OAI abbreviation Open Archives Initiative
obelus /'əbələs/ noun a printed mark (†) used in modern editions of ancient manuscripts to indicate that the passage marked is thought not to be genuine
obit /'əbət/ verb from the Latin word meaning ‘died’; usually abbreviated to ‘ob’ o ob. 1791
obituary /ˈəbɪtʃuəri/ noun a piece of writing about the character and achievements of somebody who has just died
objective /əbˈdʒektɪv/ noun what somebody is trying to achieve by a particular course of action a adjective not concerned with thoughts or feelings
oblique /əˈblɪk/ adjective 1. indirect and difficult to understand 2. sloping at an angle to the right
obscene /ˈəbʃizn/ adjective shocking or offensive, usually because of pictures or references to naked people, sexual acts or bodily functions
obscene publication /ˈəbˌsɪzn ˌpʌblɪkˈɛrɪʃ(ə)n/ noun a book, film or any publication which offends against an accepted standard of decency
observation /ˌəbəˈzɛf(ə)n/ noun the act of watching somebody or something very carefully, especially for the purpose of research or study
obsolescent /ˌəbəˈles(ə)nt/ adjective becoming obsolete
obsolete /əbˈsələt/ adjective no longer needed because something newer or more efficient has been invented or designed
obtainable /əbˈteɪnəbl(ə)/ adjective easily available
obverse /ˈəbvrəs/ noun the opposite opinion in an argument or situation looked at from the opposite point of view
occasional publication /ˈəkˌsərʃənl pəˈleʃən/ noun a document that does not appear on a regular basis
occasional user /ˈəkˌsərʃənl pəˈleʃən/ noun a person who does not use a service or system very often
occidental /ˌɒksəˈdent(ə)l/ adjective relating to the countries of Europe and America, commonly known as the Western world
occupation /ɒkˈjuːpəʃ(ə)n/ noun a job or profession
occidental hazard /ˌɒksəˈdent(ə)l hæzəd/ noun something unpleasant or even dangerous that somebody may encounter as a result of doing their job
OCLC abbreviation Online Computer Library Center
OCR abbreviation 1. optical character reader 2. optical character recognition
octavo /ˈɒkittedəʊ/ noun a page made when a sheet of paper is folded three times, giving a 16-page section. Also called eightho. Abbr 8vo
octodecimo /ˌɒktəˈdɛsməʊ/ noun a book size of about 10 x 16 cm/4 x 4 ¼ in, or a book of this size. Abbr 18mo
odd number /ˈɒd ˈnæmbəl/ noun a number which cannot be divided by 2 to give a whole number; 5 and 7 are odd numbers.
OED abbreviation Oxford English Dictionary
offcut /'ɒfkt/ noun scrap paper left over when a sheet is trimmed to size
off-duty /'ɒf dʒʊtɪ/ adjective not at work for a period of time. Compare on-duty
office automation /'ɒfɪs əˌstreɪ tʃ/ noun the use of machines and computers to carry out office tasks
official /'ɒfɪʃl/ adjective 1. relating to a government or an official body 2. official name a legal name for something 3. official name the name used by a country or an organization on the Internet, in addresses and in mailing labels
officialdom /'ɒfɪʃəldom/ noun the organization of government officials
official publication /'ɒfɪʃl pʌblɪ'keɪʃn/ noun a document produced and published by official bodies, often kept by libraries as reference material
official record /'ɒfɪʃl rekɔr/ noun something that is not under the control of a central computer, usually temporarily
official seal /'ɒfɪʃl sɛl/ noun 1. a mark used to identify something, often a government document or other official document, made of metal or wax
officially /'ɒfɪʃəli/ adverb in an official way
officials /'ɒfɪʃlz/ plural noun government leaders, workers, or officials
officials' cars /'ɒfɪʃlz kɑːz/ plural noun government vehicles or official cars
officialdom /'ɒfɪʃəldom/ noun the organization of government officials
officials' records /'ɒfɪʃlz rɛkɔrdz/ plural noun government or official records
old stock /'əʊld stɔk/ noun books or documents that have been withdrawn from public use and either disposed of or kept in reserve
Olympic Games /'əʊlmpɪk ˈgɛrmzl/ plural noun international sports competitions at a very high level held every four years in a different country
om abbreviation in Internet addresses, the top-level domain for Oman
omission factor /'əʊmɪʃn fəktə/ noun the number of relevant documents missed in a search
omission marks /'əʊmɪʃn mɑːks/ plural noun three dots (…) used in a quotation to show that something in the original has been left out
omit /'əʊmɪt/ verb 1. to leave something out or not put something in 2. to fail to do something 3. He omitted to include information in his report
omnibus /'ɒmnbəs/ noun a collection of stories or articles by one or more authors bound into one book
omnibus edition /'ɒmnbəs ɪ'dʒən/ noun an edition of a series of books or short stories in one volume
OMR abbreviation 1. optical mark reader 2. optical mark recognition
on /ən/ preposition 1. placed on top of something 2. done by a machine or instrument 3. work on a computer 4. serving as a member of a council or committee 5. She was on three committees 6. on approval relating to goods that are kept for a short time by a customer without payment, so that they can decide to buy or return them 7. on demand providing something only when it is asked for 8. on disk held on a computer floppy disk which can be transferred to other machines 9. on hand readily and immediately available 10. on screen displayed on a computer screen rather than printed out 11. on site in the building where the user is working
on-duty /'ɒn dʒʊtɪ/ adjective at work, usually for a set period of time. Compare off-duty
one-off /'wʌn 'nf/ noun something that happens or is made only once
onerous /ˈɔnərəs/ adjective involving difficult or unpleasant work
one to one /ˈwʌn tə ˈwʌn/ adverb working or talking with one person only
online /ˈɒnlaɪn/ adjective 1. connected to a mainframe computer often by a remote terminal. 2. The sales office is online to the warehouse. 3. We get our data online from the stock control department. 4. relating to data or information that is available when a terminal is connected to a central computer via a modem.

online catalogue /ˈɒnlaɪn ˈkætəlɒɡ/ noun access to a library’s catalogue online, usually including a search facility.

"Minister for Communications, Information Technology and the Arts, Helen Coonan, launched the new online catalogue Libraries Australia at Parliament House yesterday, which allows people to search for information across national, state and university libraries as well as most public, research, government, health and other specialist libraries." [Canberra Times]

Online Computer Library Center /ˈɒnlaɪn kəmˈpiːtəl ˈləbrəri zentər/ noun a computer library service which provides its members with library resources electronically. Abbr OCLC

online database /ˈɒnlaɪn ˈdeɪtəˌbæs/ noun an interactive search, retrieve and update of database records using an online terminal.

online editing /ˈɒnlaɪn ˈɛdɪtɪŋ/ noun text editing by an editor or sub-editor on a terminal linked directly to the main computer.

online information retrieval /ˈɒnlaɪn ˌɪnfəˈmɛtʃən rɪˈtrɪvl/ noun a system that allows an operator of an online terminal to access, search and display data held in a main computer.

online processing /ˈɒnlaɪn ˈprəʊsesɪŋ/ noun processing by devices connected to and under the control of the central computer, in which the user remains in contact with the central computer while the processing is being carried out.

Open Archives Initiative /ˈɒpən ˈɔrəkiːvz ˌɪnfəˈmeɪtv/ noun a body that
promotes standards in archiving which allow systems to operate successfully together and exchange information. Abbr OAI

open back file /ˌɔpən ˈbæk ˈfeɪl/ noun a box file in the shape of a book for holding pamphlets and papers, with a back which can be easily opened

open day /ˈɔpən ˈdeɪ/ noun a special day when the public are allowed to visit an institution

open entry /ˈɔpən ˈɛntrɪ/ noun a catalogue entry which leaves room for additions. The library did not have all the items in the set, so it used an open entry to allow for additions later.

opening hours /ˈɔpərnɪŋ ˈhauəz/ noun the hours during which a company, organisation or service is open to the public

open question /ˈɔpən ˈkwɛstʃən/ noun a question that can be answered by different opinions or views

open-source /ˈɔpən ˈsɔrs/ adjective relating to software or information that is free to be accessed, distributed, copied and used by any person without licensing or copyright restrictions

Open University /ˈɔpən ˈjuːnɪvɜːsəti/ noun an institution of higher education in the UK which does most of its teaching by distance learning materials and the use of the national broadcasting networks. Abbr OU

OpenURL /ˈɔpərnjuːl/ noun a computer language which identifies the person trying to access a document online and uses metadata to take them to the most appropriate format or version of that document

operate /ˈɔpəreɪt/ verb to work or make something work

operating instruction /ˈɔpəreɪtɪŋ ɪnˈstrʌkʃən/ noun a command which explains how to work a machine

operating system /ˈɔpəreɪtɪŋ ˈɒpsərətɪŋ sɪstəm/ noun basic software which controls the running of a computer

operating time /ˈɔpəreɪtɪŋ taɪm/ noun the time required to carry out a task

operational /ˌɒpəˈreɪʃənl/ adjective in working order

operational indicators /ˌɒpəreɪʃənl ˈɪndɪkətəz/ plural noun statistics which indicate how a system or organisation is functioning

operator /ˈɒpərətər/ noun a mathematical symbol, term or other entity that performs or describes an operation, e.g. a multiplication or subtraction sign

opinion /ˈɒpənɪʃən/ noun a belief, view or judgement

op. no. abbreviation opus number

oppose /ˈɔpəs/ verb 1. to express strong disagreement 2. to contrast one thing to another deliberately in order to emphasise a particular point of view as opposed to contrasting two things when you want to emphasise the first one

opposite number /ˈɔppəsɪt ˈnʌmbər/ noun a person who does the same job as you in a different department or institution

optical bar reader /ˈɑptɪkl ˈbɑrdər/ noun an optical device that reads data from a barcode. Also called optical wand

optical character reader /ˌɑptɪkl ˈkærɪktər ˈreidər/ noun a device that scans printed or written characters, recognises them and converts them into machine-readable codes for processing in a computer. Abbr OCR

optical character recognition /ˌɑptɪkl ˈkærɪktər ˈrekənɪʃən/ noun a technique for machine reading which uses special forms of type. Abbr OCR

optical disk /ˌɑptɪkl ˈdɪsk/ noun a rigid computer storage disk with data stored as tiny pits in the plastic coating, readable by laser beam

optical information system /ˌɑptɪkl ˌɪnfəˈmeɪʃən ˌsɪstəm/ noun an encoded format for information storage, e.g. CD-ROM

optical mark reader /ˌɑptɪkl ˈmɑrk ˈreidər/ noun a device that can recognise marks or lines on a special form such as an order form or a ques-
1. understand what others say in a way that others understand and to which you will then pay for something successful feeling or belief that the future will be ordered and safe

2. optimism optimisation noun making the best possible use of a situation or asset optimismism noun a feeling or belief that the future will be successful

optical mark recognition /ˈɒptɪkl(ə) mɑːk ˌrekəˈmɪn/ noun a process that allows certain marks or lines on special forms to be recognised by an optical mark reader, and input into a computer Abbr OMR

optical scanner /ˈɒptɪkl(ə)ˈskænər/ noun a piece of equipment that converts an image into electrical signals which can be stored in and displayed on a computer optical storage /ˈɒptɪkl(ə)ˈstəːriːdi/ noun data storage using visual mediums such as microfiche or optical disk optical wand /ˈɒptɪkl(ə) wʊnd/ noun same as optical bar reader optimisation /ˈɒptɪməˈzeɪʃən/, optimization noun making the best possible use of a situation or asset optimism /ˈɒptɪmɪz(ə)m/ noun a feeling or belief that the future will be successful

option /ˈɒpʃən/ noun 1. something that can be chosen 2. freedom to choose something opus /ˈɔːpəs/ noun a work of music or art, often abbreviated and used with an opus number to indicate the chronology of the work within a composer’s total work Beethoven Op 23 Abbr op opus number /ˈɔːpəs ,ˈɒmpər nʌm bər/ noun a number which identifies when a work was written or, sometimes, published. Abbr op, no.

ORACLE /ˈɔːrək(ə)/ noun a teletext system used by the UK Independent Broadcasting Authority oracy /ˈɔːrəsɪ/ noun the ability both to convey thoughts and ideas orally in a way that others understand and to understand what others say ORBIT Infoline /ˈɔːbrɪtˌɪn fɔːləm/ noun a database host specialising in patents, science, engineering, health and safety order /ˈɔːdər/ verb 1. to arrange things according to a system 2. to ask for something to be brought or sent to you which you will then pay for in order 1. in sequence 2. working properly

Ordnance Survey map /ˈɔːdnəns ˈɔːvə, ˈmeɪp/ noun a detailed map of Britain or Ireland known as the Ordnance Survey, originally used for military purposes. Abbr O.S.

org abbreviation in Internet addresses, the generic top-level domain for noncommercial organisations organisation /ˌɔːɡəˌneɪʃən/, organization noun 1. a company or group of people doing things together 2. the structure of something, especially the way in which different parts are related to each other

organisational culture /ˌɔːɡəˌneɪʃənˌkʌlətʃən/, organisational learning /ˌɔːɡəˌneɪʃənˌlɜːnɪŋ/ noun the expectations and conventions in the management of an organisation

oriental /ˌɔːrɪˈɛnt(ə)l/ adjective of the East, especially China, Japan and nearby countries

orientation /ˌɔːrɪˈənˈteɪʃən/ noun 1. the direction of a page, either landscape (long edge horizontal) or portrait (long edge vertical) 2. information or training that is necessary in order to understand a new subject, job, activity or situation oriented /ˌɔːrɪˈɛntɪd/ adjective relating to the direction of the interests of a person or organisation

origin /ˈɔːrɪdʒɪn/ noun 1. the place or time of the beginning of something 2. a country, place or social class of a person’s parents or ancestors

original /ˈɔːrɪdʒɪn(ə)l/ noun 1. the first document from which copies have been made 2. a piece of writing or music that is genuine and not a copy

orphan /ˈɔːf(ə)n/ noun the first line of a paragraph when it is printed by itself at the bottom of a column or page

orthodox /ˈɔːrθədɑːks/ adjective believed or accepted by most people

ory /ɔːrɪ/ suffix forming adjectives with the sense of ‘the nature of’ o advisory

O.S. abbreviation out of stock O.S. abbreviation Ordnance Survey
-ose /əʊz/ suffix forming adjectives with the sense of ‘characterised by’ ○ grandiose

OU abbreviation Open University

out- /aʊt/ prefix used with verbs to show that you can do the action better than another person ○ They were outbid at the auction by someone with more money.

outcome /ˈaʊt.kəm/ noun the result of an action or process

outlay /ˈaʊt.leɪ/ noun an amount of money spent, especially at the beginning of a project

outlet /ˈaʊt.let/ noun the market for a product, shop or organisation which sells commodities

outline /ˈaʊt.laɪn/ noun 1. the edge round an image 2. a rough draft or summary ● verb to describe the main features of something

outnumber /ˈaʊt.ˈnʌm.bər/ verb to have more people or things than another group

out of date /ˌaʊt əvˈdɛt/ adjective, adverb no longer in general use or past the date for legal use ○ Their computer system is years out of date. ○ They are still using out-of-date equipment.

out of print /ˌaʊt əvˈprɪnt/ adjective relating to a book of which the publisher has no copies left and which is not going to be reprinted. Abbr OP

out of stock /ˌaʊt əvˈstɒk/ adjective relating to a publication of which the supplier or retailer has no copies at present. Abbr OS

output /ˈaʊt.ˈpʊt/ noun the amount that a person, organisation or machine produces ● verb to print work done on a computer

output device /ˈaʊt.ˈpʊt ˈdɪ.vʌɪs/ noun a device such as a monitor or printer, which allows information in a computer to be displayed to the user. Compare input device

outside broadcast /ˌaʊtsайд ˈbrɔːzdʒkt/ noun a programme made for radio or television outside the studio

outside supplier /ˌaʊtsайд ˈsuːplər/ noun a person who provides information from outside a company or organisation

outsource /ˈaʊtsɔːs/ verb to send work out to be done by freelance workers outside the company or organisation

outstanding /ˌaʊt.stændɪŋ/ adjective 1. excellent 2. still to be done or completed ○ Outstanding invoices must be paid by the end of the year.

outweigh /ˌaʊt.ˈweɪ/ verb to be more important or significant than something else

overall /ˌəʊvərˈɔːl/ adjective including everything in general but not considering the details ○ an overall view

overcharge /ˌəʊvərˈtʃɑːdʒ/ verb to ask for more money than is reasonable for a product or service

overdue /ˌəʊvərˈduː/ adjective past the due date ○ overdue library books

overdue notice /ˌəʊvərˈduːˌnəʊtɪs/ noun a written request to a reader to return books or materials that are overdue

overhead projector /ˌəʊvərˈhed prəˈdʒektə/ noun a machine for displaying an image of transparent artwork on a screen, usually for the purposes of teaching or presentations. Abbr OHP

overink /ˌəʊvərˈɪŋk/ verb to cover in too much ink so that the printing image is unclear

overlap /ˌəʊvərlæp/ noun the point at which things start to be duplicated ○ There was an overlap of ten minutes between the two periods of library duty.

overlapping cover /ˌəʊvərlæpɪŋ ˈkʌvər/ noun a paper cover which is not cut flush, but projects beyond the text pages

overlay /ˌəʊvərləʊ/ noun a transparent sheet used with overhead transparencies to add information at a specific time and place

overleaf /ˌəʊvəlɛf/ adverb on the other side of the page

overseas /ˌəʊvərˈseɪs/ adjective used in the UK to describe people from other countries ○ They are not called overseas students now but international students.

oversee /ˌəʊvərˈsiː/ verb to supervise a person or task
oversight /ˌɔvərsɔːt/ noun an omission or a careless mistake because of failure to notice something

oversize /ˌɔvərsai/ adjective books and other printed materials that are larger than the standard book sizes and are often stored in a special area

overstock /ˌɔvəstrɑːk/ verb to keep more books, documents or information than is necessary for the users being served

overtime /ˌɔvə'taɪm/ noun time that is worked in addition to contracted hours and for which you are usually paid extra

overworked /ˌɔvər'wɜːkt/ adjective working too hard or for too long

overwrite /ˌɔvər'raɪt/ verb to replace an electronic file containing data or a computer program in memory or on a disk with a new file of the same name

own brand /əʊn 'brend/ adjective relating to goods packaged and marketed under a name belonging to the company selling them

ownership /əʊ'nəʃɪp/ noun the position of owning something. The ownership of information is a difficult matter to determine.

Oxford English Dictionary /ˌɒksfərd ˌɛnɡliʃ dɪˈkʃənri/ noun a complete collection of words and definitions for the English language, also available on CD-ROM. Abbr OED