun a written legal agreement. The contract is binding on both parties.

contrast /ˈkɒntrəst/ noun a big difference between two things which is clear when they are compared

contribute /ˈkɒntrɪbjuːt/ verb to provide part of a whole or to contribute an article to a magazine or to contribute money to help pay for something

contribution /ˌkɒntrɪˈbjuːʃən/ noun a piece of material that forms part of a publication or broadcast

control /ˈkɒntrəʊl/ noun the power or authority to make decisions about how something is managed or verb to organise something so that it works the way you want it to

control key /ˈkɒntrəʊl kiː/ noun a key on a computer which works part of a program

controlled language /ˈkɒntrəʊld ˈlɛŋwɪdʒ/ noun a limited number of words used for compiling indexes or writing instructions or information

controlled term list /ˈkɒntrəʊld ˈtɜːm lɪst/ noun a list of terms with fixed meanings to be used in cataloguing. Also called controlled vocabulary

controlled vocabulary /ˈkɒntrəʊld ˈvɑːljuərɪzən/ noun 1. a limited number of words used to make understanding easier for non-native speakers of a language 2. same as controlled term list

controversial /ˌkɒntrəˈvɜːʃəl/ adjective causing argument and disagreement

convenient /ˈkɒnˌvɪniənt/ adjective easy to use and saving time or effort

convention /ˈkɒnˌvɛnʃən/ noun 1. a large meeting of an organisation or political group 2. an international agreement; the Berne Convention, Universal Copyright Convention

COMMENT: Both the Berne Convention and the UCC were drawn up to try to protect copyright from pirates; under the Berne convention, published material remains in copyright until 50 years after the death of the author and for 25 years after publication under the UCC. In both cases, a work which is copyrighted in one country is automatically covered by the copyright legislation of all countries signing the convention.

conventional /ˌkɒnˌvɛnʃənl/ adjective conforming to what most people consider to be normal

conversion /ˌkɒnˌvɜːzən/ noun changing from one computer system to another

convey /ˈkənvɛi/ verb to make information or ideas known and understood

convince /ˌkოnvɪns/ verb to persuade other people to do or believe in something

cookery book /ˈkʊk(ə)rɪ bʊk/ noun a book which gives recipes for preparing food

NOTE: Cookbook is always used in the
cookie

US, and the term is becoming much more common in GB English.)

cookie /ˈkuki/ noun a computer file containing information about a user that is sent to the central computer with each request. The server uses this information to customise data sent back to the user and to log the user’s requests.

coop abbreviation in Internet addresses, the generic top-level domain for non-profit-making cooperatives

coordinate noun /ˈkoʊrətɪn/ /ˈkɔːdɪn/ a graph, used to locate a specific point and layout consistency of typeface, punctuation ready for printing for accuracy and persons whose job is to check material original

the typesetting, printing and binding in different items so that they work well together. She is trying to coordinate the typesetting, printing and binding in various locations.

coordinator /ˈkoʊrətɪnər/ noun a person who ensures that people and activities work well together

copier /ˈkɒpiər/ noun same as photocopier

coping pattern /ˈkɒpɪŋ pət(ə)n/, coping strategy noun a method of managing to deal with problems successfully

copy /ˈkɒpi/ noun 1. something that is made to look exactly the same as the original 2. the text of a manuscript or a- ed duplication of computer software

coy in /ˈkɒpi īn/ verb to send a copy to somebody, especially a copy of a letter or other document

copy protection /ˈkɒpi ˈprəˌtekʃən/ noun a means of preventing unauthorised duplication of computer software

copyright /ˈkɒpiprətə/ noun the legal right, which the creator of an original work has, to only allow copying of the work with permission and sometimes on payment of royalties or a copyright fee

Comment: Copyright lasts for 50 years after the author’s death according to the Berne Convention, and for 25 years according to the Universal Copyright Convention. In the USA, copyright is for 95 years after publication of a work or 70 years after the death of the author, and this can be extended for a further 28 year period up to a maximum of 95 years. In 1995, the European Union adopted a copyright term of 70 years after the death of the author. The copyright holder has the right to refuse or to grant permission to copy copyright material, though under the Paris agreement of 1971, the original publishers (representing the author or copyright holder) must, under certain circumstances, grant licences to reprint copyright material. The copyright notice must to include the symbol ©, the name of the copyright holder and the date of the copyright (which is usually the date of first publication) to a maximum of 75 years. In 1995, the European Union adopted a copyright term of 70 years after the death of the author. The copyright holder has the right to refuse or to grant permission to copy copyright material, though under the Paris agreement of 1971, the original publishers (representing the author or copyright holder) must, under certain circumstances, grant licences to reprint copyright material. The copyright notice must to include the symbol ©, the name of the copyright holder and the date of the copyright (which is usually the date of first publication). The notice must be printed in the book and usually appears on the reverse of the title page. A copyright notice is also printed on other forms of printed material such as posters. The change of the term of copyright in the European Union has created problems for publishers and copyright holders, in cases where the author died more than fifty years but less than seventy years ago. In effect, such authors have returned to copyright, and royalties, etc., are due to their estates until the seventy year term expires. This applies to well-known authors such as Beatrix Potter and James Joyce, as well as to composers, such as Elgar.

copyright deposit /ˈkɒprɪrət dɪˈpɒzɪt/ noun the deposit of a copy of a published work in a copyright library, usually the main national library, which is part of the formal copyrighting of published material

copyright deposit library /ˈkɒprɪrət dɪˈpɒzɪt ˈləbrəri/ noun a library that receives a free copy of every book published in the British Isles, belonging to a group of six in England, Scotland, Wales and the Republic of Ireland

copyright fee /ˈkɒprɪrət fɪ/ noun money paid to the holder of a copyright for permission to use their work

copyright infringement /ˈkɒprɪrət ɪnˈfrɪŋmənt/ noun the act of illegally copying or using a work that is covered by copyright law. Also called infringement of copyright
<table>
<thead>
<tr>
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<th>Copyright Notice</th>
<th>Copy Typist</th>
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<td>noun a society, institution or government body which publishes documents, and whose name is used as the catalogue heading</td>
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coursework 48

**coursework** /ˈkɔːswərk/ noun assignments that are done as part of a course

**cover** /ˈkʌvər/ noun the outside of a book, usually made of thicker paper or card

**coverage** /ˈkəvərɪdʒ/ noun the time or space given to a topic by the media

**cover date** /ˈkʌvər deɪt/ noun the date which appears on the cover of a publication

**cover designer** /ˈkʌvər dɛzənər/ noun a special design for a book or magazine cover

**covering material** /ˈkʌvərɪŋ məˈtiəriəl/ noun material used to make the cover for a book

**cover price** /ˈkʌvər prɑɪs/ noun the retail price of a book

**CPU** abbreviation central processing unit

**CQL** abbreviation common query language

**CR** abbreviation in Internet addresses, the top-level domain for Costa Rica

**craft book** /ˈkraʊft buk/ noun a book dealing with work done by hand such as knitting, sewing or making models

**crash** /kræʃ/ verb 1. to come to a sudden stop as a result of an accident 2. (of computer systems) to stop working ■ noun the sudden failure of a computer system

**crawler** /ˈkraʊələ/ noun a computer program that collects online documents and reference links

**CRC** abbreviation camera-ready copy

**credit** /ˈkredɪt/ noun 1. a system of paying for goods some time after you have bought them ■ in credit having money in the bank ■ on credit to buy goods and pay for them later 2. acknowledgement of something positive ○ She gave them credit for their good work. ■ verb to acknowledge something positive

**credit card** /ˈkredɪt kɑrd/ noun a plastic card issued by banks to their customers which allows them to buy goods on credit or to borrow money

**credit limit** /ˈkredɪt ˈlɪmɪt/ noun the amount of money which is the maximum you can borrow at one time

**credit line** /ˈkredɪt laɪn/ noun a printed acknowledgement of the author or source of material that was included in a publication

**credit note** /ˈkredɪt noʊt/ noun a note issued by a company stating faulty goods may be replaced with goods to the same value

**credits** /ˈkredɪts/ plural noun notes to acknowledge the contributors to a work, e.g. the owner of a copyright or the designer of a book

**creditworthy** /ˈkredɪtwaʊər/ adjective relating to a person or organisation that has a good record of paying their bills

**crime fiction** /ˈkraɪm fɪkʃ(ə)n/ noun a style of fiction about imaginary crimes and detectives

**crime list** /ˈkraɪm lɪst/ noun a series of books on crime or crime fiction

**Crime Writers Association** /ˈkraɪm ˈraɪtəz ˈæsəsərɪʃ(ə)n/ noun an organisation in the UK which is responsible for the administration of several annual awards for crime writing

**critic** /ˈkraɪtɪk/ noun a person who writes reviews or gives opinions about books, films, music and art

**critical** /ˈkraɪtɪkl/ adjective 1. expressing severe opinions about someone or something 2. very serious or dangerous

**critical factor** /ˈkraɪtɪkl ˈfæktə/ noun a factor in a situation which must be considered very carefully because it can have serious effects

**criticism** /ˈkraɪtɪzəm/ noun serious judgement or an expression of disapproval of something

**CR/LF** abbreviation carriage return/line feed

**CRLIS** abbreviation Current Research in Library and Information Science

**crosscheck** /ˈkroʊstʃek/ verb to evaluate the results of an investigation by checking it by an alternative method 0 The sub-editor should crosscheck the page references against the index.
‘Duplicate versions get into [the] system… Tracking all invoices, performing cross-checks, and singling out those most likely to represent double payments requires constant human surveillance.’ [Information Week]

cross-index /ˈkrosˌɪndeks/ verb 1. to give a particular item one or more additional entries in an index, under different headings, as cross-references to it 2. to supply cross-references in something: ‘Hyde’ is cross-indexed to ‘Jekyll and Hyde’.
cross-refer /ˈkrɔsˌɪfɛr/ verb to give a note that tells a reader of a book, index or library catalogue to look in another specified part or on another page of the same work

cross-reference /ˈkrɔsˌɛfɛrəns/ noun a footnote in a document which tells you that there is other relevant information in another part of the document • verb to make a reference to another part of the book: The various paper sizes are cross-referenced to the appendix.
cross-searching /ˈkrosˌsɛtʃɪŋ/ noun searching more than one database at the same time using a single search engine or query

cross-section /ˈkrosˌsɛkʃən/ noun a representative sample of a group of people or things
crosstalk /ˈkrɒstɔkl/ noun unwanted sounds or other signals picked up by one channel of an electronic communications system from another channel, e.g. between telephones or loudspeakers

crown /ˈkrɔn/ noun a size of book based on an old paper size of 15 x 20 inches or 380 x 508mm, so called because the old paper was originally identified by a watermark of a crown

crown octavo /ˈkrɔn ˈɔkˈtəvoʊ/ noun a size of book, formerly 7 1/2 x 5 inches, now 186 x 233mm

crown quarto /ˈkrɔn ˈkwɔrtəʊ/ noun a size of book, formerly 10 x 7 1/2 inches, now 246 x 186mm

CRPU abbreviation camera-ready paste-up

CRT abbreviation cathode ray tube

crucial /ˈkrʌʃəl/ adjective extremely important or essential
cryptanalysis /ˌkrɪpˌtænəlɪsɪs/ noun the process or science of deciphering coded texts or messages

cryptography /ˌkrɒptəˈɡræfɪ/ noun 1. the study or analysis of codes and coding methods 2. coded or secret writing

CSO abbreviation Central Statistical Office

CTI abbreviation computer-telephone integration

cu abbreviation in Internet addresses, the top-level domain for Cuba

cultural heritage /ˌkʌltʃər(ə)l ˈhɪrɪtɪdʒ/ noun the historical artefacts, e.g. art, architecture, texts and other intangibles such as language and folklore, that belong to a culture
‘The Community Heritage Grants (CHG) Program aims to preserve and provide access to locally held nationally significant cultural heritage collections… community organisations such as historical societies, museums, public libraries, archives, Indigenous and migrant community groups are eligible to apply.’ [Ayr Advocate]
culture /ˈkʌltʃər/ noun the ideas, customs and artistic productions of any society

cumulative index /ˌkjuːmjʊˈleɪtɪv ˈɪndeks/ noun an index that is built up by additions to all the previously published entries at specified times

curator /ˈkjʊrətə/ noun a person responsible for managing a museum or art gallery

curiosa /ˌkjʊrɪəsə/ plural noun books or other texts dealing with unusual topics, especially erotica

curly bracket /ˈkɜrlɪ ˈbreɪkət/ noun same as brace

current /ˈkærənt/ adjective happening at the present time

current awareness /ˌkærənt əˈweərznəs/ noun the level to which somebody knows what is the most up-to-date information on specific subjects

current awareness service /ˌkærənt əˈweərznəs ,sɜrvɪs/ noun an
current journal 50

organisation or individual who notifies customers of the most up-to-date information in their field

current journal /ˈkærənt ˈdʒɔrənal/,
current serial /ˈkærənt ˈseɪriəl/ noun
the latest edition of a regular publication

Current Research in Library and Information Science /ˈkærənt riˈsaɪntɹiən ˈleibri ənd ˌɪnfaˈmeɪʃ(ə)n ,sæɪentɪs/ noun a quarterly journal with abstracts of current research. Abbr CRLIS

curriculum /ˈkʌrɪkljuˈmən/ noun all the courses that are taught in a school or college

curriculum vitae /ˈkʌrɪkljuˈvai ˈvɪtə/ noun a brief summary of somebody’s personal details, education and career. Abbr CV

cursor /ˈkɜrsə/ noun a mark on a computer screen which can be moved around and which indicates where anything that is input will appear

COMMENT: Cursors can take several forms, such as a square of bright light, a bright underline or a flashing light.

custodian /ˈkʌstədɪən/ noun an overseer of the contents of a museum, library or other public institution

customer /ˈkʌstəmər/ noun a person who buys a product or uses a service

customer account /ˈkʌstəmər əˈkaʊnt/ noun a system whereby a customer can buy things and pay for them at set times, e.g. a bill for online searches which is paid monthly

customer details /ˈkʌstəmər ˈdiːtaɪlz/ plural noun a record of the transactions with any one particular customer

customer file /ˈkʌstəmər ˈfaɪl/ noun details of a customer kept as a record by a company

customise /ˈkʌstəmaɪz/,
customize verb to adapt something to a particular person’s requirements

customised interface /ˈkʌstəmaɪzd ɪnˈterfərs/ noun a computer system that has been adapted to a particular user’s needs

cut /kət/ verb to delete data on a computer, often in order to insert it somewhere else

cut-and-paste /kət əˈpeɪst/ noun a facility of computers allowing data to be deleted in one place and inserted in another

cut flush /kət ˈflʌʃ/ adjective used to describe a book which has been trimmed so that the cover does not stick out further than the pages

cutout book /ˈkətəut bʊk/ noun a children’s book where the illustrations can be cut out to make models or figures

cutting /ˈkʌtɪŋ/ noun an item cut from a newspaper or periodical (NOTE: The US equivalent is clipping.)

cv abbreviation in Internet addresses, the top-level domain for Cape Verde

cv abbreviation curriculum vitae

cx abbreviation in Internet addresses, the top-level domain for Christmas Island

cy abbreviation in Internet addresses, the top-level domain for Cyprus

cybercrime /ˌsʌbkrəˈmən/ noun a crime carried out on the Internet, e.g. hacking into protected information

cyberlaw /ˌsʌbəlɔw/ noun the body of laws relating to computers, information systems and networks

cybernetics /ˌsʌbəˈnɛtɪks/ noun the study of how machines can be made to imitate human actions

cyberphobia /ˌsʌbərˈfəʊbiə/ noun a pathological fear of computers and information technology

cyberspace /ˌsʌbəˈspeɪs/ noun the notional environment in which electronic information exists or is exchanged. We met by writing to each other on the world wide web in cyberspace.

cybrary /ˈsʌbrəri/ noun 1. a guide to the information available on the World Wide Web on a particular topic 2. an information-gathering service using the Internet

cyclopedia /ˌsʌrkliˈpiːdiə/ noun

PUBL same as encyclopedia