dagger /ˈdægər/ noun 1. a second reference mark for footnotes 2. a mark signifying ‘dead’ when placed before an English name

daily /ˈdeɪli/ adjective happening every day noun a newspaper published every weekday

daisy wheel printer /ˈdeɪzi wiːlˈprɪntə/ noun a device for printing work from a computer, which uses a wheel-shaped printing head with the characters at the ends of spokes

damages /ˈdeɪmɪdʒɪz/ plural noun money that is paid by court order to somebody to compensate for harm done to them or to their reputation

darkroom /ˈdaːrkruːm/ noun a room protected from daylight and using infrared light only, where films can be developed and printed

dash /dæʃ/ noun a punctuation mark ( - ) that is a short horizontal line used to mark off a section of a sentence

data /ˈdeɪtə/ noun information usually in the form of facts or statistics which can be analysed. (NOTE: Data is historically a plural noun but is now usually treated as a singular.)
data acquisition /ˈdeɪtəˈækwaɪʃən/ noun the gathering of data about a particular subject

data collection /ˈdeɪtəˈkɒlɛkʃən/ noun the gathering of data about a particular subject

data administration /ˈdeɪtə ədˌmɪnɪstretʃ(ə)n/ noun same as data management

data administrator /ˈdeɪtə ədˌmɪnɪstretə/ noun a control section of a database management system

data analysis /ˈdeɪtə əˌnæləsis/ noun the act of drawing conclusions from data

data bank /ˈdeɪtə ˈbæŋk/ noun a large store of information, especially kept in or available to a computer, sometimes consisting of several databases

data bank administration /ˈdeɪtə ˈbæŋkədˌmɪnɪstretʃ(ə)n/ noun a person who undertakes responsibility for the control of a database

data base /ˈdeɪtəbɛs/ noun any one of a series of languages, e.g. data description language, that makes up a database management system

data base management system /ˌdeɪtəˈbɛs ˈmænɪdʒməntˌsɪstəm/ noun a series of computer programs which allows the user to create and maintain databases. Abbr DBMS

data base mapping /ˌdeɪtəˈbɛs ˈmeɪpɪŋ/ noun a description of the way in which the records and fields in a database are related

data base publishing /ˌdeɪtəˈbɛs ˈpʌbləʃ(ɪ)ŋ/ noun publishing information selected from a database, either online where the user pays for it on a per-page inspection basis, or as a CD-ROM

data base schema /ˌdeɪtəˈbɛs ˈskemə/ noun a way in which a database is organised and structured

data base server /ˈsɛrvər/ noun a piece of database management software
data capture /'deɪtə ˈkæptʃər/ noun that runs on a server computer on a network and is used in a client-server system.

data capture /ˈdeɪtə ˈkæptʃər/ noun the act of collecting data and converting it into a form compatible with computers.

data compression /ˈdeɪtə ˈkɒmprəʃən/ noun a means of reducing the size of blocks of data by removing spaces, empty sections and unused material.

data entry /ˈdeɪtə ˈentri/ noun a method of putting data into a computer.

data file /ˈdeɪtə ˈfɑːl/ noun a computer file storing data rather than program instructions.

data handling /ˈdeɪtə ˈhændlɪŋ/ noun same as data preparation.

data management /ˈdeɪtə ˈmænɪdʒmənt/ noun the maintenance and updating of a database. Also called data administration.

data mining /ˈdeɪtə ˈmaɪnɪŋ/ noun the process of locating previously unknown patterns and relationships within data using a database application, e.g. finding customers with common interests in a retail establishment’s database.

data modelling /ˈdeɪtə ˈmɒdlɪŋ/ noun the act of making a graphic representation of interlinked data, so that an efficient database for it can be designed.

data network /ˈdeɪtə ˈnɜːtərk/ noun a system which allows transmission of data to a number of linked computers.

data preparation /ˈdeɪtə ˈpreprəʃən/ noun the conversion of data into a machine-readable format. Also called data handling.

data processing /ˈdeɪtə ˈprəsərɪŋ/ noun the process of selecting and examining data in a computer to produce information in a special form. Abbr DP.

data protection /ˈdeɪtə ˈprətɛkʃən/ noun the procedure of making sure that data is not copied by an unauthorised user.

Data Protection Act /ˈdeɪtə ˈprəˌtekʃən əˈekt/ noun a piece of legislation passed in 1984 in the UK that requires any owner of a database that contains personal details to register.

data retrieval /ˈdeɪtə ˈrɪtɪvəl/ noun the process of searching, selecting and reading data from a stored file.

data security /ˈdeɪtə ˈsiːkjuərɪti/ noun the protection of electronic data so that it cannot be accessed by unauthorised people.

'Chubb offers first-party coverage for internal losses caused by a data security breach. For example, if a retailer suffered a breach of its customers’ credit card information, Chubb’s policy would cover the costs of notifying customers, regaining stolen credit card information and upgrading its system.' [Business Insurance]

data services /ˈdeɪtə ˈsɜːvɪsiz/ plural noun public services such as telephones, which allow data to be transmitted.

datasheet /ˈdeɪtəˌʃeɪt/ noun a document accessible on the Internet that gives a detailed description of something, especially a product.

DATASTAR /ˈdeɪtəstər/ noun a Swiss-based online database host.

data storage /ˈdeɪtə ˈstɔːrɪdʒ/ noun the ability to store data in the memory of a computer.

data warehouse /ˈdeɪtə ˈweɪnərˌhous/ noun a database used for analysing overall business strategy rather than routine operations.

date /deɪt/ verb to record on a document the date when it is written or received.

date label /ˈdeɪt ˌleɪbl/ noun a label pasted in a library book so that the date for return can be stamped on it.

date of publication /ˈdeɪt əv ˈpʌblɪkeɪʃən/ noun same as publication date.

datum /ˈdeɪtəm/ noun a piece of information. (Note: Datum is the singular of data.)

day release /ˈdeɪt ˈriːlɪs/ noun a system of training by which employees are allowed a regular day each week to attend college.
collection of a library or museum and remove a book or work of art from the collection.

debattle /ˈdɛbəl/ noun a meeting about a question in which at least two opinions are expressed. A verb to discuss something, considering arguments for and against it.

dedicate /ˈdedɪkeɪt/ verb to print a special note in a book offering it to somebody, usually a relative or friend, as a token of affection. He dedicated the book of poetry to his wife and daughters.

decentralise /ˌdɪsˈcentralaɪz/, decentralize verb to move departments away from the main administrative area and give more power to local branches.

decimal /ˈdesim(ə)l/ adjective counting in base ten.

decimal classification system /ˌdesɪməl klaʊsəˈtɪfɪkeɪʃənˌsɪstəm/ noun a system of organizing items using a numerical order in base ten.

dedicated line /ˈdedɪkətɪd ˈleɪn/ noun a dedicated channel for a particular use.

dedicated line /ˈdedɪkətɪd ˈleɪn/ noun a telephone line assigned to a designated user, usually to provide a permanent connection to the Internet.

decodability /ˌdekəˈdæblɪtɪ/ noun the ability to decode.

decipher /ˈdɪsəfər/ verb to work out what something means, even if it is difficult to read or understand.

decision support system /ˈdɪsɪʒən səˈpɔrt ˌsɪstəm/ noun a suite of programs that helps a manager reach decisions using previous decisions, information, and other databases.

decldication /ˌdiˈsɪdɪkeɪʃən/ noun the removal of a book or work of art from the collection.

deadline /ˈdedləm/ noun the stated time or date by which work must be finished.

Dead White European Male /ˌded wɛt l əˈmeil/ noun a conventionally important historical figure, especially one of the writers and thinkers whose works have traditionally formed the basis of academic study in Europe and North America. Abbr DWM.

debate /ˈdeɪbət/ noun a publication that lists members of the British aristocracy.

decade /ˈdɛkəd/ noun a period of ten years, especially one that begins with a year ending in 0.

decay /ˈdiˈkeɪ/ verb to become old, rotten, weak or corrupt.

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decimally /ˌdesɪməlɪ/ adverb.

decimal point /ˈdesiməl ˈpɔint/ noun a dot or comma which separates whole numbers from decimal fractions, e.g. in 2.75:

COMMENT: The dot should be raised above the line, though it is never printed in this way by computer printers. Note that the decimal point is used in English-speaking countries, and that in most other countries the decimal is indicated by a comma.

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dedicated word processor 54

dedicated word processor /ˌdedɪkətɪd/ 'wɜːdˌprɑːsəsə/ noun a small computer which has been configured to do only word processing
definition /ˌdɛfɪnɪʃən/ noun words used to offer a book, work or performance to honour somebody
deduct /ˈdɛkt/ verb to remove something from a total
deduction /ˈdɛdʒəkʃən/ noun an amount removed from a total sum
deep Web /dɪpˈweɪb/ noun searchable databases accessible through the Internet, which must be searched using CQL queries and not with an ordinary Web search engine. Also called hidden Web, invisible Web. Compare: surface Web
de facto /ˌde ˈfæktəʊ/ adjective accepted as fact by reason of usage: He was the de facto ruler although he had no legal right to the position.
default /dɜːt/ noun failure to carry out a contract: verb to fail to carry out the terms of a contract, especially to fail to pay back a debt: The company is in default on their repayments.
default setting /dɜːtˈsiːtɪŋ, -ˈsiːtɪ/ noun the setting that a computer or printer will use if no other instructions are given
defect /ˈdɛfekt/ noun a fault in a machine
defective /ˌdɛfɪktɪv/ adjective not working properly
define /dɪˈfæm/ verb to explain the meaning of something
definition /ˌdɛfɪnɪʃən/ noun a statement of meaning, especially in a dictionary
degree /dɪˈɡriː/ noun a qualification awarded by a university or college following successful completion of a course of study or period of research, or a similar qualification granted as an honour
degree of automation /dɪˈɡriː əv ˌɛlektrəˈmeɪʃən/ noun the level of use of electronic machines

In order to optimise our business and improve our bottom line, we need to automate the flows of information as much as possible. Data integration processes are key to this high degree of automation, the combined increases in availability and quality of data they provide translate into an immediate increase in operational efficiency.

M2 Presswire
demarcation /dɪˈmɑːkəʃən/ noun a boundary or limit separating ideas or groups
demography /dɪˈmɒɡrəfi/ noun the study of changes in population
demon Internet Systems /dɪˈmɒn ɪntəˈnet ˌsɪstəmz/ noun a UK provider of gateways to the Internet
demonstrate /dɪˈmɑːnstrɪt/ verb 1. to show people how to do something 2. to make an idea clear to people 3. to show that you have a skill or quality
demy octavo /dɛmi ˈɒktəvəʊ/ noun a book format, formerly 8 3/4 x 5 inches, now 216 x 138mm
demy quarto /dɛmi ˈkwɔrtəʊ/ noun a book format, formerly 11 1/4 x 8 3/4 inches, now 279 x 219mm
density /ˈdensɪtɪ/ noun the level of darkness of an image
COMMENT: Scanner software produces various shades of grey by using different densities or arrangements of black and white dots and/or different sized dots.
deny access /dəˈneɪs əkˈses/ verb 1. to refuse permission to enter 2. to refuse permission to use an information system
departmental information system /dɪˌpɜːrtrəˈmənˈteɪʃən ˌɪnˈfərəns ˌsɪstəm/ noun a system of organising information specific to one department
dependency level /dɪˈpendənsi ˈlevəl/ noun a degree to which somebody is dependent on another person or a system
dependent on /dɪˈpendent ən/ adjective needing something in order to survive or function
deploy /dɪˈpleɪ/ verb to place people or resources where they will be most useful
deposit /dɪˈpɔzɪt/ noun 1. an amount of money paid in part payment 2. an amount of money that a person gives when they borrow something and which is returned to them when the item is returned undamaged 3. documents placed in a record office for safe keeping 4. a legal requirement for one copy of any published book to be sent to a national deposit library 5. verb to give a copy of a book to a deposit library as part of the process of publishing the book
deposit library /dɪˈpɔzɪt ˈlaɪbrərɪ/ noun a national library to which a publisher has by law to give a copy of each book published
COMMENT: In the British Isles, the deposit libraries are the British Library, the Bodleian Library at Oxford, Cambridge University Library, the National Library of Scotland and the Library of Trinity College Dublin; the Welsh National Library may also receive copies.
depth indexing /dɛpθ ɪnˈdɛksɪŋ/ noun the indexing of different subjects within the body of a document
deposition /dɛpʃən/ noun a group of people who act as representatives of a larger group
descending order /dɪˈsɛndɪŋ ˈɔrədər/ noun a method of organising things so that each item is smaller than the one before it or comes before it in an established order of They were arranged in descending order from Z to A.
descriptive list /dɪˈskrɪptɪv ˈlɪst/ noun a list of holdings with a brief description of their contents to enable users to decide which they want
descriptor /dɪˈskrɪptər/ noun a code or symbol given to a document to identify it for the purposes of retrieval
desiderata /dɪˈzɪdərətə/ plural noun a list of books and documents required
design /dɪˈzaɪn/ verb to plan what something new will be like
desk /desk/ noun a writing table in an office or study
desk accessory /desk ˈæksesərɪ/ noun a device for use on a desk, e.g. a light or a desktop computer
desk diary /desk ˈdɛəri/ noun a book with blank pages organised by dates, which can be kept on a desk, to record appointments and commitments
desktop /deskˈtɒp/ noun a display on a computer screen comprising background and icons representing equipment, programs and files
desktop computer /deskˈtɒp kəmˈpjuːtər/ noun a computer, usually with a keyboard and monitor, which is small enough to be used on a desk
desktop PC /ˈdɛskətop/ noun an IBM-compatible computer which can be placed on a user's desk, comprising a system unit with main electronics, disk drive and controllers, and a separate monitor and keyboard.

desktop publishing /ˈdɛskətop ˈpʌblɪʃɪŋ/ noun the design and layout of text and graphics using a small computer with a specific software application package and a printer. Abbr DTP.

desktop unit /ˌdɛskətɔp ˈjuːnt/ noun a computer or machine that will fit onto a desk.

destination /ˌdestɪˈneɪʃ(ə)n/ noun 1. the place where something is sent. 2. the location where data is sent on a network.

detail /ˈdiːtəl/ noun a small condition or fact. A verb to list or give full information about things.

detailed enquiry /ˌdɪteɪlɪd ɪnˈkwɔːrɪ/ noun an investigation which lists all the small features of an event or situation.

developed country /ˌdɪˈveləpt ˈkʌntri/ noun a rich industrialised country.

developing country /ˌdɪˈveləpɪŋ ˈkʌntri/ noun a country where industry is not yet well developed but which is moving towards it.

developing market /ˌdɪˈveləpɪŋ ˈmɜːkɪt/ noun an area where the sale of goods or services is increasing.

development strategy /ˌdɪˈveləpmənt ˈstrætədʒi/ noun policies and methods for future development.

device /dɪˈvaɪz/ verb to design or work out a plan or system.

Dewey decimal classification /ˌdjuːˈsiːmərəl ˈsɪstəm/ noun a system of classifying library books that divides them into ten main classes, divided in turn into categories with three-digit numbers and subcategories with numbers after a decimal point. Abbr DDC, DDS.

DfES abbreviation Department for Education and Skills.

diacritical marks, diacritics, diacriticals plural noun marks made above normal letters to show a change of pronunciation or stress.

COMMENT: The commonest diacritics are the accents in European languages and the dots indicating vowels in Arabic.

diæresis, diæresis noun a printed sign, formed of two dots printed above a vowel (ë).

COMMENT: In English the diaeresis is now uncommon, but was used in words such as 'naïve' and 'coordinate' to show that the two vowels were pronounced separately and not as a diphthong; it is still used in many European languages and indicates a change in pronunciation of a vowel. In German it is called the umlaut.

diagnose /ˌdaiˈɡnəʊz/ verb to identify what is wrong.

diagnosis /ˌdaiˈɡnəʊsɪs/ noun the act of identifying the reason for a fault or problem.

diagonal /ˌdaiəˈɡənl/ noun a slanting line from a top corner to the opposite bottom corner.

diagram /ˈdaɪəɡræm/ noun a chart or graph that illustrates something such as a statistical trend. A verb to make a diagram that represents or illustrates something.

dial /ˈdaɪəl/ verb to use a series of numbers to make a telephone connection.

dialling code /ˈdaɪəlɪŋ ˈkəʊd/ noun numbers used in the telephone system to identify towns, countries or individual phone lines and so enable connection by phone or fax.

dialling tone /ˈdaɪəlɪŋ ˈtəʊn/ noun a sound made by a telephone line when it is available for use.

DIALOG /ˈdaɪəlɒɡ/ noun an online database host.

dialogue /ˌdaiəˈloʊj/ noun 1. a written conversation in a book or play. 2. the exchange of ideas or opinions, especially between those with different viewpoints.

dialogue box /ˌdaɪəlɒg ˈbɒks/ noun a small rectangular window displayed on a computer screen that conveys information to, or requires a response from, the user.

dial-up /ˈdaɪəl əp/ adjective requiring a computer modem and telephone line.
to establish communication with another computer or a network

DIANE  /ˈdɛɪən/  Euronet/Diane
diary  /ˈdaɪəri/  noun 1. a detailed daily record of the events in a person’s life written in a book 2. a small book with dates and blank spaces used to record appointments
dictate  /ˈdɪk.tet/  verb to speak words for somebody to write down or for a machine to record
dictating machine  /ˈdɪk.tetɪŋ ˈmər.ɪ/  noun a recording machine which records what someone says so that it can be typed later
dictionary  /ˈdɪk.ʃən.ər.i/  noun a book or compact disc containing the words of a language arranged alphabetically with their meanings

COMMENT: The term ‘dictionary’ really applies to a book where the words are defined, but not necessarily explained; an ‘encyclopaedia’ is a book where the words are explained, but not always defined. A ‘Dictionary of Gardening’ is probably in fact an encyclopaedia, since it may give details of how to grow plants, rather than defining what each plant or process is. This present dictionary has many encyclopaedic sections, such as this one.
dictionary catalogue  /ˈdɪk.ʃən.ər.i ˈkæ.tə.ˌloʊ.dʒ/  noun a catalogue in which all the entries such as author, title and subject are placed in one alphabetical sequence

Dictionary of National Biography  /ˌdɪk.ʃən.ər.i  ɔv  ˈneɪ.ʃən.al  ˈbɛɪt.ŋrəˈfi/  noun an alphabetical listing of famous people within a country, with brief biographical details. Abbr DNB
didactic  /ˌdai.ˈdɛkt.ɪk/  adjective relating to speech or writing that is intended to teach, especially on moral issues
didactics  /ˌdai.ˈdɛkt.ɪks/  noun the science or profession of teaching
differ  /ˈdɪfər/  verb to be unlike something else in some way
differential  /ˌdɪfəˈrənʃəl/  noun the difference between two values in a scale
digest  /ˈdɪdʒest/  noun a book which summarises a series of reports, especially one that collects summaries of court decisions and is used as a reference tool by lawyers
digipad  /ˈdɪdʒɪpæd/  noun same as digitising pad
digit  /ˈdɪdʒɪt/  noun any of the numbers from 0 to 9
digital  /ˈdɪdʒɪtl/  adjective representing physical quantities in numerical form
digital computer  /ˈdɪdʒɪtl ˈkəm.pə.tər/  noun a computer that calculates on the basis of binary numbers
digital data network  /ˈdɪdʒɪtl ˈdætə  nɪt.wər.kə/  noun a network designed specifically for the transmission of digital data as distinct from networks such as the telephone system which are analogue
digital divide  /ˈdɪdʒɪtl ˈdɪvaid/  noun the difference in opportunities available to people who have access to modern information technology and those who do not
digital font  /ˈdɪdʒɪtl ˈfɒnt/  noun a font that has been digitised so that it can be stored in a computer
digital image processing  /ˌdɪdʒɪtl ˈɪmɪdʒ prəˈsesɪŋ/  noun a wide range of techniques used to generate, process and reproduce images by digital computers
digital learning  /ˌdɪdʒɪtl ˈlɜːnɪŋ/  noun education using electronic tools, e.g. interactive software
digital library  /ˌdɪdʒɪtl ˈlɪbrəri/  noun a store of digital reference materials, e.g. electronic journals and database information

‘Researchers can perform their research without regard to physical location, interacting with colleagues, accessing instrumentation, sharing data and computational resources, and accessing information and data in digital libraries and repositories.’ [States News Service]
digital nervous system  /ˌdɪdʒɪtl ˈnɜrvəs ˈsɪstəm/  noun a digital information system that gathers, manages and distributes knowledge in a way that allows an organisation to respond quickly and effectively to events in the outside world
digital object identifier

/didʒɪˈtɪzl/ ,object aɪˈdentɪfaɪ/ noun an identifying symbol for a web file that redirects users to any new Internet location for that file. Abbr DOI
digital preservation /ˈdɪdʒɪzt(ə)l/ presəˈveɪʃ(ə)n noun the act of preserving data by putting it into electronic form, which can be copied, stored and distributed easily and without loss of quality
digital proofs /ˈdɪdʒɪzt(ə)l/ pruːftʃ plural noun proofs taken from digital files prior to film output at high or low resolution
digital reference services /ˈdɪdʒɪzt(ə)l/ refərəns ,sɜːˈvɪsɪz plural noun searchable information in electronic form, provided by a library or other service
digital scanning /ˈdɪdʒɪzt(ə)l/ ˈskeɪnɪŋ/ noun the reading of an image such as a printed character by a computer, done by building it up as a series of dots in the computer memory
digital video disc /ˈdɪdʒɪzt(ə)l/ ˈvɪdɪəʊ, ˈdɪsk/ noun full form of DVD
digitisable /ˈdɪdʒɪtɪzəbl/ adjective able to be converted into digital form for distribution via the Internet or other networks
digitise /ˈdɪdʒɪtəz/, digitize verb to change analogue signals such as pictures or sound into numerical data which can be processed by a computer
digitised letterforms /ˈdɪdʒɪtɪzd ˈleɪtərfoʊmz/ plural noun the shapes of characters which have been scanned and then stored as a series of dots in the computer memory
digitised photograph /ˈdɪdʒɪtɪzd ˈfəʊtəgrɑːf/ noun an image or photograph that has been scanned to produce an analogue signal which is then converted to digital form and stored in a computer or displayed on a screen
digitising pad /ˈdɪdʒɪtɪзн ˈpæd/ noun a sensitive surface that translates the position of a pen into numerical form, so that drawings can be entered into a computer. Also called digipad
digitize /ˈdɪdʒɪts/ noun a magazine that is delivered in digital form either on the Internet or on a CD-ROM
dime novel /ˈdaɪm ˈnəʊv(ə)l/ noun a cheap paperback novel
diploma /dɪˈpləʊmə/ noun an official statement that somebody has successfully completed a course or passed an examination
diplomacy /dɪˈpləʊməsi/ noun 1. management of relations between countries 2. tact in dealings with people ○ Librarians sometimes need to use diplomacy when dealing with library users.
direct access /ˈdaɪəkrɛks/ ˈækzs/ noun the ability to use information without the need for an intermediary person
direct connection /ˈdaɪəkrɛkt ˈkənˈkæŋʃən/ noun a fast permanent connection linking a computer or system to a network such as the Internet. It can be used at any time and is much faster than a dial-up connection.
direct entry /ˈdaɪəkrɛkt ˈentri/ noun an index entry in which a multi-word subject uses the usual word order instead of an inverted word sequence
direct mail /ˈdaɪəkrɛkt ˈmeɪl/ noun a system of selling goods by sending publicity material about them through the post
director /ˈdaɪəkrɛtər/ noun 1. the top person in the management of a group, company or organisation 2. a person who directs a play or film
directorate /ˈdaɪəkrɛtərɪ/ noun the board of directors of a company
directory /ˈdaɪəkrɛtəri/ noun a book or database which lists the names and details of people or companies in a specific geographical or subject area
disadvantage /ˌdɪsdəˈvɑːnt ɪdʒ/ noun a factor in a situation which causes problems
disapplication /ˌdɪzəˈplɪkəʃ(ə)n/ noun a special exemption from the National Curriculum given to a school
disaster plan /ˈdɪzəstər ˈplæn/ noun a plan for what to do if a disaster occurs
discharge /dɪsˈtʃɑːrʒ/ verb to cancel the record of a loan from a library when the book or other item is returned
discipline  

discount

discovery

discretion

discretionary income

disinformation

disjunctive

disk

disk drive

diskette

Disk Operating System

disk reader

display

display case

displayed text

display material

display space

display stand

display unit

disposal list

dispose of

disseminate

dissemination

dissertation

distance learning

distort

disposal list

discipline

distributed library

discarded

discharge
distribution

/dɪstrɪˈbjuːʃ(ə)n/ noun
the delivery of goods or information to people or organisations

distribution channel
/dɪstrɪˈbjuːʃ(ə)n ˈtʃɛnəl/ noun the method by which things are sent to other people, e.g. e-mail, post or retail shops

distribution list
/dɪstrɪˈbjuːʃ(ə)n lɪst/ noun a list of people to whom copies of a document should be sent

diversity
/dɪˈvɜːsɪtɪ/ noun the range of variation within a group of people or situations

divinity calf
/dɪˈvɪnə ti ˈkɑːf/ noun a type of binding used for religious books, made of dark brown calf leather

division
/dɪˈvɪʒ(ə)n/ noun a department in a large organisation

dj abbreviation
in Internet addresses, the top-level domain for Djibouti

dk abbreviation
in Internet addresses, the top-level domain for Denmark

dm abbreviation
in Internet addresses, the top-level domain for Dominica

DNB abbreviation
Dictionary of National Biography

DNS abbreviation
COMPUT domain name service

do abbreviation
in Internet addresses, the top-level domain for Dominican Republic

Doctor of Philosophy
/dəktrɪk ˈfɪlədʒi/ noun the highest level of university degree, awarded to somebody who has successfully completed a lengthy piece of original research. Abbr PhD

document
/dəˈkʌmənt/ noun any form of information in printed or electronic form, e.g. maps, manuscripts or computer software

document address class
/dəˈkʌmənt əˈdres ˈklɑːs/ noun a number or symbol indicating the location of a document in store

documentalist
/dəˈkʌməntəlɪst/ noun a specialist in documentation

documentary
/dəˈkʌməntərɪ/ noun a film relating true facts rather than telling a story • adjective based on written evidence in documents

documentation
/dəˈkʌməntən/ noun documents provided or collected together as evidence or as reference material

documentation centre
/dəˈkʌməntən ˈtʃɛntə/ noun an information source such as a website which pulls together documents and official publications into a central database which can then be accessed by the public

document control
/dəˈkʌmənt kənˈtrəʊl/ noun the way in which documents are organised to provide easy retrieval

document delivery
/dəˈkʌmənt dɪˈlɪvəri/ noun a service that provides specialised archived documents in electronic form to customers for a fee

document management
/dəˈkʌmənt ˌmænɪdʒmənt/ noun the storage and retrieval of documents in paper or electronic format

‘We have also invested heavily in educating African companies about the benefits of document management systems, and how traditional paper-based processes for dealing with incoming and outgoing business documents no longer make good business sense.’ [M2 Presswire]

document paper
/dəˈkʌmənt ˌpeɪpər/ noun special-sized paper used for legal and other documents, which is suitable for writing on

document reader
/dəˈkʌmənt ˈriːdər/ noun a mechanism for reading text into a computer

document retrieval system
/dəˈkʌmənt ˈrɪtrɪv(ə)l sɪstəm/ noun a system which produces a complete copy of a document rather than a citation or reference

document supply centre
/dəˈkʌmənt ˈsɔːplɛnt ˌsentə/ noun a division of a lending library, which supplies copies of documents often through an inter-library loan system

dog-eared
/dɒg ˈeərd/ adjective used to describe a book whose corners are bent and worn

DOI abbreviation
digital object identifier

do-it-yourself handbook
/dəʊ ɪt-ɪɜːsɛlf ˈhændbʊk/, do-it-yourself manual
/dəʊ ɪt ɪt-ɪɜːsɛlf ˈmændʒʊəl/
noun a handbook showing how to do repairs or construction work around the house (NOTE: US English is how-to book.)

dollar sign /'dələ saɪn/ noun a printed or written character ($) used in some computer languages to identify a variable as a string type

domain /dəu'meɪn/ noun the part of an e-mail address after the @ sign

domain name /dəu'meɪn neɪm/ noun the sequence of words, phrases, abbreviations or characters that serves as the Internet address of a computer or network

domain name service /dəu'meɪn neɪm sevɪs/ noun an Internet service which translates domain names into IP addresses. Abbr DNS

donation /dənəʃn/ noun a gift of something, especially for a good cause

DOS /dɒs/ abbreviation Disk Operating System

dossier /'dɒsiər/ noun a collection of documents relating to a person or topic

dot /dɒt/ noun a punctuation mark (.) used to separate the various components of an Internet address

dot address /dɒt ədres/ noun the common notation for Internet addresses in the form A.B.C.D., each letter representing, in decimal notation, one byte of a four-byte address. Also called dotted quad, dotted decimal notation, dotted quad address

dot matrix printer /dɒt 'metrɪks ˈprɪntər/ noun a printer which uses a series of closely spaced dots and prints out line by line

double-check /dəb(ə)l ˈtʃek/ verb to check something a second time to be sure of its accuracy

double dagger /dəb(ə)l ˈdægə/ noun a third reference mark for footnotes

double density /dəb(ə)l ˈdɛnsəti/ noun a system to double the storage capacity of a disk drive by doubling the number of bits which can be put on the disk surface. Abbr DD

double density disk /dəb(ə)l ˈdɛnsɪti ˈdisk/ noun a disk that can store two bits of data per unit area compared to a standard disk

double elephant /dəb(ə)l ˈ伊əlfɔnt/ noun 1. a large size of drawing paper (40 x 27 inches) 2. US a book size up to 50 inches high

double-page spread /dəb(ə)l ˈspred/ noun a feature or article that fills two facing pages of a newspaper or magazine

double-sided /dəb(ə)l ˈsaɪdɪd/ adjective can be used on both sides

double-sided disk /dəb(ə)l ˈsɪd ˈdisk/ noun a computer disk which has been sensitised on both sides, and can store twice the amount of data of an ordinary disk

double spread /dəb(ə)l ˈspred/ noun PUBL same as double-page spread

doubleure /dəb(ə)l ˈdʌrə/ noun a lining, especially one made of leather or highly decorated, inside the cover of a book

down /daʊn/ adjective used to indicate that a computer is out of action

down cursor key /daʊn kərˈsɜːr kiː/ noun one of the four direction keys on a computer keyboard

download /daʊnˈləud/ verb to move information from one electronic source to another storage device. o He downloaded the records from the main database to his own personal database.

downloadable /daʊnˈləʊdəb(ə)l/ ˈfɒnts/ plural noun fonts or typefaces stored on a disk, which can be downloaded or sent to a printer and stored in temporary memory or RAM

downtime /daʊntaɪm/ noun the time during which a computer is unusable

DP abbreviation data processing

draft /drɑːft/ noun 1. a rough form of something written, drawn or planned o The editor has seen the first draft of her new novel. 2. a written order for money to be transferred from one bank to another

draft copy /drɑːft ˈkɒpi/ noun the first copy of a book or document which will be changed before it becomes the final version
drawback

/drɔ:baek/ noun an aspect of something which is a problem and makes it less acceptable

drawing pin

/drɔ:tin/ noun a pin with a flat head used for attaching notices to a board

draw up

/drau/ verb to prepare and write out a document

dredge up

/dredʒ/ verb to bring something to light from an obscure source, e.g. to recall something bad that happened long ago or unearth some scandalous information

drill down

/drɪl/ verb to access data or information organised in hierarchical form by starting from general information and moving through increasingly detailed data

drilled and strung

/drɪld ən 'strʌŋ/ adjective bound by making holes through each leaf or signature, and then attaching them together with a thread

drop-down menu

/draup ˈmenju/ noun a vertical list of options that appears on clicking on an item on a computer screen. It remains visible until one of the options has been selected by clicking on it.

DTP

/ˈdɑːtɪp/ abbreviation desktop publishing

Dublin Core Metadata Initiative

/ˈdʌblin ˈkɔːr ˈmiədiətɪ ɪˌniʃətɪv/ noun an organisation which promotes the standardisation of metadata used in information retrieval. Abbrev DCMI

due

/dju:/ adjective 1. expected to arrive or happen at a particular time or due to because of 2. referring to the date when books are expected to be returned to a library

due date

/dju: ˈdeɪt/ noun the date by which something on loan should be returned

dues

/djuːz/ plural noun 1. money that is paid regularly to an organisation to which you belong 2. books for which orders have been taken, but which cannot be supplied until fresh stock arrives. This is because they are either subscription orders recorded for a new title or orders for a backlist title which is being reprinted

dummy run

/ˈdəmi ˈrʌn/ noun a trial or test procedure to see if something works properly

duodecimo

/ˌdjuoʊˈdekmas/ noun PRINTING same as twelvemo

duplexing

/ˈdjuːpleksɪŋ/ noun sending information in two directions simultaneously

duplicate

/djuːplɪˈkeɪt/ noun an exact copy of something

duplicate entry

/djuːplɪˈkeɪt ˈentri/ noun an index entry of the same subject matter under two headings

duplicate title

/djuːplɪˈkeɪt ˈtɪtl/ noun a reprint which contains a copy of the original title page as well as its own
duplicating paper

/djuːplɪˈkeɪtɪŋ ˈpɜːrpə/ noun special quality paper used for photocopying
dust jacket

/ˈdʌst ˈdʒeɪktʃə/ dust cover /ˈdʌst ˈkeɪvə/ noun a paper book cover, often illustrated, which protects the hard binding of the book and can be removed

DVD

/di: vi/ noun an optical compact disc that can store a large quantity of video, audio or other information.

Full form digital video disc

DVD-ROM

/di: vi/ noun a high-capacity optical disc on which data can be stored but not altered.

Full form digital video disc read only memory

Dvorak keyboard

/dvɔræk ˈkɪbərd/ noun a keyboard with frequently used keys placed near the centre for quicker typing

DWEM

abbreviation Dead White European Male

dz

abbreviation in Internet addresses, the top-level domain for Algeria