**Hack** /hæk/ verb to gain access illegally to a computer system or program

**Hacker** /hækə/ noun somebody who gains access to other people’s computer files without their permission

**Half binding** /hɑlf bændɪŋ/ noun bookbinding in which the back and sometimes the corners of a book are bound in one material and the sides in another

**Half bound book** /hɑlf bɔʊnd/ noun a book with a style of binding which was common from the beginning of the 19th century, where binding leathers or vellum were used on the spine and corners and the rest of the boards were covered with marbled paper or plain paper and cloth

**Half leather binding** /hɑlf lɛðə bændɪŋ/ noun a binding on a hard-cover book, where the spine and corners are covered with leather and the rest is left in ordinary cloth or paper

**Half title** /hɑlf tɪt(ə)l/ noun the first page of a book with only the title and not the details of the publisher or author

**Half-tone** /hɑlftɔn/ noun 1. continuous shading of a printed area 2. a shade of grey appearing to be half way between white and black 3. an illustration made using the halftone process ○ a book with 25 halftone illustrations ○ The book is illustrated with twenty halftones ○ We need a full page halftone facing the beginning of the chapter.

**Hand** /hænd/ noun 1. a computer user’s nickname or screen name 2. (in a graphics or DTP program) a small square that is displayed on the edge of a frame, object or image ○ verb to deal with or accept responsibility for a situation or people

**Handout** /hændaut/ noun a printed paper which supports a talk or lecture with summaries or other information

**Handover period** /hændəuvər pɪəriəd/ noun a period of time when the outgoing holder of a job works with the new person to make sure they have all the necessary knowledge of the work
handshake

‘Advocates of outsourcing argue that it allows companies to focus on their core business, improve employee services and cut costs. Initially, costs rose in the deal because the two were running parallel services during the handover period.’ [Financial Times]

handshake /'hændʃeɪk/ noun a term in computing which indicates that two machines are compatible and can transfer information to each other

hands-on experience /'hændz ɒn trɪ'nɪŋ/ noun the ability to actually use machines or equipment rather than just learning about them

hands-on training /'hændz ɒn 'tri'nɪŋ/ noun a method of teaching using practical experience rather than just theory

handwriting /'hændrɪ'tɪŋ/ noun a system of putting words on paper using a pen or pencil ○ Everyone has their own distinctive style of handwriting.

handwritten /'hændrɪ'tɪntɪd/ adjective written with a pen or pencil rather than printed by a machine

hang up /hæŋ 'ʌp/ verb to end a phone call by putting the receiver down

Hansard /'hænsərd/ noun a written account of the proceedings of the UK Parliament

hardback /'hɑːd'bæk/ noun a copy of a book with a board cover. Compare paperback

hardbound /'hɑːd'bɔːnd/ adjective bound as a book in a stiff cover

hard copy /hɑːd 'kɔːpi/ noun a printed version of a document held on a computer

hardcover /'hɑːdˌkʌvər/ noun published the same as hardback

hard disk /hɑːd disk/ noun a rigid magnetic disk usually built into a computer, which can store much more data than a floppy disk

hardware /'hɑːdweər/ noun the machinery of a computer, rather than the programs written for it

hardware costs /hɑːdweər kɔsts/ plural noun the capital costs of buying computer equipment and other machinery

hardware resources /hɑːdweə rˈsɜːsɪz/ plural noun the amount of computer equipment and machinery available for use

Harvard system /hɑːvəd 'sɪstəm/ noun a bibliographic reference system, used in academic publishing, in which the author and date are given in the text and the full reference is supplied in a general list of references

hash /hæʃ/, hashmark /hæʃˈmɑːrk/ noun 1. a symbol (#) used to indicate the word ‘number’ in addresses ○ RD#3 (Rural District Number 3) 2. a symbol used on telephones for a variety of functions

head /hɛd/ noun the top or most important part or person ○ per head referring to the cost or amount for each person

head crash /hɛd k्रæʃ/ noun failure in a disk drive, where the read/write head touches the surface of the disk, causing damage and data loss

headed stationery /hɛdɪd 'steɪʃənəri/ noun notepaper which has the name and address of the person or organisation it belongs to printed at the top of each sheet

header /hɛdər/ noun 1. (in a document) a piece of text that appears at the very top of each page, containing e.g. the chapter name and the page number. ○ footer 2. the beginning of an e-mail message with full information about the recipient’s address, sender’s name and address and any delivery options

header block /hɛdər bлюk/ noun a block of data at the beginning of a file, which contains the file characteristics

heading /ˈhɛdɪŋ/ noun a word, phrase, title or name at the beginning of a page, section or catalogue entry

head librarian /hɛd lərˈbrɪərɪən/ noun a qualified librarian who is in charge of a library or district

headline /ˈhɛdˌlaɪn/ noun 1. the title at the top of a page or article in a newspaper story 2. a spoken list of items to be covered in a radio or TV news bulletin

head of department /hɛd əv dəˈpɑːrtmənt/ noun a person who is
responsible for a group of people working in the same department  
head office /ˈheɪd ˈɔfɪs/ noun the main office of a company or organisation which has branch offices in other places  
headphones /ˈhed fpnəuz/ plural noun a pair of small speakers worn over the ears to listen to speech or music  
headquarters /ˈhed kwətərz/ plural noun the main administrative office of an organisation  
headword /ˈhedwɜrd/ noun the main entry word in a dictionary  
help line /ˈhelp lain/ noun a telephone number dedicated to a specific topic which people can ring for advice and help  
help menu /ˈhelp ˌmɛnju/ noun a list of options available which instruct people how to use a computer program  
help screen /ˈhelp skrɪzn/ noun a screen containing writing which explains how to use a computer program  
Heritage Lottery Fund /ˈhɛrɪtɪdʒ ləˈtrɪti/ plural noun a public body which distributes money raised by the National Lottery in the UK to heritage organisations, including libraries and archiving services. Abbr HLF  
HMI  
Her Majesty’s Stationery Office /ˈhɜːr mədʒəstəstɪˈeiŋspɛktərət, Her Majesty’s Inspector noun a British government department or official responsible for inspecting teaching in schools. Abbr HMI  
Her Majesty’s Inspectorate /ˈhɜːr mədʒəstəstɪˈinspektərət, Her Majesty’s Inspector noun a British government department or official responsible for inspecting teaching in schools. Abbr HMI  
hidden agenda /ˈhɪdənd əˈdʒendə/ noun the unspoken intentions behind a decision or action  
hidden Web /ˈhɪdən əˈweɪb/ noun same as deep Web  
hide /haɪd/ noun leather made from the skin of animals older than a calf, used for binding large-format books  
hierarchical /ˈhɪərəktrɪkl/ adjective relating to data arranged in a tree structure with defined layers  
hierarchical classification /ˈhiərəktrɪklɪsˌkʌfɪkʃən ˌklɛsɪfɪˈkeɪʃən/ noun a system of classifying items with the broadest terms at the top and working down to more specific narrow terms  
hierarchical database /ˈhiərəktrɪklɪdɪˈteɪʃən/ noun the organisation of information in a database so that records can be related to each other within a defined structure  
hierarchical search /ˈhiərəktrɪklɪ ˈsɜːtʃ/ noun a search in a catalogue using an upwards chain of entries from most to least specific  
hierarchy /ˈhiərərɪkəl/ noun a system of ranking things or people according to their importance  
hi fi /ˈhæfi/ abbreviation high fidelity ■ noun a set of stereo equipment with speakers and amplifiers used for playing records, tapes and CDs  
high density disk /ˈhaɪd ˈdenstɪ ˈdɪsk/ noun a computer floppy disk capable of storing a quantity of data  
higher education /ˈhæjər ˈɛdjər/ noun education that takes place at universities or colleges usually after the age of 18, leading towards an academic qualification  
higher learning /ˈhaɪər ˈlɜːrəɪŋ/ noun education or study at university level  
Higher National Certificate /ˈhaɪər ˌnɛklənt ˌsəˈfɪskət/ noun awarded at
Higher National Diploma

British colleges in technical subjects. Abbr HNC

Higher National Diploma /ˌhaɪər ˈneɪʃənəl dɪpləma/ noun an advanced qualification in technical subjects. Abbr HND

high flier /ˌhaɪ ˈflaɪər/ noun a person who is very capable, ambitious and likely to reach the top ranks of their career

high-level language /ˌhaɪ ˈlevəl ˈlæŋgwɪdʒ/ noun a computer programming language that is easy to use and uses natural language

high-level talks /ˌhaɪ ˈlevəl ˈtɔks/ plural noun discussions involving senior people in politics or business

highlight /ˈhæljəʊt/ verb to colour or mark text on a document or computer screen to make it stand out from the rest

high-resolution /ˌhaɪ ˈrɛzuːʃn/ adjective relating to the ability to display or detect a very large number of pixels per unit area. Abbr hi-res

COMMENT: Currently, high-resolution graphics displays can show images at a resolution of 1024x1024 pixels, high-resolution printers can print at 600 or 800 dots per inch and a high-resolution scanner can scan at a resolution of 800 or 1200 dots per inch.

high-speed /ˌhaɪ ˈspɪzd/ adjective operating at faster than usual speed

high-tech /ˌhaɪ ˈtek/ adjective using advanced technology

hi-res /ˌhaɪ ˈrɛzi/ adjective high-resolution

histogram /ˈhɪstrəɡræm/ noun a graph on which the data is represented by vertical or horizontal bars

historical background /ˈhɪстərɪk(ə)l ˈbækgrəʊnd/ noun the reasons why something has developed over a period of time to its present form

historical value /ˈhɪстərɪk(ə)l ˈvælju/ noun something that helps in the understanding of past events

hit /hit/ noun a successful match when searching a database

hit list /ˈhɪt lɪst/ noun a list of people or organisations that are most likely to do something or have something done to them. The local council had hit lists of branch libraries which were either likely to support their projects or which they were going to close.

hit rate /ˈhɪt rɛt/ noun the number of relevant titles found during a database search

hk abbreviation in Internet addresses, the top-level domain for Hong Kong

HLF abbreviation Heritage Lottery Fund

hm abbreviation in Internet addresses, the top-level domain for Heard and McDonald Islands

HMI abbreviation 1. human machine interface 2. Her Majesty’s Inspectorate

HMSO abbreviation Her Majesty’s Stationery Office

hn abbreviation in Internet addresses, the top-level domain for Honduras

HNC abbreviation Higher National Certificate

HND abbreviation Higher National Diploma

holding area /ˈhəʊldɪŋ ˈɛəriə/ noun a space allocated to the temporary storage of semi-current materials

holding file /ˈhəʊldɪŋ ˈfæil/ noun a computer file in which work waits until it can be processed

holdings /ˈhəʊldɪŋz/ plural noun the stock of books and other items kept by a library

holiday period /ˈhɒlɪdɪ ˈpəriəd/ noun the time of year during which most people take their annual holidays

hologram /ˈhɒləɡræm/ noun a three-dimensional photographic image created by laser beams

holograph /ˈhɒləɡrəf/ noun a book or document written in the author’s own handwriting

home computer /ˌhəʊm kəmˈpjuːtər/ noun a stand-alone personal computer used at home

homepage /ˌhəʊmpeɪs/ noun 1. the opening page of an Internet website 2. somebody’s personal website on the Internet, often containing personal data, photographs or contact information
homograph /ˈhɒməɡrɑːf/ noun a word having the same spelling but different meaning from another, as with 'spell' meaning 'witchcraft' and 'spell' meaning 'to write words correctly'

COMMENT: Homographs are to be avoided where possible as headings when indexing.

homonym /ˈhɒmənəm/ noun a word with the same sound and perhaps the same spelling another but with a different meaning, as with 'counter' meaning 'library issue desk' and 'counter' meaning 'machine for counting'.

homophone /ˈhɒməfəʊn/ noun a word with the same sound but different spelling and meaning from another, such as 'threw' meaning 'past tense of throw' and 'through', which is a preposition.

honorarium /ˌɒnəˈreɪriəm/ noun a payment made for professional services which are usually provided without charge.

honorary /ˈɒnərəri/ adjective 1. relating to a position or role that is held as an honour, without payment 2. relating to a title or qualification that is given as a reward, not because it has been worked for in the usual way.

horizontal format /ˌhɒrɪzənt(ə)l ˈfɔrmæt/ noun US a book format where the spine and foredge are shorter than the top and bottom edges (NOTE: The UK term is landscape format.)

hospital library /ˈhɒspɪtl ˈlaɪbrɪ/ library

host /ˈhɒst/ noun the main computer in a system which allows access to online databases  verb to provide storage space on a server computer where a user can store files or data, often used to store the files required for a website.

host computer /ˌhɒst kəmˈpjuːtər/ noun the controlling computer in a multi-user system

host service /ˈhɒst ˈsɜːvɪs/ noun a company that provides connections to the Internet and storage space on its computers which can store the files for a user’s website

hotline /ˈhɒtlain/ noun a direct telephone line giving direct access, used e.g. for quick ordering, for complaints or between heads of governments.

COMMENT: The aim of a house style is to give consistency to all the products of a company or organisation.

hot link /ˈhɒt lɪŋk/ noun a command within a hypertext program that links a hotspot or hotword on one page with a second destination page which is displayed if the user selects the hotspot.

hotspot /ˈhɒtspɔt/ noun a special area on an image or display that does something when the cursor is moved on to it  o The image of the trumpet is a hotspot and will play a sound when you move the pointer over it.

hotword /ˈhɒtwərd/ noun a word within displayed text that does something when the cursor is moved on to it or it is selected.

hourly /ˈaʊəli adjectiue happening every hour

house magazine /ˈhaʊs ˈmeɪɡən/ noun a magazine published by a business or other organisation for its employees or customers, containing information about the company, its products and its employees.

house style /ˈhaʊs ˈstайл/ noun a style of writing and presentation that is specific to a particular group, company or organisation.

COMMENT: The aim of a house style is to give consistency to all the products of a company or organisation.

house organ /ˈhaʊs ˈɔrgən/ noun a magazine published by a business or other organisation for its employees or customers, containing information about the company, its products and its employees.

house journal /ˈhaʊs dʒɔːnəl/ noun an internal magazine giving information and news to the employees of a company or organisation. Also called house magazine.

housekeeping /ˈhaʊskɪpɪŋ/ noun the work necessary to maintain any system of filing whether manual or computerised.

house organ /ˈhaʊs ˈɔrgən/ noun a magazine published by a business or other organisation for its employees or customers, containing information about the company, its products and its employees.

house style /ˈhaʊs ˈstайл/ noun a style of writing and presentation that is specific to a particular group, company or organisation.

COMMENT: The aim of a house style is to give consistency to all the products of a company or organisation.
hr
abbreviation in Internet addresses, the top-level domain for Croatia
ht
abbreviation in Internet addresses, the top-level domain for Haiti
HTML
/′ɛtʃ ti: ti: ˈɛtʃ/ noun a series of special codes which define the typeface and style that should be used when displaying the text and also allow hypertext links to other parts of the document or to other documents. Full form HyperText Markup Language.
Internet, SGML, XML
.html suffix a file extension for an HTML file. Full form HyperText Markup Language
HTTP
/′ɛtʃ ti: ti: ˈpiː/ noun a series of commands used by a browser to ask an Internet web server for information about a webpage. Full form hypertext transfer protocol
hu
abbreviation in Internet addresses, the top-level domain for Hungary
human
/′hjuːmən/ adjective concerning people rather than animals
human capital
/′hjuːmən kæpˈtɪəl/ noun the knowledge and skills that employees have, which are considered a resource of the company
human-computer interaction
/′hjuːmən kəmˌpjuːtər ˌɪntəˈrɛktʃən/ noun the field of study relating to the interface between computers and users
human factors
/′hjuːmən ˈfæktəz/ plural noun the needs of human beings which must be considered when planning automation of an office
humanities
/′hjuːməntɪz/ plural noun subjects of study concerned with human ideas and behaviour, e.g. literature and philosophy
Humanities Online Bulletin Board
/′hjuːməntɪz ˌɒnləɪn ˈbʊlətɪn ˈbaʊld/ noun an online current awareness service for the humanities. Abbr HUMBUL
human machine interface
/′hjuːmən ˈmeɪʃən fɪn ˌɪntəˈfɜːrəs/ noun the way that a computer screen appears to the user. Abbr HMI
human resources
/′hjuːmən rɪ ˈsɔrəts/ plural noun the staff of an organisation or company, which can provide skills to do specific jobs
HUMBUL
/′hʌmbəl/ abbreviation Humanities Online Bulletin Board
hybrid
/′haɪbrɪd/ noun a mixture of different things
hymn book
/′hɪm bʊk/ noun a book containing the words, and sometimes the music, of church songs
hyperlink
/′haɪpəlɪŋk/ noun a word, symbol, image or other element in a hypertext document that links to another element in the same document or in another hypertext document
hypermedia
/′haɪpəˌmiːdɪə/ noun a hypertext system that supports the linking of graphics, audio and video elements, and text
hypertext
/′haɪpətekst/ noun 1. a multimedia system of organising information in which certain words in a document link to other documents and display the text when the word is selected 2. a way of linking one word or image on an Internet page to another page in which clicking on certain words or images moves the user directly to the relevant new page
HyperText Markup Language
/′haɪpətekst ˌmɑrˈkeɪp ˌlæŋɡwɪdʒ/ noun full form of HTML
hypertext transfer protocol
/′haɪpətekst ˈtrænsfɔr|prəˌtækəl/ noun full form of HTTP
hyphen /ˈhaɪf(ə)n/ noun a punctuation mark (-) used to join two words together, as in 'two-sided'
hyphenated /ˈhaɪfəntəd/ adjective formed of two words joined by a hyphen
hyphen stringing /ˈhaɪfən strɪŋɪŋ/ noun the process of using hyphens to combine terms

hypothesis /ˌhæpəˈθɛsɪs/ noun a theory which has not yet been tested to prove its truth (NOTE: The plural is hypotheses.)
hypothetical /ˌhaɪpəˈθɛtɪk(ə)l/ adjective based on suggestions rather than proved or tested