p abbreviation page ○ Table 6 is on p 23 and tables 7–9 are on pp 24 & 25. (NOTE: The plural is pp.)

pa abbreviation in Internet addresses, the top-level domain for Panama

pack /paːk/ noun a packet of information containing items such as leaflets or maps relevant to a particular topic. verb to put things into containers or parcels so that they can be sent to another address

packet /ˈpektət/ noun a small parcel

packet switched data service /ˈpektət swɪtʃd ˈdetət, ˈpektət swɪtʃd ˈnetwɜːk/ noun a service which transmits data in packets of set length. Abbr PSN

packet switching /ˈpektət ˌswɪtʃɪŋ/ noun a method of dividing data into small packets for transmission between terminals and networks

packing list /ˈpektɪŋ lɪst/, packing slip /ˈpektɪŋ slɪp/ noun a note sent with goods to say that the goods have been checked against the order

pad /pæd/ noun several pieces of paper joined together at one edge so that each piece can be torn off after use

PAD /pæd/ noun a device for making up the packets in a packet switching system. Full form Packet Assembler/Disassembler

padded envelope /ˈpædɪd ˈenvələʊ/ noun an envelope that has a soft lining to protect goods sent through the post

padding /ˈpædɪŋ/ noun unnecessary information put into a speech or written document to increase the length

page /peɪdʒ/ noun 1. one side of a sheet of paper in a book, newspaper or magazine. 2. a computer text which will fill one sheet of paper when printed out. 3. a document or item of information on the Internet available through the World Wide Web. verb to call for somebody over the public address system in a large building such as a hotel or airport

page break /ˈpeɪdʒ brēk/ noun a line on a screen of word-processed text which shows where the end of the printed page will occur

page layout /ˈpeɪdʒ ˈleɪaut/ noun a word-processing facility which allows the text to be formatted in different ways

page preview /ˈpeɪdʒ prɪvju/ noun a word-processing facility which shows the shape of the text to be seen before printing

pager /ˈpeɪdʒər/ noun a small device carried in the pocket which allows someone to be called from a telephone in a central office by using a radio signal

paginal /ˈpædʒɪn(ə)l/ adjective exactly duplicating a previous edition or version, so that the same text appears on the same page in both

paginate /ˈpædʒɪnteɪt/ verb to number the pages of a book or document

pagination /ˌpædʒɪˈneɪʃən/ noun a system of numbering the pages in a document

COMMENT: Page numbers usually start with a series of roman numerals (i, ii, iii, etc.) for the prelims, and then change to Arabic numerals for the main text pages. The main text is paginated from page 1 again, with the result that the last folio in
a book is rarely the same number as the actual extent.

paleography /ˌpeɪliˈɡrɑːfi/ noun the study of ancient writing and documents

palimpsest /ˌpælɪmˈspiːst/ noun a manuscript in which the first text has been partly erased and replaced by the second text

pamphlet /ˈpæmflɪt/ noun a small thin book, with at least 6 but not more than 48 pages and a paper cover, used to convey information

pamphlet box /ˈpæmfliːt boʊks/ noun a box specially designed to hold pamphlets within a storage system

P&P abbreviation postage and packing

panel /ˈpæn(ə)l/ noun 1. a rectangular piece of paper on the spine of a book, giving the title and author 2. a list of works by the same author printed on the page facing the title page

panelist /ˈpæn(ə)lɪst/ noun a person who sits with a group of other people to perform a group task o The librarian was one of the interview panelists.

paper /ˈpeɪpər/ noun 1. a material made of cellulose fibres derived mainly from wood pulp, which is processed into thin sheets and used for writing, printing and drawing 2. same as newspaper 3. part of a written examination

4. a long essay on an academic subject

COMMENT: The first paper was made from old cloth, torn up, and mixed with water. Good quality paper is still made in this way, though most papers are now made from wood. The base material is wood which has been debarked, then shredded. If it is ground fine to make pulp it is called mechanical pulp; if it is mixed with various chemical substances to remove impurities and soften the tissues to form pulp, it is called chemical pulp. The pulp is laid on a wire mesh which retains the solid fibres and lets the water drain away. After most of the water has been removed, the paper is put through rollers which dry and calender it. Paper is made in many different qualities, each of which is suitable for a certain printing process, or for writing and drawing. Note that the paper usually constitutes the highest cost in book manufacture, especially where long printruns are concerned.

paperback /ˈpeɪpəbæk/ noun a book with a paper or light card cover a adjec-
tive with a thin flexible cover, instead of a hard cover

paperback original /ˌpeɪpəbæk əˈrɪdʒɪn(ə)l/ noun a book which is published first as a paperback and which later may be issued in a hardcover edition

paperbased record /ˌpeɪpəˈbɛɪst ˈrekɔrd/ noun a record kept on paper or card rather than on a computer

paper-bound /ˈpeɪpər baʊnd/ paper-covered /ˈpeɪpər ˈkʌvəd/ adjective denoting a book bound with a paper cover

paper deterioration /ˈpeɪpər diˈtɛrɔrɪeɪʃən/ noun the effect of age or damage on paper which causes it to discolour, tear or become brittle

paperless office /ˌpeɪpərˈlɛs ˈɒfɪs/ noun an office that uses only electronic means of working, without any hard copy of materials

The number of digital documents printed is increasing despite predictions of the paperless office, according to a new survey. Research firm Ovum revealed that 74% of firms said they were required to keep documents in hard copy format.

[Printing World]

papers /ˈpeɪpəz/ plural noun official documents, e.g. passport, identity card and visa

paper trail /ˈpeɪpər ˈtreɪl/ noun a sequence of documents that can be used by an investigator as a record of somebody's actions or decisions

paperweight /ˈpeɪpərwɛt/ noun 1. a small heavy object, often decoratively designed, which can be placed on piles of paper to stop them blowing away 2. the weight of a quantity of paper, used to describe its quality

COMMENT: In Britain, the weight of paper is calculated in grams per square metre (gsm). In the USA, it is expressed as the weight of 500 sheets of paper (i.e. a ream) of a standard 25 x 38 inch size, measured in pounds.

paperwork /ˈpeɪpərˈwɜrk/ noun the routine part of a job which involves tasks such as dealing with letters and writing reports
paradigm /ˈpærədæm/ noun a model or typical example of something
paragraph /ˈpærəgraf/ noun a section of writing which contains one main idea, always starts on a new line, and is often indented
parallel edition /ˌpærəl əl ˈedɪʃən/ noun a publication in which different editions of the same work are published side by side, especially the same text in different languages
parallel processing /ˌpærəl əl ˈprɔːsəsɪŋ/ noun computer operations that occur simultaneously
parallel publishing /ˌpærəl əl ˈpʌb lɪʃɪŋ/ noun the simultaneous production of a text in printed and electronic format
parameter /ˈpɑːrəmətər/ noun a limit which affects how something is done or made
paraphrase /ˌpærəfreɪz/ verb to summarise a person's ideas in one's own words
parchment /ˈpɑːrʃm/ noun writing material made from the thinly stretched skin of sheep or goats
parentheses /ˈpærənθəsɪz/ plural noun punctuation signs ( ) used to show that part of the text is an incidental comment or providing an explanation (often incorrectly called 'brackets')
parents' association /ˈpærənts oʊ əˈsəʊʃən/ noun a group of parents who meet to discuss issues of importance to their children's schools
parliament /ˈpærələmənt/ noun a group of people who are elected to represent the citizens, and can make or change the laws of a country
parliamentary directory /ˌpærələmərəri ˈdɛktrəri/ noun a list of the members of parliament with details about their careers
parliamentary paper /ˌpærələmərəri ˈpeɪpər/ noun a policy statement issued by parliament either as a proposal for law or for consultation
parliamentary publication /ˌpærələmərəri ˈpʌblɪkəʃən/ noun information or a report published by the government, e.g. by HMSO in the UK
parliamentary record /ˌpærələmərəri ˈrekər/ noun a record of what is said in the debates in parliament, published in the UK as Hansard
participant /ˈpɑːtsɪpənt/ noun somebody who takes part in an activity or event
participate /ˈpɑːtsɪpət/ verb to take part or become involved in something
partition /pərˈtʃərn/ noun a model
partition /pərˈtʃərn/ noun a division of a room, land, etc.
partition /pərˈtʃərn/ noun a division of a room from another
partition /pərˈtʃərn/ noun a division of a room from another
pass /pɑs/ verb to pass something or go across, over, through, etc.
password /ˈpɑsˌwərd/ noun a secret word or phrase that allows somebody to use a computer system or get into a building
patch /pɑtʃ/ noun the process of making small additions to a PostScript file without altering the original code underneath
patent /ˈpeɪtənt/ noun an official right given to the inventor or originator of a product to control its manufacture and sale for a period of time ■ verb to register an invention with the patent office

patentee /ˈpeɪtənti/ noun the person in whose name a patent is registered

patent file /ˈpeɪtənt flai/ noun patent specifications and drawings indexed by subject, country and number or name of patentee

patent office /ˈpeɪtənt ˌɒfɪs/ noun a government office in the UK which controls the issuing of patents


path /pæθ/ noun a particular course of action ○ Here are many paths to success.

patron /ˈpeɪtrən/ noun a person or group that encourages and supports an activity, sometimes with money

pattern /ˈpeɪtərn/ noun a particular way something is done or organised ○ The work patterns need to be changed.

pay /peɪ/ noun money received in return for work ■ verb 1. to give somebody money in exchange for goods or services 2. to be profitable ○ These days there is a move towards making some library services pay.

pay factor /ˈpeɪ ˈfækta/ noun the effect of wages on the demand for work

payment /ˈpeɪmənt/ noun a sum of money given to somebody in return for goods or services

payment date /ˈpeɪmənt ˈdeɪt/ noun the date by which a bill must be paid

payphone /ˈpeɪfoʊn/ noun a public telephone in which the user can pay for calls by coins or cards

payroll /ˈpeɪrəul/ noun a list of employees who are paid wages or salaries by a company

PDA /ˈpeɪdiə/ noun personal digital assistant

PDF /piːdɪ/ noun a data file generated from PostScript that is platform independent, application independent and font independent ○ Acrobat is Adobe’s suite of software used to generate, edit and view PDF files. Full form Portable Document Format

pe /piː/ noun in Internet addresses, the top-level domain for Peru

peak /piːk/ adjective relating to the highest point or maximum value of a variable

peak demand /ˈpiːk ˈdɛmənd/ noun the highest level of demand from users for services

peak time /ˈpiːk taim/, peak period /ˈpiːk ˈpiəriəd/ noun the time of day when most people do something

pedagogy /ˈpedædʒədʒi/ noun the science or profession of teaching

peer /piː/ noun a person of the same age or social status

peerage /ˈpiərɑːdʒ/ noun a book listing the members of the nobility and giving information about their families

peg /pɛɡ/ verb to fix the value or level of something and prevent it from changing

pending /ˈpeɪndɪŋ/ adjective awaiting attention, about to be dealt with soon ○ ‘We believe that with the continued importance of controlling and managing global content in a multinational business, our GIM solution is instrumental…’ [Company News Feed]

pending file /ˈpeɪndɪŋ flai/ noun a file for keeping papers about matters which cannot be dealt with immediately

PEN International /ˌpeɪn ɪntəˈneɪʃnəl/ noun an international fellowship of writers in any genre which aims to promote freedom of expression and international cultural understanding

pen name /ˈpeɪn ˈneɪm/ noun a name taken by an author which is not his or her real name
People’s Network

People’s Network /ˈpiː(ʊ)lɪz,netwərks/ noun an online public library service managed by the Museums, Libraries and Archives Council

period /ˈpɪərɪɒd/ noun 1. a particular length of time 2. US a full stop • intersection used to emphasise that there is no more to be said about a subject

periodic /ˌpɪərɪˈɒdɪk/ adjective happening occasionally but fairly regularly. Also called periodical

periodical /ˌpɪərɪˈɒdɪk(ə)l/ noun a magazine or journal, especially a serious academic one • adjective same as periodic

periodical control /ˌpɪərɪˈɒdɪk(ə)l kəntroʊl/ noun a system for organising journals in a library

periodical index /ˌpɪərɪˈɒdɪk(ə)l ɪndɪksi/ noun 1. an index to one or more volumes of a periodical 2. a cumulative subject index issued at stated intervals

periodic transfer /ˌpɪərɪˈɒndɪk ˈtɜːnsfɜːr/ noun the regular movement of records or data at specific time intervals • Periodic transfer of records was done monthly.

period of notice /ˌpɪərɪˈəʊv nəʊtɪs/ noun time which must be worked after giving notice of leaving a job

peripheral /pəˈrɪf(ə)rəl/ adjective not essential, attached to the edge of something else

peripherals /pəˈrɪf(ə)rəlz/ plural noun items of hardware such as terminals, printers, monitors, etc. which are attached to a main computer system

perk /pɜːk/ noun a privilege or advantage additional to what is usual or expected • A perk of writing book reviews is that you can keep the review copy. (Note: Perk is short for ‘perquisite’.)

permanence /pɜːrˈmænsəs/ noun the ability of paper not to yellow or become brittle with age

permanent /pɜːrˈmænənt/ adjective expected to last for ever or for a very long time

permanent paper /pɜːrˈmænəntˈpɜːpəs/ noun acid-free paper

permeate /pɜːmɪˈeɪt/ verb to spread through and affect every part

permit noun /pɜːrˈmit/ an official document allowing somebody to do a
particular thing o You have to have a permit to study in this library. ■ verb /ˈpɜːmɪt/ to allow something to be done
permitted term /ˈpɜːmɪtɪd/ 'tɜːm/ noun a term that is used according to indexing conventions and must follow specific order rules
permutation /ˌpɜːməˈtjuːʃən/ noun one of a set of ways in which things can be arranged o There were so many permutations to the combination for the lock that it was very secure.
persist /ˈpɜːsɪst/ verb to continue doing something even though it is very difficult or time-consuming
persistent /ˈpɜːsɪstənt/ adjective continuing to exist for a very long time
persistent identifier /ˈpɜːsɪstɪdɪˈentɪfɪər/ noun an Internet link to a resource which will work even if the resource is moved to a different location
personal /ˈpɜːsənl/ adjective belonging to you
personal attention /ˈpɜːsən(ə)l əˈtenʃən/ noun the action of dealing with a matter by oneself
personal computer /ˈpɜːsən(ə)l əˈkɒmən pɜːˈʃʌtə/ noun a small computer designed mainly for home or light business use. Abbr PC
personal development /ˈpɜːsən(ə)l dɪˈvɛləmənt/ noun the process of gaining additional knowledge, skills and experience in order to develop your own talents and fulfil your own potential
personal digital assistant /ˈpɜːsən(ə)l ˈdɪɡɪtəl əˈsɪstənt/ noun a small hand-held computer with facilities for taking notes, storing information such as addresses, and keeping a diary, usually operated using a stylus rather than a keyboard. Abbr PDA
personal environment /ˈpɜːsən(ə)l ɪnˈvɜːrənˌmənt/ noun everything around you that affects your daily life
Personal Identification Number /ˌpɜːsən(ə)l ɪdˈɛntɪfɪkeɪʃən/ noun a short code given to people for use with credit and debit cards. Abbr PIN

155 phone card
personalised /ˈpɜːsəlɪzaɪzd/ personal /ˈpɜːsənl/ adjective printed with a person’s name and/or address
personalised stationery /ˈpɜːsəlɪzaɪzd stɪˈteɪʃənɪri/ noun letters, paper or cards printed with your address and sometimes your name
personal knowledge management /ˈpɜːsənl ˈnɪdʒɪmænˌdʒmənt/ noun a conceptual framework to organise personal knowledge so that it can be systematically applied and built upon. Abbr PKM
personnel /ˈpɜːsən(ə)l/ plural noun the people who work for an organisation
pf abbreviation in Internet addresses, the top-level domain for French Polynesia
pg abbreviation in Internet addresses, the top-level domain for Papua New Guinea
ph abbreviation in Internet addresses, the top-level domain for Philippines
phase /feɪz/ noun a particular stage in the development of something ■ verb to do something in stages
phased changeover /feɪzd ˈfeɪzdez/ noun a change which takes place in stages over a period of time
phase in /feɪz ˈɪn/ verb to introduce something gradually
phase out /feɪz ˈaʊt/ verb to stop using something gradually
PhD abbreviation Doctor of Philosophy
phone /feɪn/ noun an electronic device which enables two people who each have one to talk to each other over a distance ■ verb to use a phone to contact another person
phone back /feɪn bɛk/ verb to make a telephone call to somebody who has just called you
phone book /feɪn bʊk/ noun a book which lists names of people or companies with their addresses and telephone numbers
phone card /feɪn ˈkɑːrd/ noun an electronically coded card which enables the user to pay for calls on a public phone without using coins
phone number /ˈfəʊn ˈnʌmbər/ noun a set of figures which identifies the phone line that is being used
phonetics /ˈfəʊnɪtɪks/ noun the study of speech sounds
phonetic script /ˈfəʊnetɪk ˈskrɪpt/ noun a system of writing the sounds of language by using one symbol for each sound
photocopier /ˈfəʊtəʊkəpiər/ noun a machine that copies documents by photographing them very quickly
photocopy /ˈfəʊtəʊkəpi/ noun an exact copy of a document produced by a photocopier, in black and white or colour a verb to make a copy of a document by using a photocopier
photograph /ˈfəʊtəɡrɑːf/ noun a picture formed by exposing light-sensitive paper to light using a camera
photograph directory /ˈfəʊtəɡrɑːf dəriˌkərt(ə)rɪ/ noun a list of photographs held by a special photo library, often catalogued by subject
photographic /ˈfəʊtəˈɡræfɪk/ adjective used to describe anything to do with photography or photographs
photography /ˈfəʊtəɡrəfɪ/ noun the art or skill of producing photographs including use of a camera and the processing of the films
photogravure /ˌfəʊtəˈɡrævʊə/ noun a printing method in which the paper is pressed directly on to the printing plate
photoprint /ˌfəʊtəˈprɪnt/ noun the final proof of a typeset copy
photostat /ˌfəʊtəˈstæt/ noun same as photocopy
phototext /ˌfəʊtəˈtekst/ noun characters and text produced by a phototypesetter
phototypesetter /ˌfəʊtəˌtaɪpˈsetər/ noun a person who works with a computer and light-sensitive film to produce text ready for printing
COMMENT: The phototypesetter, rather like a large laser printer, normally uses the PostScript page description language and can generate type at 2,540 dpi; if the device is capable of outputting text and halftone images, it is normally called an image setter.

PHP noun a programming language used for creating websites
physical /ˈfɪzɪk(ə)/ adjective something that can be seen or touched, as opposed to a theoretical idea
physical record /ˈfɪzɪk(ə)ˈrekərd/ noun a manual form of a record rather than electronic
pica /ˈpɪkə/ noun a measurement of typeface equal to 12 point
pick up /ˈpɪk ˈʌp/ verb 1. to learn a skill or an idea easily 2. to improve o The working conditions for the library staff picked up last month.
PICS /ˈpɪks/ noun a file format used to import a sequence of PICT files on an Apple Macintosh
PICT /ˈpɪkt/ noun an Apple Macintosh, a graphics file format that stores images in the QuickDraw vector format. Full form picture
picture /ˈpɪktʃər/ noun a drawing, painting or photograph
picture file /ˈpɪktʃər ˈfɪl/ noun a collection of small pictures and cuttings, usually arranged by subject
picture library /ˈpɪktʃər ˈlɪbrəri/ noun a storage system for pictures, which can be borrowed
picture processing /ˈpɪktʃər ˈprəʊsesɪŋ/ noun analysis of the information contained in an image, usually by computer, providing recognition of objects in the image
picture researcher /ˈpɪktʃər ˈriːsərچɜːr/ noun somebody who looks for pictures relevant to a particular topic, so that they can be used as illustrations in a book, newspaper or TV programme
pie chart /ˈpaɪ ʃɑːt/ noun a statistical diagram where the ratios are shown as sections of a circle
pigeonhole /ˈpaɪdʒənhoʊl/ noun a small open section in a wall-mounted
rack used as a temporary storage space or for delivery of personal mail

**pilot** /ˈpaɪlaɪt/ **verb** to use a small-scale test to investigate whether a larger-scale operation will work **adjective** done as a small test of a potential larger project

- A pilot scheme in a temporary building was used to see if a library was needed in the area.

**pin** /pɪn/ **noun** a sharp piece of metal used for holding material or paper together

**PIN** /pɪn/, **PIN number** **abbreviation** Personal Identification Number

**PIN Bulletin** /pɪnˌbʊlɪtɪn/ **abbreviation** Patents Information Network Bulletin

**ping** /pɪŋ/ **noun** the length of time, in milliseconds, that it takes to send a packet of data to an intranet, Internet or web address to check whether it is accessible or is responding

**pipeline** /ˈpaɪplɪn/ **noun** a system for the spreading of information **in the pipeline** something which has already been started but has not yet produced an answer or result

**piracy** /ˈpaɪrəsi/ **noun** the act of illegally copying a piece of work under copyright

**pirate** /ˈpaɪrət/ **verb** to copy a patented or copyright work and sell it

**planning** /ˈpleɪnɪŋ/ **noun** the process of working out in detail how to do something before starting to do it

**planning department** /ˈpleɪnɪŋ dɪˈpartmənt/ **noun** a local government department which decides how land in a given area will be used and what buildings may be put on it

**plasticise** /ˈplæstɪsaɪzd/ **plasticize** verb to put a plastic cover over a book jacket for protection

**plate** /pleɪt/ **noun** an illustration in a book often on better quality paper than the text

**plate camera** /ˈpleɪt kəmə(r)/ **noun** a camera that uses glass plates instead of film

**platen** /ˈpleɪtən/ **noun** a roller which supports the paper in a printer

**playback** /ˈpleɪbæk/ **noun** the operation of a machine to reproduce sound or video pictures previously recorded
Play Matters

Play Matters /ˈpleɪ/ noun the working title of the UK National Association of Toy and Leisure Libraries

plenary /ˈplɛnəri/ adjective attended by everyone who should be there. The conference ended with a plenary session for all the participants.

plot /ˈplɒt/ noun a secret plan. Verb to mark co-ordinates and draw a graph using them

plotter /ˈplɒtər/ noun a computer device that draws straight lines between two co-ordinates.

COMMENT: Plotters are used for graph and diagram plotting and can plot curved lines as a number of short straight lines.

PLR /ˈplɜːrəl/ abbreviation LIBRARIES Public Lending Right

plug /ˈplʌɡ/ noun a device with metal pins which can be inserted into an electrical socket to provide power for a machine. Verb to publicise a product or event in order to encourage people to buy or watch it

plug board /ˈplʌɡ ˈbɔrd/ noun a board with several electrical sockets so that they are all connected to the same power supply

plug compatible /ˈplʌɡ kəmˈpærəbl/ adjective computer or peripheral which can be used with another system simply by plugging it in with a special plug

plural /ˈplɜːrəl/ adjective a grammatical term to describe words which refer to two or more things

pm /ˈpɜːm/ abbreviation in Internet addresses, the top-level domain for St-Pierre and Miquelon

p-mail /ˈpɛ:ml/ noun same as snail mail

pn /ˈpən/ abbreviation in Internet addresses, the top-level domain for Pitcairn Island

pocket edition /ˈpɔkɪt ɪˌdɪʃ(ə)n/ noun a book small enough to be carried in a pocket

podcast /ˈpɒdkeɪst/ noun a service that allows subscribers to download a feed such as a radio show from the Internet on to their personal handset, e.g. an iPod

poem /ˈpəʊm/ noun a piece of imaginative writing which is arranged in a particular pattern of lines and sounds

poet /ˈpəʊt/ noun a person who writes poems

Poet Laureate /ˈpəʊt ˈlɔːrət/ noun a poet appointed by the British Queen to write poems for official occasions

point /ˈpɔɪnt/ noun 1. a place or position in time. Starting point/to be on the point of to be just about to start doing something/to a point partly but not completely. It is true up to a point. 2. an idea or opinion. He made a good point in the discussion. Verb to point out, to point to to use a finger or stick to draw attention to something

pointer /ˈpɔɪntə/ noun a stick used to indicate something

point of presence /ˈpɔɪnt əv ˈpɛrsɛns/ noun a location where a user can connect to a network, e.g. a place where subscribers can dial in to an Internet service provider

point of sale /ˈpɔɪnt əv ˈseɪl/ noun the place where things sold in a shop are paid for. Abbr POS, p.o.s.

point size /ˈpɔɪnt saɪz/ noun the size of printed letters

COMMENT: In the UK and the USA, point sizes are based on the pica system; one point equals 0.3515mm (or 0.01384 inch); 12 points being one sixteenth of an inch, or 4.21mm or one pica em. In Europe, point size is based on the Didot point: one point equals 0.3759mm (or 0.0148 inch), and 12 points are one cícero.

policy /ˈpɒləsi/ noun a set of plans used as a basis for decisions

political /ˈpəʊtɪk(ə)l/ adjective concerned with the government or state

political correctness /ˈpəʊtɪk(ə)l kəˈrektɪn/ noun the use of language and behaviour that is not offensive or demeaning to any person or group of people

politically correct /ˈpəʊtɪk(ə)l kəˈrek/t/ adjective designed not to offend any category of person. Abbr PC

politics /ˈpɔltɪks/ noun the art or science of government

poll /ˈpəʊl/ noun 1. a survey in which a selected sample of people are asked
their opinions about something 2, the voting at a political election
polling station /ˈpɔlɪŋ ˈsteɪʃən/ noun a place where people go to vote at an election
polysemy /pəˈlɪsmi/ noun the quality of words having two or more overlapping meanings
polyurethane binding /ˌpɒljuərˈθi:ni bɛndɪŋ/ noun a strong adhesive binding used for heavy reference books offering good open-flat qualities. Abbr PUR
popular edition /ˌpɒpjʊˈleɪʃən/ noun a book with a selection of a survey population which considers all the different aspects to be covered
pop-up /ˈpɒp ʌp/ adjective containing cut-out figures that rise up as a page is opened • noun a book or card that contains pop-up figures
pop-up book /ˈpɒp ʌp ˈbʊk/ noun a book, usually for children, in which the pictures are cut out from the page so that they stand up when the book is opened
portrait /ˈpɔːtrɪt/ noun a painting, drawing or photograph of a person
POS, p.o.s. abbreviation point of sale
position /ˈpəʊzɪʃən/ noun a person's job or status within a company
positive discrimination /ˈpəʊzɪtɪv ˈdɪsˌkrɪmənərɪ/ noun a policy which deliberately treats one group of people better than others because they have previously been unfairly treated
positive feedback /ˈpəʊzɪtɪv ˈfiːdbæk/ noun comments which indicate that what has been proposed, done or made is liked by the customers
The new system allows users to search the site for their own purposes, rather than browse through all the collections – we have already had positive feedback from users and are looking forward both to having the full range of items available online, and to further developments that the system will enable us to achieve.” [M2 Presswire]
postcode /ˈpəʊstˌkɔːd/ noun 1. to send letters and parcels through the mailing system 2. to add the accession number to an index entry
post- /ˈpəʊst/ prefix combining with nouns, adjectives and dates to indicate that something has happened after the stated time • post-war • post-audit
postage and packing /pəʊstɪdʒ əˈpækɪŋ/ noun the cost of wrapping goods and paying for them to be delivered. Abbr p&p
postage stamp /ˈpəʊstɪdʒ stæmp/ noun a small official piece of paper which is stuck on to a letter or parcel to show that the cost of the postage has been paid
postcard /ˈpəʊstkɔːd/ noun a card, often with a picture on one side, which can be written on and sent to somebody without an envelope
postcode /ˈpəʊstˌkɔːd/ noun a system of letters and numbers used by the post office to identify towns and roads to aid the delivery of letters
post-coordinate indexing system /pou*st-kou*die*nt/ 'indeks*ns sist*am/ noun a system in which information is organised under simple main headings but with devices whereby the user can combine them to produce compound subjects

postdated /pou*st det*id/ adjective dated later than the day of issue o The cheque was postdated to the end of the month.

poster /pou*st*er/ noun a large notice or advertisement stuck to a wall or board

comment: The standard format for a single sheet poster is double crown (30 x 20 inches).

postgraduate /pou*st*gra*de*just/ noun 1. a student who already has a first degree and is studying or doing research at a higher level 2. US a graduate

posthumous /pou*st ju*ma*si/ adjective published or printed after the author’s death

posting /pou*st*ing/ noun a message sent to and displayed on an online facility such as an Internet newsgroup or bulletin board

postings list /pou*st*ingz list/ noun an alphabetical list of descriptors with the identification numbers of documents using them

post office /pou*st* o*fi*s/ noun a national organisation which controls the postal services within a country

postpone /pou*st*pu*n/ verb to rearrange for something to be done at a later date or time

postscript /pou*st*skri*pt/ noun an addition to the end of something such as a book, story or document

PostScript /pou*st*skri*pt/ a trade name for a standard page description language developed by Adobe Systems. PostScript offers flexible font sizing and positioning and it is most often used in DTP systems, high-quality laser printers and phototypesetters. o If you do a lot of DTP work, you will benefit from a PostScript printer.

potboiler /pu*bo*li*ə/ noun a work written purely to earn money with no literary merit

potential /pou*ten*əl/ noun having the possibility to develop into something better o The library needed a lot of work but had the potential to become a very efficient service. o adjective capable of becoming something better in the future o There is a large potential market for electronic information.

powered /pu*ou*rd/ adjective worked by electricity or another source of energy o gas-powered central heating

Powerpoint /pou*ou*pt/ a trade name for a piece of software developed by Microsoft that allows users to create multimedia presentations

power supply /pou*ou*sa*pl/ noun a supply of electricity to a building or work site

pp abbreviation pages

pr abbreviation in Internet addresses, the top-level domain for Puerto Rico

practical /praktik(o)l/ noun a lesson or examination in which you are asked to do tasks rather than just read or write about them

practice /praktis/ noun 1. a repeated performance of something in order to learn to do it well 2. a regular or standard course of action o It is standard practice to keep reference books in a separate area of the library. o in practice

pre-/pri/ prefix combining with adjectives to indicate something done before

precede /pri*si*de/ verb to happen before something else happens

preceding record /pri*si*di*ŋ 'rek*si*di/ noun a record that comes before the current one

precise /pri*si*s/ adjective exact and accurate

PRECIS indexing /pre*si*  'indeks*ns/ noun a technique for subject indexing originally developed for the British National Bibliography. Full form PREserved Context Index System

precision /pr*si*si*ən/ noun 1. accuracy, exactness 2. the number of relevant records returned by a search, expressed as a percentage of the total number of records returned
Precision equipment /prɪˈsiːʃən/ noun machines that are made to very accurate specifications

Pre-coordinate Indexing System /priˈkɔɔɾəndɪنم/ˈɪndeksɪŋ/ noun a system whereby the terms are combined at the indexing stage, used by the British National Bibliography

Pref. abbreviation preface

Preface /ˈprefeɪs/ noun an author’s note which comes before the introduction and after any dedication

Comment: A preface is usually written by the author, and explains briefly why the book has been written and who the readers are expected to be. A foreword, on the other hand, can be written by the author, but is more usually by another person, often a famous person whose name might be expected to increase the sales of the book.

Prefatory note /ˈprefeɪtəri/ noun a note addressed to the reader, printed at the beginning of a book

Preferment /ˈprɪfərmənt/ noun promotion to a better job

Preferred order /ˈprɪfərd/ noun a set order in which the items in a classification scheme are arranged

Preferable term /ˈprɪfərəbl/ noun a term used in a catalogue to gather together all synonymous and otherwise scattered entries. 

Publications is the preferred term for books, documents, monographs, etc.

Prefix /ˈprɪfɪks/ noun a word or letters added to the front of another word, which can change its meaning, e.g. “undone”, “misread”

Prejudice /ˈpreʤɪdɪs/ noun an unfair and often negative feeling based on incomplete knowledge and information

Prescribe /ˈprɪsriːz/ plural noun the initial pages of a book, including the title page and table of contents, which precede the main text. Also called front matter

Premise /ˈprɛmɪs/ noun something that is supposed to be true and is therefore used as the basis for an argument

Preparation /prɛrəˈpriʃən/ noun work done beforehand in order to be ready for something. They made careful preparation for the open day.

Prepublication /priˈprepləˈkeɪʃən/ noun the process of making text ready for printing by editing and checking it

Prepare /prɛriˈpeɪər/ verb to make something ready for use or for consideration

Pre offend /prɪˈəʊfən/ verb to sell a book before its official publication date

Pre-赶 

Pre-printed form /ˈprɪpərent fɔrm/ noun a form or notepaper that has some information already printed on it

Pre-赶 

Pre-

Preparation of text /ˈpreprəˈtekt/ noun the process of making text ready for printing by editing and checking it

Pre-赶/ˈprɪpəˈreɪʃən/ noun the grammatical term for words such as “by”, “with”, “on”, “under”, which indicate place or direction

Prescription /prɛsriːʃən/ noun an instruction or plan for what needs to be done in a particular situation

Prescriptive /prɪˈskrɪptɪv/ adjective giving rules and regulations for what should or should not be done

Presell /ˈprɛsɛl/ verb to sell a book before its official publication date

Present /ˈprezənt/ noun something given to a person as a gift. **Verb to**
presentation

introduce a person, idea or piece of information • adjective existing or happening now ○ the present situation

presentation /ˌprɛz(ə)ˈtreɪʃ(ə)n/ noun a talk about a specific subject given to provide information

preservation /ˌprɛzərˈveɪʃ(ə)n/ noun the provision of suitable environmental conditions to ensure the condition of library stock.

PREserved Context Index System /prɪˌzɜːvd kɒntɛnt ’ɪndɪks ,sɪstəm/ noun • PRECIS indexing

pre-set /ˈprɛːzɛt/ • adjective set to specific levels before using ○ The temperature of the heating in the library was pre-set to a comfortable level.

press /prɛs/ noun 1. a double-sided bookcase of not fewer than four tiers 2. newspapers and the people who write for them • verb 1. to put pressure on something ○ Press the button to make it work. 2. to try to persuade somebody to do or say something

press coverage /ˈprɛs ,keɪˈɛvərd/ noun the amount of space or time given in newspapers or TV and radio news bulletins to one topic

press cutting /ˈprɛs kətɪŋ/ noun one item cut from a newspaper

press guide /ˈprɛs ɡaɪd/ noun a reference book which lists the main newspaper publications throughout the world

pressmark /ˈprɛsˌmɑrk/ noun same as shelf mark

press release /ˈprɛs rɪˈleɪs/ noun a statement given by an organisation to the media to explain a situation from their point of view

Prestel /ˈprɛstəl/ • a trade name for a teletext system used in the UK marketed by British Telecom

prevent /prɪˈvent/ verb to make sure something does not happen

prevention /prɪˈvɛnʃ(ə)n/ noun an action which stops something from happening

preventive maintenance /prɪˈventɪv miːntəˈmeɪntəns/ noun regular checks and repairs to small faults so that they do not develop into large problems

preview /ˈprɪˌvjuː/ noun the opportunity to see something before it is released to the general public

previous /prɪˈvjuː/ • adjective existing or happening before or earlier

price /prais/ noun the amount of money needed to buy an item

price bracket /ˈprais ˈbreɪkt/ noun a limited range of prices ○ The goods were in the cheaper price bracket.

price label /ˈprais ˈleɪbl/ noun a piece of paper or card attached to something to show its price

price list /ˈprais ˈlɪst/ noun a list of the prices of everything in stock

pricing strategy /ˈprɑːsɪŋ ˈstrætədʒi/ noun company policy about how much to charge for goods or services in order to make a reasonable profit

prima /ˈprɪmə/ noun the first word of the next page printed at the bottom of a page

primary /ˈpraɪməri/ • adjective first, original, basic or most important

primary colour /ˈpraɪməri ˈkʌlər/ noun one of the three colours, red, yellow and blue, from which all other colours can be made

primary education /ˈpraɪməri ˈɛdiˌkeɪʃ(ə)n/ noun the first period of schooling usually up to the age of 11 years

primary operator /ˈpraɪməri ˈɒpərətər/ noun the first person to operate a machine

primary record /ˈpraɪməri ˈrekɔrd/ noun one of the first records on a subject

primary sampling /ˈpraɪməri ˈsmæpplɪŋ/ noun the first selected population for a survey

primary school /ˈpraɪməri skjuːl/ noun a school for young children usually for about the first six years of schooling

primary school textbook /ˈpraɪməri skjuːl ˈtekstbʊk/ noun a textbook used in schools teaching children up to about 11 years old

primary source /ˈpraɪməri ˈsɔrs/ noun the original document from which information is extracted
primary user /ˌprɪməri ˈjuːza/ noun the first person to use a service
prime /ˈpraim/ adjective relating to the most important or typical example of something; a verb to give somebody information about something
primer /ˈpraimər/ noun 1. a simple instruction book or manual 2. a basic or simple school book for children
prime time /ˈpraim ˈtaɪm/ noun the time of day when most people are expected to be watching television or listening to the radio
print /print/ verb to produce a book, magazine, newspaper or leaflet by a mechanical process
printed catalogue card /ˈprɪntəd ˈkætələdʒ ˈkɑrd/ noun a pre-printed card containing the bibliographical details of a book for inclusion in a library catalogue
printed ephemera /ˈprɪntəd ɪˈfɪmərə/ noun items such as theatre programmes, leaflets and advertising flyers which would normally be read and thrown away
printed index /ˈprɪntəd ˈɪndeks/ noun an alphabetical list of words used in a text
printed matter /ˈprɪntəd ˈmætə/ noun anything that is printed and can be read
printer /ˈprɪntər/ noun 1. a machine that converts electronic data into readable form on paper 2. a person or company that prints books, newspapers or other printed matter
printer buffer /ˈprɪntər ˈbʌfər/ noun a temporary store for character data waiting to be printed, used to free the computer before the printing is completed so making the operation faster
printer’s imprint /ˈprɪntərz ɪnˈmənt/ noun a special mention of the name and address of the printer on the inside of a book or periodical
printing history /ˈprɪntɪŋ ˈhɪst(ə)ri/ noun details of the printing of a book such as the date of the original printing and dates of reprints, usually listed on the bibliographic page after the title page
printing press /ˈprɪntɪŋ ˈpreʃ/ noun a machine which presses paper on to type and prints text
print out /ˈprɪnt ˈaut/ verb to print information from a computer through a printer
printout /ˈprɪn(t)əut/ noun a hard copy of a computer file
print run /ˈprɪnt ˈrʌn/ noun the number of copies of a book printed at one time
print spooling /ˈprɪnt spɔlɪŋ/ noun the automatic printing of a number of different documents in a queue at the usual speed of the printer, while the computer is doing some other task
print style /ˈprɪnt stайл/ noun the typeface and fonts used in any particular document
prior /ˈpraiər/ adjective 1. having happened previously; unable to go due to a prior engagement 2. being given priority over something else
priority /ˈpraiərɪti/ noun something that must be dealt with first
privacy /ˈprɪvəsɪ/ noun the state of being left alone to do things
privacy of information /ˌprɪvəˈsɪ ʌv ˈɪnfərməʃ(ə)n/ noun the act of keeping documents secret so that only authorised people are allowed to read them
‘New rules for a passenger data collection scheme operated by US authorities may carry a nasty sting for travellers. The scheme – Advance Passenger Information System (Apis) – threatens to cause big delays at check-in and raises ethical questions about a passenger’s right to privacy of information.’ [Financial Times]
private /ˈprɪvət/ adjective for the use of one person or group only
private sector /ˈprɪvət ˈsektər/ noun services or industries that are owned by individuals or groups rather than by the state
pro /prəʊ/ abbreviation professional practice
probability /ˌprɒbəˈbɪləti/ noun the likelihood of something happening, often expressed as a fraction or percentage
situation by asking a lot of questions

To understand something into the required format

how to reason

for students to solve so that they learn

method of teaching which sets problems

sorting of information

labelling and numbering

classifying, cataloguing, stamping,

product development

improving a product to meet the needs of the market

production the creation of something = on production of something = the production of something

Good can only be exchanged on production of a receipt.

productivity the rate at which goods are manufactured

product life the length of time that a product is likely to be saleable

profession a job that requires advanced education or training

professional a person who works in one of the professions

professional and reference publishing the publishing of special books for the professions and also reference titles

professional ethics the conduct and behaviour expected of members of a professional organisation

professional judgement the ability of somebody who has special knowledge or skill to assess a situation and recommend a course of action

professional organisation a group of people in the same profession who act to support other employees and to set standards for the way they work

The Library Association is a professional organisation for all information employees.

professional publishing the publishing of books on law, accountancy and other professions

profit the amount of money that somebody gains when they sell something for more than they paid for it

verb to profit by, from to gain advantage or benefit from something

then translate into a workable program instructions for a computer which it can ware that allows somebody to write data forecast of a future amount from a set of or become more advanced a project. They were involved in a large building project. offer faster execution time. more complex to read and program in but languages such as ASSEMBLER are of machine code instructions; low-level use, but offer slow execution time since grouped into different levels: the high-

COMMENT: Programming languages are

1. noun a standard layout of a form
2. noun an invoice sent to the purchaser of mail order goods which must be paid before the goods can be despatched

noun a set of instructions for a computer • verb to write a program for a computer

noun a learning method based on self-instructional materials that are designed to allow pupils to progress at their own pace, step by step, through structured sequences

noun a person who designs and writes instructions for a computer

noun an engineer in charge of programming a computer system

noun software that allows somebody to write instructions for a computer which it can then translate into a workable program

noun a mechanical device that displays films or slides on a screen

noun a group of people working together on a project

noun a computer language used in the development of expert systems

1. noun the introduction to something such as a play, book, film or long poem 2. events which lead up to more serious consequences

1. verb to advance somebody to a higher position 2. a marketing activity to persuade people to buy goods or use a service ○ The library had a special children’s book promotion during the school holidays.

noun a symbol on a computer screen to remind the user to do something

noun the way in which the sounds of a language are spoken and stressed

noun facts or evidence for show that something cannot be proved○ The table surface was heat-proof so hot pans could be put on it.

noun a special mark written on a proof text to show where and how it should be corrected

verb to read a text and mark any errors for correction before it is printed

noun a person whose job is to proofread texts

noun information that is often untrue and biased, published and disseminated to influence people
proper noun

proper noun /ˈprɒpə ˈnɔːn/ noun
the grammatical term for a word that is the name of a person, place or institution and should be written with a capital letter

proportional /ˈprɔrəˈpɔːʃənəl/ adjective
in proportion to the other parts

proportional spacing /ˈprɔrəˈpɔːʃənəl ˈspeɪsɪŋ/ noun
a printing system where each letter takes the space proportional to the character width, so ‘m’ takes more space than ‘i’

propositional knowledge /ˌprəˈpɔzɪʃənəl ˈnɒlɪdʒ/ noun
formal knowledge of hard facts which can be described as true or false. Also called declarative knowledge. Compare procedural knowledge

propositional knowledge
‘Propositional knowledge is the formulation of ‘if … then’ statements based on the assumption that given causes have given predictable effects; that events have predictable, single and identifiable outcomes. Our thinking today is, in general, based on propositional knowledge; education and teaching methods are dominated by this paradigm also.’ [Management Learning]

prospectus /ˈprɔsˌpektəs/ noun
a document produced by an academic institution giving details about it for the information of potential students

protect /ˈprɔtɛkt/ verb
to keep something safe and free from damage

protection /ˈprɔtɛktʃən/ noun
the act of keeping something free from harm or damage

protective /ˈprɔtɛktɪv/ adjective
designed to keep things free from harm

protest literature /ˈprɔtɛst ,lɪt(ə)ˈrɑtʃəl/ noun
literature written and published to protest against something, usually a political situation

protocol /ˈprɔutəkəl/ noun
1. a set of rules allowing unrelated information systems to communicate with each other
2. a system of rules about the correct way to behave in formal situations

protocol converter /ˈprɔutəkəl kənˈvɜːtər/ noun
a device used for converting protocols from one computer system to another, e.g. for converting data from a microcomputer to a phototypesetter

protocol standards /ˈprɔutəkəl ˈstændənts/ plural noun
standards laid down to allow data exchange between any computer system conforming to the standard

prototype /ˈprɔutətəp/ noun
the first model of something that is completely new

provenance /prəˈvɔnəns/ noun
the place of origin of something

provenance order /prəˈvɔnəns ˈɔrdər/ noun
a document which proves that the origin of an item is genuine. When genuine antiques are sold they require a provenance order or certificate.

provide /prəˈvaɪd/ verb
to make something available

provider company /ˈprəˈvaɪdər kəmpənɪ/ noun
a company which provides public Internet access links via the telephone network see also

province /ˈprɔvɪns/ noun
a sphere of knowledge or activity

provisional /ˌprəvɪʒənəl/ adjective
1. only for a short time
2. likely to be changed

proximity operator /prəˈsɪmti,prəˈprəɪtə/ noun
a Boolean operator that directs the search engine making a text search to locate pages in which the words it is looking for are near one another in any direction

pseudo- /ˈsjuːdəʊ/ prefix
used with nouns and adjectives to describe things that are not really what they claim to be

pseudonym /ˈsjuːdənɪm/ noun
a name used by a writer which is not his or her real name
pseudonymous /ˈsjuːdənɪməs/ adjective written by an author under a pseudonym

PSN abbreviation packet switched network

PSTN abbreviation Public Switched Telephone Network

pt abbreviation in Internet addresses, the top-level domain for Portugal

pub. abbreviation 1. published 2. publisher 3. publishing

publ. abbreviation 1. publication 2. published 3. publisher

public /ˈpʌblɪk/ adjective open for anyone to use

public address system /ˈpʌblɪk əˈdres sɪstəm/ noun a loudspeaker and microphone which enables a speaker to be heard by a large group of people

public archives /ˈpʌblɪk əˈkærɪvz/ plural noun historical records which are accessible by the general public from a records office

publication /ˌpʌblɪˈkeɪʃn/ noun 1. a book, newspaper or magazine which can be sold 2. a leaflet which is given out to provide information 3. the act of printing and distributing a book, newspaper or magazine 4. the act of releasing information to the general public in printed form

publication data /ˌpʌblɪˈkeɪʃn dɪˈteɪtərɪən/ noun information about a book such as the date, publisher and ISBN, printed on the back of the title page

publication date /ˌpʌblɪˈkeɪʃn dɪˈteɪtərɪən/ noun the year when a book was published. Also called date of publication

public domain /ˈpʌblɪk ˈdauərˌmɛn/ noun information that is unrestricted and accessible by the general public

publicise /ˈpʌblɪsɪz/, publicize verb to make something widely known to the general public

publicity /ˈpʌblɪsɪtɪ/ noun advertisements and information materials which make something generally known

publicity handout /ˌpʌblɪsɪtɪ ˌhændəʊt/ noun an information sheet which is given to members of the public

publicity matter /ˈpʌblɪsɪtɪ ˈmeɪtər/ noun advertisements or printed publicity material

Public Lending Right /ˈpʌblɪk ˈlendɪŋ ˈrʌtɪ/ noun the right of authors to receive a small fee every time their books are borrowed from public libraries in the United Kingdom. Abbr PLR

public librarian /ˈpʌblɪk laɪˈbrɪʃən/ noun a trained information employee in the public library service

public library /ˈpʌblɪk ˈlaɪbrəri/ noun a library that serves the general public in a city, town or village

public record office /ˈpʌblɪk ˈrekɔrd ɔfɪs/ noun a collection of historical archives organised for retrieval and use by the public

public sector organisation /ˌpʌblɪk ˌsɛktər ˈɔɡənəraʃən/ noun a company or organisation that is owned by the government rather than a private body

public service announcement /ˌpʌblɪk ˈsɜːvɪs əˈnaʊnmənt/ noun a government information announcement usually broadcast nationally

public service broadcasting /ˌpʌblɪk ˈsɜːvɪs ˈbɜːrɪŋzɛbɜː://{tʃɪn}/ noun radio and television programmes that are accessible by everyone, as opposed to satellite and cable channels which require a subscription to be paid

public service provider /ˌpʌblɪk ˈsɜːvɪs ˈprəˈvaɪdər/ noun an electronic host providing interactive access to Telnet, e-mail and Usenet news

public speaking skills /ˌpʌblɪk ˈspiːkɪŋ ˈskeɪls/ plural noun the ability to speak well and retain the interest of large groups of people

Public Switched Telephone Network /ˌpʌblɪk ˈswɪtʃɪd ˈtelɪfəʊn ˈnetwərk/ noun a form of automatic telephone exchange interconnecting worldwide. Abbr PSTN

publish /ˈpʌblɪʃ/ verb to arrange to have a book or article printed and usually distributed for sale

publisher /ˈpʌblɪʃər/ noun a person or company that publishes books, magazines and newspapers
publisher’s binding 168

publisher’s binding /ˈpʌblɪʃəz \,bændɪŋ/ noun a binding style where the book is cased, with a plain cloth binding

publishing /ˈpʌblɪʃɪŋ/ noun the trade, profession or activity of preparing and producing material in printed or electronic form for distribution to the public

publishing house /ˈpʌblɪʃɪŋ hauz/ noun a company that publishes books, magazines and newspapers

pull-down menu /ˈpʊl daʊn \,mɛnjuː/ noun a list of options in a computer program which can be displayed on screen over work that is already being done

pull-out /ˈpʊləʊtʃ/ noun 1. inserted pages in a magazine which can be easily removed and retained for reference 2. a folded insert in a book or magazine which when opened out makes a large sheet, used e.g. for maps

pulp /pʌlp/ noun material produced from rags or ground wood, mixed with water, used for making paper 1. to take torn rags or ground wood and mix this with water and chemicals to produce smooth pulp for making paper 2. to take printed paper or waste paper and produce pulp from it for making paper again 3. The unsold copies in the warehouse were sent away to be pulped.

pulp board /ˈpʌlp bɔːrdl / pulp card /ˈpʌlp kuːdl / pulp thin board made from paper pulp, used for the cover boards of a book

pulp fiction /ˈpʌlp ˈfɪkʃən/ noun cheap fiction which is considered by critics to have no literary value

punch /pʌntʃ/ verb 1. to hit something hard 2. to make holes in something so that it can be inserted into a ring file

punched card /ˈpʌntʃt ˈkɑːd/ noun a card with holes in them in patterns which contain instructions or data for computers

punched card reader /ˈpʌntʃt ˈrɪtə/ noun a device that trans-

forms data on a punched card to a form that can be recognised by a computer

punched tape /ˈpʌntʃt ˈteɪp/ noun a strip of paper tape that contains holes to represent data, formerly used in phototypesetting, but now replaced by magnetic tapes and disks

punctuation /ˌpʌŋktʃən/ noun a system of symbols which enable a reader to make sense of written texts, e.g. full stops, commas, question marks

punctuation mark /ˌpʌŋktʃən ˈmɑːk/ noun a printed or written symbol, which cannot be spoken, but which divides up the text and helps to make its meaning clearer

COMMENT: The main punctuation marks are the question mark and exclamation mark; inverted commas (which show the type of text being written); the comma, full stop, colon and semicolon (which show how the words are broken up into sequences); the apostrophe (which shows that a letter or word is missing); the dash and hyphen and brackets (which separate or link words).

PUR abbreviation polyurethane binding

purchase /ˈpɜːtʃə/ verb to buy something

purchaser /ˈpɜːtʃər/ noun a buyer

purchaser of information services /ˌpɜːtʃər əv ˌɪnfəˈmeɪʃən ˈsɜːvɪsɪz/ noun a person who pays for information to be provided

purport /ˈpɜːpɔːrt/ verb to claim to be or have something 3. The service purports to have a full range of business information.

push button /ˈpʌʃ ˈbæt(ə)n/ noun a switch which is worked by pushing

PVC noun a plastic material often used for covers of reference books because it can stand a great deal of handling. Full form polyvinyl chloride

pw abbreviation in Internet addresses, the top-level domain for Palau

py abbreviation in Internet addresses, the top-level domain for Paraguay