earmark / 'ɜːmrək/ verb to put on one side for a particular purpose

e-book /'ɪ: bʊk/ noun a battery-powered portable reading device displaying text on a high-resolution screen. Also called electronic book

‘Almost every IT expert in the world is agreed that the book faces a revolutionary challenge from e-books and e-paper. Carr says: “In the next five to 10 years, maybe much sooner, we’ll see a decent, ultra-lightweight, portable e-paper device that allows book lovers to download titles straight from the internet”. ’ [The Observer]

ecclesiastical library /ˌɛkəliˈstɪk(ə),'laɪbrəri/ noun a library made up predominantly of religious writings, especially used as research centre for the study of theology

ECDL abbreviation European Computer Driving Licence

ECM abbreviation enterprise content management

e-collaboration /'e:kəˌləbərətiŋ/ noun collaboration among people or organisations made possible by means of electronic technologies such as the Internet, video conferencing and wireless devices

economic plan /ˌiːkənɔˈmɪk 'plæn/ noun a policy for economic development in a country

economies of scale /'iːkəˌnæmɪz əˈskɛl/ noun achieving savings by producing very large quantities

e-copy /'iː kəpi/ noun an electronic copy of a document, especially an e-mail text that has a primary destination as an electronic message and a secondary destination as a printed copy

ed. abbreviation PUBL edition

Edwardian edifying /ˌɛdɪˈfərɪŋ/ adjective providing morally useful knowledge or information

edit /'edɪt/ verb 1. to change, correct or modify text or films 2. to prepare a document for publication

edit. abbreviation PUBL edition

edited /'edɪtɪd/ adjective relating to work consisting of one or several separate items prepared for publication by somebody other than the author

editing run /ˌɛdɪtɪŋ rʌn/ noun processing carried out to check that new data meets certain requirements before actually analysing the data and its information content

editing terminal /ˌɛdɪtɪŋ ,tɜːrˈmɪntl/ noun a computer terminal on which text is shown which can be edited

edition /'ediʃən/ noun a particular version of a book, magazine, newspaper or TV or radio programme which is printed or broadcast at one time

edition princeps /ˌediʃən 'prɪnsəps/ noun the first printed edition of a piece of writing

editor /'ediʃər/ noun 1. a person who changes or corrects text or films 2. a person in charge of publishing a newspaper or magazine who makes the final decisions about the contents and format

editorial /ˌediˈtʃərɪəl/ noun the main article in a newspaper, written by the editor
editorial board /ˌɛdɪˈtʃəriəl ˈbɔːrd/ noun a group of people with the power to make decisions about the contents of documents
EDP abbreviation electronic data processing
edu abbreviation US educational organization
educate /ˈɛdʒukeɪt/ verb to give knowledge to or develop the abilities of somebody by teaching
educated /ˈɛdʒuˈkeɪtɪd/ adjective having the benefit of experience or knowledge
education /ˌɛdʒuˈkeɪʃən/ noun 1. the imparting and acquiring of knowledge through teaching and learning, especially at a school or similar institution 2. the knowledge or abilities gained through being educated 3. training and instruction in a particular subject, e.g. health matters 4. the study of the theories and practices of teaching 5. the system of educating people in a community or society
educational /ˌɛdʒuˈkeɪʃənl/ adjective 1. giving knowledge, instruction or information 2. relating to or concerned with education
educational animation /ˌɛdʒuˈkeɪʃənl əˌnɪˈməntʃən/ noun animation that is specifically designed to aid learning
educational discount /ˌɛdʒuˈkeɪʃən dɪˈskɔʊnt/ noun the amount of money taken off the price of goods when they are bought for teaching purposes
educational list /ˌɛdʒuˈkeɪʃənl ˈlɪst/ noun a group of books published by one publisher for the educational market
Educational Resources Information Centre /ˌɛdʒuˈkeɪʃənl ˈrɪtsəˌsɜːs ˌɛnˈtrəz ˌmɛtʃəˈʃənˌsɛnsə/ noun a US research centre which catalogues, abstracts and indexes educational research documents. Abbr ERIC
educational software % /ˌɛdʒuˈkeɪʃənl ˈsɔftweə/ noun a set of computer programs designed to meet educational needs
edutainment /ˌɛdʒuˈteɪmənt/ noun television programmes, computer software or other media content intended both to entertain and educate users
ee abbreviation Internet addresses, the top-level domain for Estonia
effective /ˈɛfektɪv/ adjective producing the desired results
efficient /ˈɛfɪʃənt/ adjective using the minimum expenditure of effort and money
EFL abbreviation EDUC English as a Foreign Language
EFT abbreviation electronic file transfer
eg abbreviation in Internet addresses, the top-level domain for Egypt
e-GIF /ɪˈɡɪf/ noun a framework for the technical standards that apply to the exchange of information between the government and companies, or the government and individuals. Full form Electronic Government Interoperability Framework
e-government /ˈegəvərnmənt/ noun increased efficiency in communication between government and communities, using electronic delivery of information
eh abbreviation in Internet addresses, the top-level domain for Western Sahara
EIC abbreviation European Information Centres
eightenmo /ˌɛtʃɪnˈmeɪnəʊ/ noun same as octodecimo
18mo abbreviation eighteenmo
eightvo /ˈeɪvəʊ/ noun same as octavo
8vo abbreviation octavo
EIS noun easy-to-use software providing information to a manager or executive about his or her company. Full form executive information system
e-learning /ˈɛlənriŋ/ noun the acquisition of knowledge and skill using electronic technologies such as computer- and Internet-based courseware and local and wide area networks
electoral register /ˌɛlɛkˈtrɔːlər ˈrɪstrɪktər/ noun a list of names of people who are eligible to vote in an election
<table>
<thead>
<tr>
<th><strong>electrical</strong></th>
<th>adverb</th>
<th>relating to anything which works by electricity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>electrician</strong></td>
<td>noun</td>
<td>a person who installs and repairs electrical equipment</td>
</tr>
<tr>
<td><strong>electronic book</strong></td>
<td>noun</td>
<td>same as e-book</td>
</tr>
<tr>
<td><strong>electronic conference</strong></td>
<td>noun</td>
<td>a way of discussing a topic with several people simultaneously by using a computer network</td>
</tr>
<tr>
<td><strong>electronic data interchange</strong></td>
<td>noun</td>
<td>a system of sending commercial data over a network or telephone line using an electronic mail system. Abbr EDI</td>
</tr>
<tr>
<td><strong>electronic data processing</strong></td>
<td>noun</td>
<td>computer-based tasks involving the input and manipulation of data, usually using database programs. Abbr EDP</td>
</tr>
<tr>
<td><strong>electronic funds transfer</strong></td>
<td>noun</td>
<td>the use of computers to transfer money to and from banks. Abbr EFT</td>
</tr>
<tr>
<td><strong>Electronic Government Interoperability Framework</strong></td>
<td>noun</td>
<td>full form of e-GIF</td>
</tr>
<tr>
<td><strong>electronic journal</strong></td>
<td>noun</td>
<td>a journal that is transmitted via a computer network</td>
</tr>
<tr>
<td><strong>electronic magazine</strong></td>
<td>noun</td>
<td>a magazine that is distributed online over a computer network rather than being printed on paper</td>
</tr>
<tr>
<td><strong>electronic mail</strong></td>
<td>noun</td>
<td>same as e-mail</td>
</tr>
<tr>
<td><strong>electronic mailbox</strong></td>
<td>noun</td>
<td>a system for holding messages until the receiver is ready to use the computer to access them</td>
</tr>
<tr>
<td><strong>electronic point of sale</strong></td>
<td>noun</td>
<td>full form of EPOS</td>
</tr>
<tr>
<td><strong>electronic publishing</strong></td>
<td>noun</td>
<td>the process and business of producing books or journals in electronic form, e.g. as e-books or for online access</td>
</tr>
<tr>
<td><strong>electronic record</strong></td>
<td>noun</td>
<td>details of an item stored in a computer</td>
</tr>
<tr>
<td><strong>electronic records management</strong></td>
<td>noun</td>
<td>the process of ensuring that information held in electronic form, such as documents or data, is stored in such a way that it can easily be accessed and cannot accidentally be destroyed. Abbr ERM</td>
</tr>
<tr>
<td><strong>electronic rights</strong></td>
<td>noun</td>
<td>the right to publish and sell copyright material using electronic devices such as CD-ROM or the Internet</td>
</tr>
<tr>
<td><strong>electronic surveillance</strong></td>
<td>noun</td>
<td>the gathering of information using electronic devices such as video cameras, especially in crime detection and prevention or in espionage</td>
</tr>
<tr>
<td><strong>electronic typewriter</strong></td>
<td>noun</td>
<td>a typewriter using an electronically driven printing mechanism, also with the facility to send or receive character data from a computer</td>
</tr>
</tbody>
</table>

**element** | noun | 1. one of the single parts that make up a whole 2. the basic and most important part of a subject
elephant /'elfant/ noun a former book size, 23 x 14 inches. ◆ double elephant

elephant folio /'elfant ,foʊliə/ noun a book size from 61 to 63.5 cm/24 to 25 inches in height

élite /'elit/ noun a group of the most powerful, rich or talented people in a society

émphasis /ɛmˈfæsɪs/ noun extra force given to a word or activity in order to make it seem important

émphasise /ɛmˈfæzaɪ/ emphasize verb to show that something is particularly important

empirical research /emˌprɪklər/ noun research based on experiments

employee /ɪmˈplɔɪ/ noun somebody who is paid by another person for the work they do

employer /ɪmˈplɔɪər/ noun somebody who provides work for other people and pays them to do it

employment /ɪmˈplɔɪmənt/ noun the occupation or work which a person does

employment agency /ɪmˈplɔɪmənt ˈeɪdʒənsi/ noun an organisation that earns money by helping other people to find work

employment statistics /ɪmˈplɔɪmənt ˈstɪstɪks/ plural noun facts and figures about the number of people in and out of work in a society, often published as a government document

enable /ɪnˈeɪbəl/ verb to make it possible for something to happen

capsulate /ɪnˈkeɪpʒəlt/ verb to make something, especially in a very small space or within a single object or event

capsulated PostScript /ɪnˈkeɪpʒəlt ˈpəʊstskrɪpt/ noun PostScript commands that describe an image or page contained within a file that can be placed within a graphics or DTP program. Abbr EPS

capsulated PostScript file /ɪnˌkeɪpʒəlt ˈpəʊstskrɪpt fɪl/ noun a file that contains encapsulated PostScript instructions together with a preview bitmap image. Abbr EPSF

capture /ˈkæptʃər/ verb to make something, especially in a very small space or within a single object or event

capture /ˈkæptʃər/ verb to translate plain text into a code (Note: The US equivalent is encrypt.)

courage /ˈkɔrɪdʒ/ verb to support somebody or something actively

crypt /ɪnˈkript/ verb to convert plaintext to a secure coded form, using a cipher system ◆ the encrypted text can be sent along ordinary telephone lines

crypto graphy /kriˈɒtəɡrafi/ noun the conversion of plaintext to a secure coded form by means of a cipher system ◆ the VPN solution will provide user confidentiality and authenticity through data encryption which allows only authorised users to access corporate networks. [DMEUrope]

encyclopedia /ˌɛn.sɪkləˈpiːdiə/, encyclopaedia noun a book or set of books offering comprehensive informa-
environmental planning

enlighten /ˈɪnlaɪt/ verb to give clarifying information to somebody
enquiry /ˈɪnkwɔːri/ noun a request for information
enquiry desk /ˈɪnkwɔːri desk/ noun a desk in a library or information centre where people can ask for information
enquiry service /ˈɪnkwɔːri sərvɪs/ noun a system for providing answers to enquiries
enquiry work /ˈɪnkwɔːri wɜːk/ noun the work of a reference librarian in finding answers to questions
enrich /ˈɪnriʃ/ verb to improve by adding something
enrol /ˈɪnroʊl/ verb to sign up to join a group or start a course (NOTE: The US spelling is enroll.)
ensure /ˈɪnʃʊr/ verb to make certain that something happens
enter /ˈɛntə/ verb 1. to go into a room or building 2. to write information in a book or computer 3. to cause a computer to activate instructions
enterprise content management /ˌɛntəprəˈzaɪ kəntent /noun the technologies used to manage, store and deliver content and documents related to organisational processes. Abbr ECM
title /ˈtɪtl/ verb to give a title to something such as a book 2. He is the author of a book entitled 'Decline and Fall'.
entity /ˈentɪti/ noun something which exists in its own right separate from other things
entry /ˈɛntri/ noun a single record in a database, dictionary or catalogue
entry word /ˈɛntri wɜːd/ noun the first word of an entry in a catalogue except the articles 'the', 'a', 'an'
envelope /ˈenvələʊp/ noun a paper cover which can be sealed and used to send a letter through the post
envelope window /ˈenvələʊp ,wɪndəʊ/ noun a see-through panel in an envelope which allows the address on the letter to be seen
environmental planning /ˈɪnˌvɪrənmenˈtɔl pəˈlɛnri/ noun the process of making decisions about the use of the environment to cause the least
ephemera /ˈemərə/ plural noun items relating to a specific event or topic which are designed to last for a very short time, e.g. theatre programmes, pamphlets or newspaper cuttings

"Libraries have to make room for new books by discarding outdated ephemera, but dumping all older books is a disgrace and a disservice to users. The problem is that deciding what to keep takes more knowledge than many library managers have, so they adopt the motto "when in doubt, chuck it out." [Bristol Evening Post]

epic /ˈepɪk/ noun 1. a long poem telling stories of brave actions of historic heroes or gods, or the early history of a nation 2. a long book or film telling an epic type of story

epigraph /ˈepɪɡræf/ noun a quotation used at the beginning of a book, as part of the prelims

epithet /ˈepɪθet/ noun a descriptive additional name used to describe particular attributes of a person

epitome /ˈeptəmə/ noun the essential matter of a work contained in an abridged version of a work

EPS /ˈɛps/ noun a system where sales are charged automatically to a customer’s credit card and stock is controlled by the shop’s computer. Full form electronic point of sale

EPSF abbreviation encapsulated Post-Script

EPSF abbreviation encapsulated Post-Script file

equal /ˈiːkwəl/ adjective same in size, amount or degree

equalise /ˈiːkwəlaɪz/, equalize verb to make things equal

equate /ˈkwɛt/ verb to say that one thing is the same as another

equipment /ˈkwɪpment/ noun machinery and furniture needed to make an office or factory work

equitable /ˈekwɪtəb(ə)l/ adjective indicating that everyone and everything is treated equally

equivalent /ˈkwɪvələnt/ adjective having the same value

er abbreviation in Internet addresses, the top-level domain for Eritrea

era /ˈɛrə/ noun a period of time seen as a single unit because it has a common feature - the era of apartheid in South Africa

erase /ɪˈreɪz/ verb 1. to remove marks from paper 2. to delete something from a computer

eraser /ɪˈreɪzər/ noun a piece of rubber used to remove pencil marks from paper

ergonomics /ˌɜəˈɡɒnɒmɪks/ noun the study of people at work with the aim of improving safety and making machines and equipment easier to use

ergonomist /ˌɜəˈɡɒnɒmɪst/ noun a scientist who studies people at work and tries to improve their working conditions

ERIC /ˈɛrɪk/ abbreviation Educational Resources Information Centre

ERM abbreviation electronic records management

erratum slip /iˈrɔtəm ɑl/ errata slip /iˈrɔtə ɑl/ noun a small piece of paper inserted into a book with corrections to important mistakes which have been noticed since the book was printed (NOTE: The plural of erratum is errata.)

error detection /ˈɛrə dɪˌtekʃən/ noun the use of special software such as a spellchecker to find mistakes in a document

error rate /ˈɛrə riːt/ noun the number of mistakes per page or per thousand entries

erudite /ˌɛrʊdɪt/ adjective having or showing great knowledge gained from study and reading

erudition /ˌɛrʊˈdɪʃn/ noun knowledge acquired through study and reading

es abbreviation in Internet addresses, the top-level domain for Spain

ESA/IRS abbreviation European Space Agency Information Relay Service

e-service delivery /ˈɛs ɛrvɪs dɪ lɪv(ə)n/ noun providing services over the Internet, e.g. information delivery, stock check and reservations for a library
The ‘Top of the Web’ survey will provide instantaneous feedback to webmasters about the quality of their e-service. At the same time, the questionnaire results will point to those aspects of e-service delivery which can be considered ‘best practice’, within such areas as filing an on-line tax return, registering a change of address or applying for a copy of one’s birth certificate.’ [EUROPEMEDIA]

ESL abbreviation EDUC English as a Second Language
ESOL /'ɛsəʊl/ abbreviation EDUC English for Speakers of Other Languages
ESP abbreviation EDUC English for Special Purposes
esparto /'espɑrtəʊ/ noun a type of thick smooth paper made from a South American grass, which is very good for writing or printing, or as the body in coated papers, but is liable to tear and is now not often used
essential /'esɛntʃəl/ adjective absolutely necessary to a person, situation or activity
establish /'ɛstɔbliʃ/ verb 1. to create something in a permanent way 2. to prove that something is definitely true
estimate /'ɛstɪmeɪt/ verb to calculate an amount or quantity approximately
e-system /'iːˌsɪstʌm/ noun an electronic communications or information system
et abbreviation in Internet addresses, the top-level domain for Ethiopia
et al. abbreviation used to mean ‘and the others’ (NOTE: From the Latin phrase ‘et alia’.)
eft /eft/ abbreviation used to mean ‘and the rest’ (NOTE: From the Latin phrase ‘et cetera.’)
Ethernet /'ɛθənet/ noun a standard defining the protocol and signalling method of a local area network
ethnic number /'ɛθnɪk 'nɛmbə/ noun a number added to a classification symbol to arrange books by language or race
EU abbreviation European Union

Euro /'juərəʊ/ noun the official currency of 12 countries in the European Union
Eurolog /'juərəʊlɔɡ/ abbreviation European Online User Group
Euronet/Diane /'juərəʊnet daɪən/ noun telephone networks accessible by a modem and computer covering the countries of the European Union for the transmission of information

European Computer Driving Licence /'juərəpi kəmˈpjjuːtər 'draɪvɪŋ _ləs(ə)ns/ noun a standard European qualification in basic computing skills. Abbr ECDL
European Information Centres /'juərəpi ɪnˈfɔrmeɪʃən sɛntəs/ plural noun business information centres in all European Union countries sponsored by the EU. Abbr EIC
European Institute for Information Management /'juərəpi ɪnʃtɪˈdʒʊt faɪ ɪnʃpɔrtʃən _mɛʃjəmənt/ noun a public establishment under the Luxembourg National Ministry of Education which provides postgraduate training for specialists in information management
European Online User Group /'juərəpi ɒnˈlɔɪn _'juːza ɡrʊp/ noun an association of European libraries and database users formed to encourage coordination in responses to developments in manufacturing. Abbr Eurolug

European Space Agency Information Relay Service /'juərəpi spoʊs əˈseɪdʒi ɪnʃpɔrtʃən _rɛlə ˈsɜːrvɪs/ noun an online database host. Abbr ESA/IRS
European Union /'juərəpi ˈjuːniən/ noun the political and economic community of European countries. Abbr EU
Eurostat /'juərəʊstət/ noun the statistical office of the European Union
evaluate /'ɪvəljuːt/ verb to assess how good something is by looking at the way it works

even number /'ɛvən ˈnʌmbə/ noun a number which can be divided by two to give a whole number

evidence /'ɛvɪdəns/ noun things that you have seen or experienced which make you believe that something is true
evidence gathering

evidence gathering /ˈɛvid(ə)ns/ noun software that can gather information about the state of a computer system which has crashed or suffered some incident.

evolution /ˌiːvəˈljuːʃ(ə)n/ noun the process of gradual change and development.

examination /ɪgˌzaɪməˈneɪʃ(ə)n/ noun a written or spoken test of ability or knowledge.

example /ɪgˈzaɪmpl/ noun something that represents or is typical of a particular group.

exception /ɪkˈsepʃən/ noun things which are different and not included.

exception listing /ɪkˈsepʃən ˈlɪstɪŋ/ noun the listing of items which are not included in a computer program.

exception report /ɪkˈsepʃən rɪˈpɔrt/ noun a report which only gives items which do not fit in the general rule or pattern.

exception reporting /ɪkˈsepʃən rɪˈpɔrtɪŋ/ noun a system of information distribution that passes on only information that is new and out of the ordinary, in order to avoid overloading recipients with information that is out of date or has already been transmitted to them.

excerpt /ˈɛksəpt/ noun a section or passage taken from a longer work such as a book, film, musical composition or document.

excess /ˈɛksəs/ adjective more than is necessary or normal.

exclamation mark /ˌɛkskləˈmeɪʃ(ə)n/ mark/ noun a punctuation mark (!) used to express surprise.

exclude /ɪkˈskluːd/ verb to leave something or somebody out deliberately.

.exe /ˈɛksi/ suffix a file extension for a program file. Full form executable.

execute /ɪkˈskjuːt/ verb to carry out a plan or process.

executive /ɪɡˈzɛk(j)ʊtɪv/ noun somebody who is employed by a company or organisation at a senior level.

exemplar /ɪɡˈzɛmplər/ noun a copy of a book or text, especially one from which further copies have originated.

exempt /ɪɡˈzɛmp/t/ adjective to be allowed not to have to perform a duty, service or payment.

exercise /ˈɛksəsaɪz/ noun a short piece of work designed to help you learn something.

exhaustive search /ɪɡˌzɔːstʃən/ noun a search through a database or library which covers all known records.

exhibit /ɪɡˈzɪbɪt/ noun an item displayed in a museum, art gallery or court of law. • verb to put something in a public place for people to look at.

exhibition /ˌɛksɪbɪˈteɪʃ(ə)n/ noun a collection of objects displayed in a public place.

exhibitor /ɪɡˈzɪbɪtər/ noun a person whose work is being displayed.

ex libris /ˌɛksˈlɪbrɪs/ phrase used on book plates followed by a name to show who the owner is. (Note: From a Latin phrase meaning 'from the books of'.)

expenditure /ɪkˈspændɪtʃər/ noun the total amount of money spent on something.

expense /ɪkˈspens/ noun money spent while doing something connected with one's work.

expense account /ɪkˈspens əˈkaʊnt/ noun an arrangement with a company by which they pay for necessary work expenses.

experiment /ɪkˈspɛrɪmənt/ noun a scientific test done to prove or discover something.

experimental strategy /ɪkˈspɛrɪmənt(ə)l ˈstrɛtədʒɪ/ noun a policy of trying out new ideas and methods to see how they work.

expert /ɪkˈspɜːt/ noun somebody with a great deal of knowledge, or skill or experience in a particular subject or activity. • adjective having a great deal of knowledge, skill or experience in a particular subject or activity.

expertise /ɪkˈspɜːtɪz/ noun special skills or knowledge in a particular field.

expert system /ɪkˈspɜːt ˈsɪstəm/ noun 1. software which applies the
knowledge of experts in a field to solve problems and partly replicates human decision making. A type of computer program that can analyse a set of problems and recommend a course of action for the user.
take a short exercise break every hour
to reduce muscle tension caused by a
rigid posture.' [The Mail on Sunday]