sa abbreviation in Internet addresses, the top-level domain for Saudi Arabia
sabbatical /ˈsæbətɪkl(ə)/ noun a period of time during which a teacher or lecturer is allowed to leave their duties for the purpose of study or travel
saddle stitch /ˈsæd(ə)stɪʃ/ noun in bookbinding, a method of binding the pages of a small book or magazine together by folding it in half and stitching along the line of the fold
safe deposit box /ˈseɪf depɔɪt bɒks/ noun a box for the safe keeping of personal documents, usually stored in a bank
safety measure /ˈseɪti ˌmeʒə/ noun a regulation to ensure that activities do not endanger anyone
saga /ˈsæɡə/ noun 1. a long story about a particular time in history or group of people; 2. a story written between the 12th and 14th century about the Norwegian Vikings
salary /ˈsæləri/ noun money that is paid, usually monthly, to somebody for their job
sales /ˈseɪlz/ plural noun the quantity of a product or service that is sold
Sales of information are becoming more common nowadays.
sales department /ˈseɪlz dɪˈpɜrtmənt/ noun a department in a company which organises the sales of its products
sales force /ˈseɪlz fɔrs/ noun a group of sales people working for one company
sales literature /ˈseɪlz ˈlɪt(ə)rətʃuə/ noun printed information such as leaflets or prospectuses which helps sales
Salon du Livre /ˌsɔlɔ̃ du livr/ noun a book fair in a French-speaking country, e.g. the Paris Salon du Livre
sample /ˈsæmpl/ noun a small quantity of a product used to show what it is like
sans serif /ˌsæns ˈsɛrf/ noun a style of printing letters with all lines of equal thickness and no serifs
satellite /ˌsætəleɪt/ noun a device sent into space to collect information or to be part of a communications system
satire /ˈsætəraɪ/ noun writing which aims to make readers or an audience recognise the foolishness of people, organisations or events in an amusing way
satirical /ˌsætrɪkl(ə)/ adjective using satire
satisfaction /ˌsætɪˈfækʃən/ noun a feeling of contentment that comes from having what you want
satisfactory /ˌsætɪˈfæktrɪəl/ adjective acceptable or good enough for a purpose
saving /ˈseɪvɪŋ/ noun a reduction in the amount of time or money needed to accomplish a purpose
sb abbreviation in Internet addresses, the top-level domain for Solomon Islands
SBN abbreviation Standard Book Number
sc abbreviation 1. single column 2. in Internet addresses, the top-level domain for Seychelles
scale /skɛl/ noun 1. a set of marks or standards for measuring things; 2. the size or level of something in relation to
what is usual. Scale of development was very difficult to estimate.

**scan** /skæn/ **verb** 1. to look at something very quickly in order to see what is about 2. to examine periodicals routinely in order to keep users informed of new material 3. to use a machine to read coded data 4. **noun** examination of an image or object to obtain data

**scanner** /'skænə/ **noun** a machine that converts documents, drawings or photographs into machine-readable form

**COMMENT**: A scanner can be a device using photoelectric cells as in an image digitiser, or a device that samples data from a process. One type of scanner reads the barcode on the product label using a laser beam and photodiode; another can read text and by recognising characters, stores them as data on a computer; yet another type will scan colour originals and carry out colour separations.

**scanning** /'skænɪŋ/ **noun** the action of examining and producing data from the shape of an object or drawing

**scatter** /'skætə/ **verb** to distribute things widely and without any order

**scatter graph** /'skætə ɡrɑːf/ **noun** a diagram of individual points or values plotted on a two-axis graph

**scavenging** /'skevnɪŋ/ **noun** the act of searching through and accessing database material without permission

**scenario** /'skeənəriəʊ/ **noun** the way in which a situation is likely to develop.

**schedule** /'skedʒuːl/ **noun** 1. a written list of information, e.g. prices, conditions, dates and times 2. a detailed written programme of events and times 3. **verb** to include an activity in a plan or list

**schema** /'skɛmə/ **noun** an outline of a process, plan or database structure

**scholarly books** /'skɒləli bʊks/ **plural** books published on university and academic subjects

**scholarly press** /'skɒlnəli prɛs/ **noun** a publishing company which publishes scholarly books

**school** /skjuːl/ **noun** 1. a faculty, department, or institution that offers specialised instruction in an academic subject 2. all the staff and students of an educational institution 3. a place or period of activity regarded as providing knowledge or experience 4. **verb** to train somebody in a particular skill or area of expertise in a thorough and detailed way

**school book** /'skjuːl bʊk/ **noun** an educational book, a book published for use in schools

**school edition** /'skjuːl ɪˌdɪʃən/ **noun** an edition of a book specially made for sale to schools

**school librarian** /'skjuːl laˈbrəriən/ **noun** a specially-qualified librarian employed to run the resource centre or library in a school

**school library** /'skjuːl ˈlaːbrəri/ **noun** 1. a small library specially designed and stocked to cater for the needs of the pupils and staff of a school 2. a library which is part of a school

"Inspectors said lack of funds meant many school libraries were unable to deliver the wide range of up-to-date books needed to support children’s learning across the curriculum. "Reading is the cornerstone of learning but children need books to read. The school library is often a primary source of reading material for youngsters, as well as a vital learning resource”." [The Independent]

**School Library Association** /'skjuːl ˈlaːbrəri əˈsəʊsɪətʃən/ **noun** a sub-section of the Library Association specially for the support of school librarians. Abbr: SLA

**School Library Service** /'skjuːl ˈlaːbrəri ˈsərvɪs/ **noun** part of the public library service which supports school libraries and teachers. Abbr SLS

**school of librarianship** /'skjuːl əv laˈbrəriənʃɪp/ **noun** a department in an institute of higher education which trains librarians and information specialists

**science** /'sæns/ **noun** knowledge which can be tested and proved usually according to natural laws

**science fiction** /'sæns ˈfɪʃən/ **noun** fiction books based on imagina-
tive ideas about the future on this and other planets.

**scissors and paste job** /ˈsɪəz ənd ˈpæst ədʒ/ noun a book or article made almost entirely of passages from other works

**SConUL** abbreviation Standing Conference on National and University Libraries

**SCOOP** /ˈskuːp/ abbreviation Standing Committee on Official Publications

**scope** /ˈskəʊp/ noun the area covered by an activity or piece of work

**SCope** /ˈskəʊp/ abbreviation Systematic Computerised Processing in Cataloguing

**score** /ˈskɔːr/ noun a printed version of a musical work

**Scottish Vocational Qualification** /ˈskɔts vəˈʃənl ˌkwɔli feɪˈkeɪʃən/ noun a work-related qualification gained in Scotland after a period of post-school training. Abbr SVQ

**scrapbook** /ˈskræpbʊk/ noun a book of large blank pages into which cuttings, pictures and photographs can be stuck

**scratch pad** /ˈskrætʃ pæd/ noun an area of computer memory used for temporary storage of data

**screen** /ˈskriːn/ noun a flat surface capable of displaying pictures and words. A verb to investigate or check people or things for a specific fault or danger. The information was screened to check that it was completely accurate.

**screen editor** /ˈskriːn ˌɛdɪtər/ noun software that allows the user to edit text on screen, with one complete page of information being displayed at a time

**screenful** /ˈskriːnful/ noun one complete frame of information displayed on a computer monitor

**script** /ˈskrɪpt/ noun 1. the written text of a play or film 2. handwriting which is made to look like printing

**scroll** /ˈskrɔːl/ noun a roll of paper or parchment containing writing. *verb* to move text up or down a computer screen one line at a time. *to scroll downwards* to move down the text on screen towards the end of a document.

**scrap** /ˈskræp/ verb to wipe information off a disk, or remove data from a store.

**Scrall** abbreviation in Internet addresses, the top-level domain for Sudan

**SD disk** abbreviation single density disk

**seal** /seil/ verb to close something so that it is airtight and cannot be opened easily. Once an envelope is sealed it should only be opened by the addressee.

**search** /ˈsɜːtʃ/ verb to look through a document in order to find a specific item or word. *noun* the process of identifying a character, word or section of data in a document or file.

**search and replace** /ˈsɜːtʃ ənd ˈreɪpl/ noun 1. a facility on a word processor which allows the user to find words or strings of characters and change them

**search directory** /ˈsɜːtʃ ˈdɛrɪtəri/ noun a website in which links to information are organised into a categorical, alphabetical hierarchy to provide the broadest response to a query

**search engine** /ˈsɜːtʃ ˈɛndʒɪn/ noun software that carries out a search of a database when a user asks it to find information. On the Internet there are many search engines that list all the websites and allow a user to find a website by searching for particular information.

**search routine** /ˈsɜːtʃ ˈrʊtn/ noun a plan for searching a database for information using specific keywords in order to maximise the use of computer time.
search term /ˈsɜːtʃ/ noun a word or phrase input into a database to find the relevant records

's Hopkins said web sites can increase the number of hits they receive from a search term in several ways, including increasing site content relating to that term or product and spending more on being listed as a sponsored link to that term on other sites, as well as search engines such as Google.' [Retail Week]

seasonal analysis /ˈsiːzn(ə)l/ noun a method of analysing data which takes into account the seasonal variations throughout the year

second /ˈsek(ə)nd/ 1. something that is counted as number two in a series 2. a sixtieth part of a minute ■ verb to support a person or proposal

secondary /ˈsekdərē/ adjective second in importance

second education /ˈsekdərē ˈedʒuˈkeɪʃən/ noun the period of schooling between primary school and further or higher education, usually from about 11 to 16 or 18 years of age

second entry /ˈsekdərē ˈentrē/ noun a catalogue entry which is not the main entry

secondary school /ˈsekdərē ˈskɔːl/ noun a school that provides education after primary school

secondary source /ˈsekdərē ˈsɔːsə/ noun a reference that has already been quoted in another document

second best /ˈsekdərē ˈbest/ adjective considered to be slightly inferior, not the best of its kind

second-class /ˈsekdərē ˈklɑːs/ adjective less expensive or less comfortable than the best category. *The price of a second-class ticket is half that of a first class.*

secondhand /ˈsekdərē ˈhænd/ adjective relating to something that has been previously owned by somebody else

second language /ˈsekdərē ˈləndʒuˈwɪdʒ/ noun a language that somebody speaks quite fluently and uses for work but which is not their mother tongue

secondment /ˈsɛkəndmənt/ noun a limited period of time working at something away from one's usual duties

secret /ˈsiːkrət/ noun a piece of information that is known only to a few people and is intentionally withheld from general knowledge

section /ˈseks(ə)njən/ noun 1. part of a book which is made from one sheet of paper. *The book is printed in 32-page sections.* 2. signature, a supplement to a newspaper or magazine. *The paper has a special travel section on Saturdays.*

sector /ˈsektrə/ noun a division of a group or area which is also part of a larger one

secure server /ˈsɪkjʊər ˈsɛrvər/ noun an Internet server that allows for the encryption of data and thus is suitable for use in e-commerce

Secure Sockets Layer /ˈsɪkjʊər ˈsɔksətɪz ˈleɪər/ noun a secure format for sending documents which are encrypted and decrypted using two special keys. *Abbr SSL*

secure system /ˈsɪkjʊər ˈsɪstəm/ noun a system that cannot be accessed without the permission of the owner

security /ˈsɪkjʊərəti/ noun measures taken to make a place or person safe from attack or danger

security barrier /ˈsɪkjʊərəti ˈbɑːriə/ noun a device which prevents users leaving a library with materials that have not been checked out

security device /ˈsɪkjʊərəti ˈdiːvɪsə/ noun something that ensures the safety of a place or person. *A password is a security device which protects computer files.*

security system /ˈsɪkjʊərəti ˈsɪstəm/ noun a system of alarms and guards which protects a building or organisation from burglars

see /siz/ verb an indexing command referring the user to a different entry. *see also* an indexing command referring the user to additional entries for comparison or added information

seek /sɛk/ verb to look hard for something or somebody. *seek to do something* to attempt to do something
segment /ˈsegmənt/ noun one part of the total which can be treated separately
select /ˈsekt/ verb to find and choose specific information or data
select committee /ˈsekt kəˈmiti/ noun a government committee chosen to do a particular task in a limited time
selection /ˈsektʃən/ noun a range of products and services available and chosen
selective /ˈsektətiv/ adjective choosing what to do, say or buy with great care
self-cover /ˈself ˈkævəl noun a cover which is printed on the same paper as the text of the book, used for brochures and small books
self-financing /ˈself fəˈmɑːnsl noun/ adjective not dependent on any outside source of funds
self-help /ˈself ˈhelp/ noun provision of support through informal groups of people with similar experiences
self-study /ˈself ˈstədi/ noun a form of education in which people can study at their own pace and in their own homes, often using courses or information available on the Internet
self-wrapping /ˈself ˈrɛpəl noun same as self-cover
selling rights /ˈsɛlŋ rɔts/ plural noun the legal right to sell specific goods or services
semantics /ˈsemtəntɪks/ noun a branch of linguistics which deals with the meanings of words
Semantic Web /ˈsemtəntɪk ˈweb/ noun a diagrammatic representation of all pieces of data and links between them on the World Wide Web
semester /ˈsemtərəl noun one division of the academic year in colleges and universities
semi- /ˈse mi/ prefix combining with nouns and adjectives to form words which describe something that is only in a part state
semicolon /ˌse miˈkɑːlən/ noun a punctuation sign (;) used to join rather than separate two parts of a sentence, as in ‘the safe that had been broken into was on one side of the room; the other safe appeared to be intact’
semiliterate /ˌsemiˈlətər/ adjective 1. unable to read or write properly 2. US having only limited understanding of a particular subject, especially a technical one
seminar /ˈse masər/ noun a meeting of a group of people called together to discuss a particular topic
semiotics /ˌsemi ɪˈtəks/ noun the science of signs
semi-structured /ˌsemi ˈstræktʃəd/ adjective partly controlled by a structure and partly free
semi-structured interview /ˌsemi ˈstræktʃəd ɪnˈtəvju/ noun an interview which is conducted partly with pre-written questions and partly giving the opportunity to talk freely
semi-structured questionnaire /ˌsemi ˈstræktʃəd ˌkwɛstʃəˈnɪəl noun/ noun a set of questions some of which are closed and some of which require open answers
send /send/ verb to arrange or cause something to be transported from one place to another, either physically as by post or electronically as in e-mail
sense /sens/ noun the possible meaning of words or phrases • verb to become aware of something either personally or through a machine
senseless /ˈsensləs/ adjective having no apparent meaning
sensible /ˈsensəbl/ adjective able to think and behave in a logical and common-sense manner
sensitive /ˈsensətiv/ adjective strongly able to be aware of feelings
sensitive subject /ˈsensətɪv ˈsəbjekt/ noun a topic that is liable to cause strong feelings when discussed
sensitivities /ˈsensɪtɪvəl noun/ subjects that are likely to cause argument so must be approached very carefully
sentence /ˈsentəns/ noun a group of words which is complete in itself, containing a subject and a verb
separate /ˈseprət/ verb to cause two things to be apart and unconnected
separator /ˈseprətəl noun/ a piece of card or plastic that keeps things apart
sequel 188

○ The file had different colour separators for each division.

sequel /ˈsiːkwəl/ noun a book or film which continues the storyline of a previous one with the same characters

sequence /ˈsiːkwəns/ noun an arrangement which follows a consecutive order

sequential /ˈsiːkwənʃ(ə)/ adjective in which things follow each other in a pre-arranged order

sequential access /ˌsiːkwənʃ(ə)ˈɛkˌɛsəs/ noun a storage medium whose data is accessed sequentially

serial /ˈsɛriəl/ noun 1. a journal or magazine that is published at regular intervals 2. a story published in regular instalments ■ adjective referring to a series

Serial Line Internet Protocol /ˌsɛriəl laɪn ˈɪntənɛt ˈprɔtɔkəl/ noun a dial-up phone link to the Internet. Abbr SLIP

serial number /ˈsɛriəl nərˈməʊbə/ noun a number given to an item which identifies it by its position in a sequence

serial processing /ˌsɛriəl ˈprɔsərɪŋ/ noun the organisation of journals so that they can be retrieved easily

serials crisis /ˈsɛriəlz ˈkraɪsɪs/ noun the problems facing a library when subscriptions to academic journals become too costly to maintain

serials department /ˈsɛriəlz dɪˈpɑːrtmənt/ noun a section of a library with responsibility for organising the journals and periodicals purchased by the organisation

series /ˈsɛriəriz/ noun a group of related items ordered in a sequence, e.g. the volumes in a set of books. ○ ‘At Lady Molly’s’ is the seventh title in the ‘Dance to the Music of Time’ series.

series authority file /ˈsɛriəriz əˈtɔːriti ˈfeɪl/ noun a list of series headings used in a catalogue with the references made to them from other forms

series title /ˈsɛriəriz ˈtɪtl/ noun the title given to a series of books, each one of which has its own separate title

serif /ˈsɛrɪf/ noun 1. a small decorative line added to letters in some fonts. ○ sans serif 2. a font which uses serifs, such as Times New Roman

server /ˈsɛrvər/ noun a computer with a large storage capacity which provides a function to a network of terminals

server farm /ˈsɛrvər foʊm/ noun a business consisting of a group of Internet servers, all of which are linked to one another and are engaged in web hosting

service /ˈsɛrvis/ noun work which supports another person’s or organisation’s activities ■ verb to clean, adjust and repair a machine so that it keeps running

service agreement /ˈsɛrvɪs əˈɡrɪmənt/, service contract /ˈsɛrvɪs ˈkɒntrækt/ noun an arrangement with the suppliers of a machine that they will maintain it regularly and repair it if it goes wrong

service point /ˈsɛrvɪs pɔɪnt/ noun a place in a library or information centre at which the public is served

set /ˈsɛt/ noun a group of related items

setting /ˈsɛtɪŋ/ noun 1. the time and place where the action of a book or film happens 2. the position of the controls on a machine. ○ There are two settings: fast and slow.

sextodecimo /ˌsɛksˈtəʊdɛkˌmoʊ/ noun a size of book page traditionally created by folding a single sheet of standard-sized printing paper four times, giving 16 leaves or 32 pages
sh  abbreviation in Internet addresses, the top-level domain for Singapore

SGML /ˌɛs dʒiː/ emˈʃiːl/ noun a hardware-independent standard which defines how documents should be marked up to indicate bolds, italics, margins and so on. Full form standard
generalized markup language. HTML, XML

sh  abbreviation in Internet addresses, the top-level domain for St Helena

shade /ʃeɪd/ noun a variation in the colour of black and white texture of printing produced by adding black □ verb to colour in a section of a drawing by adding a darker colour or a textured pattern

shadow /ˈʃeɪdəʊ/ verb to follow somebody closely throughout their working day in order to study what they do

share /ʃeər/ noun one of the parts into which the capital of a company is divided, which can be bought by investors □ verb to own or use something together with somebody else

shared resources /ʃeərd rɪˈtʃɪərəs/ plural noun working materials which are used by several groups, e.g. schools or companies

For example, the secondary school can now share the skills of its ICT technicians and admin staff with hard-pressed primary colleagues in activities such as preparing lessons and materials, and creating pupil displays. Such shared resources will free up teachers to be more productive and give them greater control over their working week. [The Guardian]

sheaf /ʃeft/ noun a bundle of long or thin things ○ He was carrying a sheaf of papers.
sheet /ʃeft/ noun a large flat piece of material or paper

sheet feed /ʃeft fɪd/ noun a device that feeds single sheets of paper into a printer one at a time

shelf /ʃelf/ noun a horizontal piece of wood or metal attached to a wall, or in a bookcase or cupboard (NOTE: The plural is shelves.)

shelfback /ʃelfbæk/ noun the spine of a book

shelf label /ʃelf ˈleɪbl/ noun a written notice attached to a library shelf which indicates the classification of the books stored there

shelf life /ˈʃelf laɪf/ noun the period of time that an item is likely to last before it needs replacing

shelf list card /ˈʃelf lɪst ,kɑːd/ noun a card which lists the items held on a particular shelf

shelf mark /ˈʃelf mɑːrk/ noun the classification or call number of a book

shelf number /ˈʃelf ˈnʌmbə/ noun a number allocated to a shelf to assist the retrieval of books

shift /ʃɪft/ noun a period of time spent at work at any time during a 24-hour period ○ Librarians often have to work an afternoon and evening shift.

shift key /ˈʃɪft kiː/ noun a key on a keyboard which raises a letter to a capital or combines with other command keys for word-processing and computing functions

ship /ʃɪp/ verb to transport goods by sea

shipment /ʃɪpˈmɑːnt/ noun a quantity of goods, usually of the same kind, sent together to a destination by any form of transport, not just by sea ○ The shipment of library equipment has just arrived at the airport.

shoot /ʃut/ verb to use a camera to take photographs or make a film

short /ʃɔrt/ adjective having only a few words or pages

shorten /ʃɔrtn/ verb to reduce the length of something

shorthand /ˈʃɔrtheɪnd/ noun a system of signs and symbols which enables spoken words to be written down very quickly

short-handed /ˈʃɔrtˈheɪnd/,
short-staffed /ˈʃɔrtˈstæft/ adjective without enough people to do the work required

shorthand typist /ˈʃɔrtheɪnd tɪpɪst/ noun a person who takes down dictation in shorthand and then transcribes it into typewritten form
shortlist /ʃoəˈlist/ noun a small group chosen from a larger group, from which the final choice is made. Five titles were on the shortlist for the Booker Prize. • verb to choose a few names of people or titles of books from a longer list, as a first step towards deciding on a person for a job or the winner of a competition. • Shortlisted candidates will be asked for an interview.

short loan /ʃɔt ləun/ noun a restricted period for borrowing library items

short loan collection /ʃɔt ləun kəˌlekʃ(ə)n/ noun books and materials in a library which are in heavy demand so can only be borrowed for a very limited time

short run /ʃɔt rən/ noun a print run of only a small number of copies

short-term /ʃɔtˈtərm/ adjective only relevant to the near future

short-term planning /ʃɔtˈtərm pləˈnɪŋ/ noun decisions about what will be done in the near future

shot /ʃɔt/ noun a photograph or still frame from a film

shoulder /ʃəʊldə/ noun the edge of the spine of a book, which sticks out slightly

show /ʃəʊ/ verb to take something to somebody and enable them to see it

show of hands /ʃəʊ av ˈheindz/ noun a method of counting votes by counting the number of raised hands

shred /ʃred/ verb to cut something into long thin strips

shredder /ʃredər/ noun a machine that cuts paper into very small pieces, usually long thin strips, used to destroy confidential documents

shut down /ʃat ˈdəun/ verb 1. to close a factory, shop or organisation permanently or temporarily 2. to close down a computer or engine temporarily

si abbreviation in Internet addresses, the top-level domain for Slovenia

side /said/ noun one surface of something flat such as a tape or piece of paper. • It is possible to record on both sides of this tape.

side by side /said baiˈsaid/ adjective next to each other

side with /ˈsaid wɪð/, side against /ˈsaid ˈsайд ˌgenst/ verb to support or oppose somebody in an argument

sign /sain/ noun a piece of wood, plastic or metal with words or pictures on it giving information • verb to write one’s signature on a document. • to sign for to put your signature on an official document to say that you have received something. • to sign in write your name on a list to say that you have arrived. • to sign on to agree to a contract

signal /ˈsain(ə)l/ noun a way of sending a message over a distance by physical or electronic methods

signatory /ˈsainət(ə)ri/ noun a person who has the legal right to sign an official document

signature /ˈsainərugged/ noun 1. a way of writing your name which is special to you and can be recognised as yours by other people. 2. a special authentication code such as a password which a user gives to prove their identity before accessing a system or before the execution of a task. 3. a sentence or paragraph used to end e-mail messages and comments posted on the Internet. Normally a signature should be short – no more than four lines – and might include a short advertisement for your services and your e-mail address. 4. a printed sheet, folded into 16, 32 or 64 pages (NOTE: The folded set of printed pages is technically speaking a ‘section’, while the ‘signature’ is the identifying number or letter on it. However, ‘signature’ is commonly used to mean the set of pages themselves.)

COMMENT: Note that the folded set of printed pages is technically speaking a ‘section’ while the ‘signature’ is the identifying number or letter on it; ‘signature’ is however commonly used to mean the set of pages themselves.

signed edition /ˈsaind ˌedɪʃ(ə)n/ noun a copy of a book autographed by the author

significance /ˌsɪgnɪfɪˈkeɪn/ noun the importance, special meaning or value of something
significant /ˈsɪɡnɪfɪkənt/ adjective of particular importance

sign language /ˈsɛɪn ˈlɛŋɡwɪdʒ/ noun communication, or a system of communication, by gestures as opposed to written or spoken language, especially the highly developed system of hand signs used by or to people who are hearing-impaired

silverfish /ˈsʌlvəfɪʃ/ noun a small silverly wingless insect with three long tail bristles and two long antennae, which feeds on the starch of books

Silver Platter Information /ˈslaɪvər ˈplætər ˈɪnfərmiəʃən/ noun an organisation set up specifically to provide information by CD-ROM technology with microcomputers

similar /ˈsɪmələr/ adjective having features that are almost the same as something else

Simple Mail Transfer Protocol /ˈsɪmplə ˈmeɪl ˌtrænsfɜːr ˈprəʊtɔkɔlt/ noun a standard protocol which allows electronic mail messages to be transferred from one system to another, normally used as the method of transferring mail from one Internet server to another or to send mail from a computer to a server. Abbrev SMTP

simplify /ˈsɪmplɪfaɪ/ verb to make something less complex

simulate /ˈsɪmjuːleɪt/ verb to copy actions, feelings or objects to produce something that looks similar or acts in the same way

simultaneous /ˈsɪm(ə)lɪˈteɪnɪəs/ adjective happening at the same time

sine loco /ˌsaɪn ˈloʊkəʊ/ phrase a Latin phrase used in catalogue entries to signify no place of publication. Abbrev s.l.

sine nomine /ˌsaɪn ˈnɒmɪnəʊ/ phrase a Latin phrase used in catalogue entries to signify no known publisher. Abbrev s.n.

single density disk /ˈsɪŋɡəl ˈdɛnɪsəti ˌdɪsk/ noun a standard magnetic disk able to store data. Abbrev SD disk

single out /ˈsɪŋɡəl ˈaut/ verb to select one person or thing from a group

single-sided disk /ˈsɪŋɡəl ˈsɪmplɪˌdɪsk/ noun a computer disk which can only be used to store data on one side

single user /ˈsɪŋɡəl ˈjuːzər/ adjective to be used by one person

singular /ˈsɪŋɡjʊlər/ adjective 1 a grammatical term to describe words which refer to just one thing, 2 unusual or eccentric

SIS abbreviation strategic information services

site engineer /ˌsaɪt ˈenzɪnɪər/ noun an engineer who is allocated to a particular site to maintain the equipment and machines

site licence /ˈsaɪt ˈlɑːsns/ noun an official permit to an institution and its staff to use particular software

situations vacant column /ˌsɪtʃuəˈɛlɪnz ˈvɛrkənt ˈkəʊləm/ noun a list of job advertisements printed in a newspaper

sixteenmo /ˈsɪkstɪˈmɔʊ/ noun 1 a book that is printed in 32-page sections 2 an American book size about 6 or 7 inches high. Abbrev 16mo

16mo abbreviation sixteenmo

sixty-fourmo /ˈsɪkstɪ ˈfɔrmɔ/ noun a size of book page traditionally created by folding a single sheet of standard-sized printing paper six times, giving 64 leaves or 128 pages. Abbrev 64mo

size /ˈsaɪz/ noun 1 the physical dimensions of something, which tell how big or small it is, usually indicated by its height and width 2 a mixture of gelatine, alum and formaldehyde used to coat paper surfaces verb to calculate the size of something to size up to study a person or situation and assess the best way of dealing with it

sj abbreviation in Internet addresses, the top-level domain for Svalbard and Jan Mayen Islands

sk abbreviation in Internet addresses, the top-level domain for Slovakia

skeleton key /ˈskeɪlət (ə)n kɪ/ noun a key that will open many different locks

skeleton service /ˈskeɪlət (ə)n ˌskələtʃərn/ noun a service run by the official permit to an institution and its machines

site licence

SIS abbreviation strategic information services

site engineer

site licence

situations vacant column

sixteenmo

16mo abbreviation sixteenmo

sixty-fourmo

size

sj abbreviation in Internet addresses, the top-level domain for Svalbard and Jan Mayen Islands

sk abbreviation in Internet addresses, the top-level domain for Slovakia

skeleton key

skeleton service
skeleton staff

skeleton staff /ˈskɛlt(ə)n ˈstɑːf/ noun the smallest number of staff able to do the work

skill /skɪl/ noun a special ability, knowledge or training that enables somebody to do something well

skilled staff /ˈskɪld ˈstɑːfl/ plural noun people who work with special knowledge in a particular job

skip /skɪp/ verb 1. to miss something out 2. to decide deliberately not to do something or go somewhere

skiver /ˈskɪvər/ noun leather made by splitting a sheepskin, used as a cover material for de luxe books

sl /abbreviation in Internet addresses, the top-level domain for Sierra Leone

s.l. /abbreviation sine loco

SLA /abbreviation School Library Association

slang /slæŋ/ noun words and expressions which are very informal and likely to change in meaning very so often

slash /slaʃ/ noun an oblique stroke used in typing (/) (NOTE: In printing it is more often called a solidus.)

slashed zero /ˈslaʃt ˈzɪərəʊ/ noun a printed sign (Ø) which puts an oblique stroke through zero to distinguish it from the letter O

sleeve /sliːv/ noun 1. an envelope-type cover for disks, often with information or pictures on it 2. a book jacket

slew /sluː/ noun rapid uncontrolled movement of paper in a printer when it is not connected to the feeder

slide /slaɪd/ noun 1. a picture on positive transparent photographic film mounted in a frame 2. an individual computer screen which can be produced as output in different formats

slide carousel /ˈslaɪd ˌkærəsəl/ noun a container that allows slides to be fed into a projector

slide mount /ˈslaɪd maʊnt/ noun a frame around a slide which makes it easier to handle and store

slide projector /ˈslaɪd prəˌdʒektaʊr/ noun a device that shines light through photographic slides in order to project them onto a screen

slide storage /ˈslaɪd ˌstɑːrdʒɪŋ/ noun a system of storage slides which keeps them clean, safe and easily retrievable

slide tape package /ˈslaɪd ˈteɪp ˈpækɪdʒ/ noun a synchronised programme of slides and audio tape

slide viewer /ˈslaɪd ˈviːazor/ noun a small portable box which enables slides to be viewed against a light source

SLIP /ˈslɪp/ abbreviation Serial Line Internet Protocol

slipcase /ˈslɪpkɛs/ noun a card box for an expensive book, which is open at one side so that the spine of the book is visible

slip pages /ˈslɪp ˌpetdʒɪz/, slip proofs /ˈslɪp ˈpruːfs/ plural noun draft copies of text for printing which are printed on separate sheets of paper

slip-up /ˈslɪp ʌp/ noun a small unintentional mistake

slow fires /ˈslou ˈfɛəz/ plural noun an informal term to describe the gradual self-destruction of books made with acidic paper

slow motion /ˈslou ˈməʊʃ(ə)n/ noun the act of playing back a film or video at a slower speed than when it was recorded

SLS /abbreviation School Library Service

sm /abbreviation in Internet addresses, the top-level domain for San Marino

small ad /ˈsmɔːl əd/ noun a short advertisement in a newspaper or magazine, usually advertising personal sales or wants

small caps /ˈsmɔːl ˈkeɪps/ noun a printing style which uses capital letters that are the same size as lower case letters

small-scale /ˈsmɔːl skɛlt̻/ adjective limited in size and extent: The library's evening activities were kept small-scale to reduce costs.

smart card /ˈsmart ˈkɑrd/ noun a plastic card with an electronic strip which can be read to identify the user on such things as credit cards

SMS /ɛs əm ˈɛs/ noun a service that allows short text messages to be sent, e.g. between mobile phones and pagers.
software specification

Full form **short message service**, **short messaging service**
SMTP **abbreviation** Simple Mail Transfer Protocol
sn **abbreviation** in Internet addresses, the top-level domain for Senegal
s.n. **abbreviation** sine nomine
snail mail */snail mail/ **noun** mail sent through the postal service, as distinct from faster electronic mail. Also called **p-mail**
snap decision */snap dt'sion/ **noun** a decision taken quickly without much thought
snapshot */snapshot/ **noun** a personal photograph taken quickly
so **abbreviation** in Internet addresses, the top-level domain for Somalia
social bookmarking */social bookmarking/ **noun** personalised metadata added to recommended web resources by users, as a ‘bookmark’ to help others in the field find it
social capital */social capital/ **noun** the idea of the social networks created by and available to a person or company being a form of exploitable resource
social skills */social skills/ **noun** ability to communicate with other people at all levels of society
social trend */social trend/ **noun** the general direction of change in social behaviour
socket */socket/ **noun** a device with holes for a plug which connects a machine to the electricity supply
softback */softback/ **noun** published same as paperback **adjective** same as paperback
soft copy */soft copy/ **noun** text on screen as opposed to hard copy printed on paper
softcover */softcover/ **noun** published same as paperback
software */software/ **noun** computer programs which instruct the hardware what to do
software development */software development/ **noun** the process of writing programs to implement an original idea
software documentation */software documentation/ **noun** instruction manuals which explain how to install and use computer programs
software engineer */software engineer/ **noun** a person who can write computer programs to fit specific applications
software installation */software installation/ **noun** the process of putting a program on to a computer so that it can be used
software licence */software licence/ **noun** a contract between the producer and the purchaser of software about the use and copying of the program
software maintenance */software maintenance/ **noun** modifications made to a program to keep it up to date
software package */software package/ **noun** a complete set of instruction manuals and installation disks which enable a program to be used
software piracy */software piracy/ **noun** the illegal copying of software
software producer */software producer/ **noun** a publisher of computer programs for sale
software specification */software specification/ **noun** detailed infor-
solidus /ˈsɒldəs/ noun an oblique stroke used in printing (/)
solution /ˈsəljuːʃən/ noun the answer to a problem
solve /solv/ verb to find the answer to a problem or difficulty
sophisticated /ˈsoʊfɪstɪkatid/ adjective complex and technically advanced
sort /sɔr/ verb to put things in order
The data can be sorted by name or number.
sort code /ˈsɔrt kɔd/ noun a combination of numbers which identifies the user
sorting office /ˈsɔrtɪŋ ˈɔfɪs/ noun the part of a post office where items to be delivered are sorted according to their destinations
sound /saʊnd/ noun a noise that can be heard • adjective strong, reliable or in good condition
sound effects /sɔund ɪˈfɛkts/ plural noun sounds produced artificially to make a play or film seem more realistic
soundproof /ˈsaʊndpruːft/ adjective preventing sound from passing in or out
sound track /ˈsaʊnd ˈtræk/ noun a track on the edge of a film on which the speech and music is recorded and synchronised with the pictures
source /ˈsɔs/ noun the place where something originally comes from
source language /ˈsɔs ˈlɑŋgwɪdʒ/ noun the original language of a text which is being translated into another language
source term /ˈsɔs ˈtɜːm/ noun the first word looked up in an index search from which the searcher is directed to other terms
space /speɪs/ noun a gap or empty space intended for the storage of data • verb to arrange things with regular gaps in between them so to space out to organise a series of things or events so that there are gaps or periods of time in between them
space bar /ˈspeɪs bɑːr/ noun a long bar at the bottom of a keyboard on a typewriter or computer which makes a single space into the text when pressed
spacing /ˈspeɪsɪŋ/ noun the way in which gaps are inserted • The spacing of words on that line is rather uneven.
span /ˈspæn/ noun a period of time
span of concentration /ˈspæn əvˈkɒnsɛnˈtræʃən/ noun a period of time for which a person is able to concentrate on doing something • The average span of concentration on one activity for children is said to be only 15 minutes.
spare /speə/ adjective extra to requirements and available for use
spare part /ˈspeə ˈpɑrt/ noun a component for a machine that can be bought separately to replace one that is broken or worn out
spatial /ˈspɛʃəl/ adjective relating to space and shapes
spatial ability /ˈspɛʃəl əˈbɪlɪtɪ/ noun the ability of a person to visualise the relationships between shapes
speaker /ˈspiːkər/ noun somebody who makes a speech • loudspeaker
special interest group /ˈspeʃəl ˈɪntrəst ˈgruːp/ noun a community of people who have an interest in one specific area of study and development, e.g. computer-human interaction
specialise /ˈspɛʃəlaɪz/, specialize verb to study something in great depth so that you become an expert in that field
specialist /ˈspeʃəlist/ noun an expert in one particular area of knowledge or skill
special librarian /ˈspeʃəl ˈlɪbrəriən/ noun a qualified librarian employed in a special library
special library /ˈspeʃəl ˈlɪbrəri/ noun a library that is stocked to provide information in a particular area of study • Research & Development departments of large firms often have their own special libraries.
special offer /ˈspeʃəl ˈɒfə/ noun goods or services being sold at a specially low price usually for a short period of time
spellcheck /speltek/ noun a program which looks at the words of a text in a computer, checks them against a dictionary of correctly spelled words, and indicates the words that are incorrect. 2. a dictionary of correctly spelled words, held in a computer, and used to check the spelling of a text.

spellchecker /speltekə/, spelling checker /speltn ɪˈfekə/ noun 1. a program which looks at the words of a text in a computer, checks them against a dictionary of correctly spelled words, and indicates the words that are incorrect. 2. a dictionary of correctly spelled words, held in a computer, and used to check the spelling of a text.

spellcheck facility /speltek fəˌsilit/ noun a software facility on a word-processing program which enables the user to check spellings against an inbuilt dictionary.

speller /ˈspelər/ noun a book for teaching or improving spelling.

spelling error /ˈspelɪŋ ərə/ noun a mistake made in spelling a word.

spend /spend/ verb to exchange money for goods or time on activities.

spike /spɪk/ noun a sharp piece of metal which when mounted on a base can be used for temporary storage of papers needing attention.

spine /ˈspɪn/ noun the edge of a book which is all that can be seen when a book is upright on a shelf.

spine label /ˈspɪn ˈleib(ə)l/ noun a label put on the spine of a book to indicate its library location.

spine lettering /ˈspɪn ˈletr(ə)nɪŋ/ noun the printing of the title and other details on the spine of a book.

spine number /ˈspɪn ˈnʌmbə/ noun a call or class number put on the spine of a library book.

spine title /ˈspɪn ˈtɪtl(ə)l/ noun the name of a book written down its spine.

spreader /ˈspriːdər/ noun a display rack for books, which turns round.

spiral binding /ˈspɪrəl ˈbændɪŋ/ noun a type of binding for collections of papers which uses a coiled wire inserted into specially punched holes.


splice /ˈsplɑːs/ verb to join two pieces of magnetic tape or film together.

splicing tape /ˈsplæsɪŋ tɛp/ noun non-magnetic, transparent tape used to join two pieces of tape together.

splicing /ˈsplæsɪŋ/ noun the joining together of magnetic tapes or film in a way that makes a seamless continuous representation of the recorded information.
split catalogue 196

split catalogue /splɪt 'kætəlɒg/ noun a catalogue in which the entries are divided by category and give separate alphabetical lists for details such as title, author and subject

split screen /'splɪt skrɪ:n/ noun a system where more than one text can appear on a screen at the same time, such as the text being worked on and a second text which can be called up for reference

split site /'splɪt 'sæt/ adjective referring to a school, college or university with buildings separated on different sites

sponsor /'spɒnsər/ noun a person or organisation that pays all or part of the expenses for an event or period of study ■ verb to pay to support an activity or person

spool /spuːl/ noun a round object on to which tape or film can be wound ■ verb to transfer data from a disc to a tape

spreadsheet /'spredʃi:t/ noun a computer program that allows the calculation of numbers in both columns and rows

spring back /'sprɪŋ bæk/ noun a binding for account books and other bound stationery which allows the pages to lie flat when open

sprinkled edge /'sprɪŋk(ə)ld ,ɛdʒ/ noun the edge of a book which has been sprayed with splashes of ink for decoration

sprocket /'sprɒkɪt/ noun a tooth on the edge of a wheel to pick up what passes over it

sprocket holes /'sprɒkɪt həʊlz/ plural noun a series of holes at the edge of paper which control its feed through a printer

SQL /es ˈkjʊəl/ noun a standardised language that is close to the structure of natural English, used for obtaining information from databases. Full form structured query language

square bracket /'skweɪbrəkɪt/ noun either of a pair of symbols, [ ], used in keying, printing and writing especially to indicate the insertion of special commentary, e.g. that made by an editor

sr abbreviation in Internet addresses, the top-level domain for Suriname

SSL abbreviation Secure Sockets Layer

SSN abbreviation Standard Serial Number

st abbreviation in Internet addresses, the top-level domain for São Tomé and Príncipe

stable /'steɪbl/ adjective steady and unmoving

stack /'steɪk/ noun 1. a pile of things one on top of another ○ a stack of order forms 2. a large and ordered collection of books kept in another area for reference

staff /stɑːf/ plural noun people who work for a company or organisation ■ verb to provide the staff for a company or organisation

staff levels /stɑːf 'lev(ə)lz/ plural noun the number of people who are employed to work for a company or organisation ○ They were criticised for having inadequate staff levels.

staff profile /stɑːf 'prəʊfaɪl/ noun records which show details of staff qualifications and work experience

staffroom /'stɑːfrʊm/ noun a common room where staff can meet informally

staffroom library /'stɑːfrʊm 'laɪbrəri/ noun a collection of books on work-related subjects kept in the staffroom for use by members of staff

stage /steɪdʒ/ noun one step in a process

stakeholder /'stækholədər/ noun somebody who has a vested interest in a company’s success, e.g. shareholders, directors, employers or suppliers

stamp /stæmp/ noun something which marks another object to show that it has been processed ■ verb to use a rubber stamp to mark something ○ The books are stamped with the date for return.

stamp of approval /'stæmp əv 'prəʊv(ə)lt/ noun a mark of approval given either verbally or by a physical mark
stand-alone /ˈstænd əˌloun/ noun a computer that can be used by itself without the help of larger networks

"Our topic maps solution is a stand-alone system that can be fully integrated with an organisation’s existing applications, regardless of where on the network they are", explains Cal Ahmed, founder of NetworkedPlanet. "It... removes the laborious task of manually searching through systems and folders to locate a particular document."

[M2 Presswire]

standard /ˈstænddəd/ noun a level by which people or the quality of work can be judged • adjective normal or usual • They received the standard letter of reply just like everyone else.

standard author /ˌstændd əˈrɑː/ noun an author of literary merit who is part of the literature of a country

Standard Book Number /ˈstændd bʊkˌnɔmə/ noun an older form of the International Standard Book Number. Abbr SBN

standard deviation /ˌstændd ˈdɪviʃ(ə)n/ noun a statistical term to show how far things are different from the normal

standard format /ˈstændd ˈfɔːrmat/ noun the most commonly used format for such things as documents, used many times without any change to the text

standardisation /ˌstænddəˈzej(ə)n/, standardization noun the process of making sure that everything fits a standard or is produced in the same way • standardization of cover design in a series

standardise /ˈstænddədəz/• standardize verb to make sure that everything conforms to the same standard

standard letter /ˌstændd ˈletə/ noun a letter which is sent to several different addresses without any change in the text

Standard Serial Number /ˌstændd ˈsɛrɪəlˌnɔmə/ noun an older form of the International Standard Serial Number. Abbr SSN

standby /ˈstændbə bi/ noun something that is kept ready for use in case of need

standing committee /ˈstændŋ kəˈmiːti/ noun a permanently established administrative body which supports the work of a large organisation

Standing Committee on Official Publications /ˈstændŋ ˈkəmɪtɪˌɒn ˈɒfɪʃ(ə)l pəbləkʃ(ə)nz/ noun an organisation that was set up in order to improve access to official publications. Abbr SCOOP

Standing Conference on National and University Libraries noun an advisory committee on special areas of concern such as buildings, staffing or specific subjects. Abbr SCONUL

standing order /ˌstændŋ ˈɔːdər/ noun 1. a regular order for each edition of a serial or annual publication 2. an instruction to your bank to pay a fixed regular amount of money to a named person or organisation

staple /ˈstɛpl/ noun a small bent piece of metal which is forced into papers to hold them together • verb to join papers together using a stapler

stapler /ˈstɛplə/ noun a tool used to force staples through papers or other materials to hold them together

star /ˈstɑː/ noun same as asterisk • verb same as asterisk

start /stɑːt/ noun the place or time at which something begins • verb to create something from the beginning

starting point /ˈstɑːtɪŋ pɔɪnt/ noun the place from where somebody or something begins

start page /ˈstɑːt pɛdʒ/ noun the webpage to which a visitor to a website is automatically taken first, or the page to which a user is automatically taken first whenever he or she goes online

state /stæt/ noun 1. a country or nation 2. the government of a country 3. a condition of something • adjective relating to government-run organisations or state schools

statement /ˈstɛtmənt/ noun a formal or official account of events

state-of-the-art /ˈstæt əv ˈɑːt/ adjective as technically advanced as possible
The main system can rank its findings in the order of which understands natural English and software system for use with STATUS and unchanging stages used to accomplish a task step by step stencil show that extra letters may be attached with indicators before or afterwards to by inputting only the stem of a word stem overstroke inferiortoastʃuolengthmarkr the steering committee Steering Committee Subscriber Trunk Dialling steering committee /ˈstɪərɪŋ ˈkɒˌmɪtɪ/ noun a group of people in charge of stages of a project which decides the priorities and order of work stem /stem/ verb to search a database by inputting only the stem of a word with indicators before or afterwards to show that extra letters may be attached stencil /ˈstɛnsəl/ noun a template of shapes or letters which can be used to produce a design or written information step /step/ noun one of a series of stages used to accomplish a task.
storage unit /ˈstɔːridʒ ˈjuːnɪt/ noun a device attached to a computer for storing information on disk or tape
store /stɔːr/ noun a place where items can be kept until needed • verb to place items into safe keeping
story /ˈstɔːri/ noun a narrative tale
storyboard /ˈstɔːrɪbɔːd/ noun a planning document used by producers of broadcast programmes
strategic information services /ˈstrætɪˌdʒɪk ɪnˈfɔrˌmeɪʃənˌsɜːrvɪsɪz/ plural noun the provision of information to a company so that they can achieve some aim, e.g. increase customer awareness or understand the competition. Abbr SIS
strategy /ˈstrætədʒi/ noun a plan which sets out the methods of achieving one’s goals
streaming /ˈstrɪmɪŋ/ noun the reading of data from a storage device in one continuous operation, without processor intervention
street plan /ˈstrɪt plæn/ noun a map of the streets in a particular town. Also called town plan
string /strɪŋ/ noun 1. an indexing term for a series of characters • 2. an indexing term to describe the lists of terms compiled by an indexer with details of how they relate to each other
stripe /strɪp/ noun 1. a line of different colour from the background • 2. a thin magnetic strip on the side of a film opposite to the sound track to control its speed on playback
structure /ˈstrʌktʃər/ noun an underlying plan which gives form to a system or activity • verb to organise or construct something according to an efficient or logical system
structured indexing language /ˈstræktʃərd ɪndeksɪŋˌˈlɛŋgwɪdʒ/ noun the use of words in a specific order to construct index headings, as in ‘libraries, special’ instead of ‘special libraries’
style /stʌl/ noun 1. a particular subject of study, especially an educational course or academic specialisation • verb to learn about something by spending time reading about it and listening to experts
study aid /ˈstʌdi əɪd/ noun educational material such as a book or CD for sale to students who want to learn by self-study at home
study leave /ˈstʌdi liv/ noun leave of absence from a course of study, granted for the purposes of carrying out additional research
STUMPERS-L /ˈstʌmpəz əl/ noun an Internet bulletin board which lists difficult questions asked of librarians to see if any other librarians can help with the answers
style /stʌl/ noun the way in which a particular writer or editor uses words, sentences and layout to produce a recognisable publication
stylus /ˈstæləs/ noun a small pointed object which is used in computer graphics to direct the cursor
sub-/səb/ prefix combining with nouns to give the meaning of less important
sub-contract /ˈsəbkwənˈtrækt/ verb to pay somebody else to do part of a job for you
subdomain name /ˌsæbdəˈmeɪnˌneɪm/ noun 1. a second level of Internet domain names created by the administrator of the domain 2. a subdivision of the two-letter country domain names into two- or three-letter organisational subdomains, e.g. ‘ac.uk’ for United Kingdom academic sites and ‘com.au’ for Australian commercial sites
sub-editor /ˈsəbɪˈdɛtər/ noun a person who corrects and checks articles in a newspaper before they are printed
sub-heading

subject /ˈsʌbdʒɪkt/ noun an idea for study, discussion or organisation
subject bibliography /ˈsʌbdʒɪkt ˌbɪblɪˌɔrətri/ noun a list of documents, articles and books that are relevant to a certain subject, with details such as author, publisher and date of publication
subject catalogue /ˈsʌbdʒɪkt ˌkætələɡ/ noun a catalogue which lists books according to their subjects
subject directory /ˈsʌbdʒɪkt ˌdjərəˌɒriəl/ noun an index of resources arranged primarily by subject area
subject entry /ˈsʌbdʒɪkt ˌentri/ a clause that cannot stand alone as a separate sentence since its meaning depends on the meaning of the main clause and simply gives additional information. In the sentence 'We had to run because we were late’, the clause ‘because we were late’ is the subordinate clause and ‘We had to run’ is the main clause.
subject librarian /ˈsʌbdʒɪkt ləˈbɪrərɪən/ noun a librarian who is a specialist in a particular subject
subject line /ˈsʌbdʒɪkt ˌlaɪn/ noun a line in an e-mail that indicates the subject of the message
subject matter /ˈsʌbdʒɪkt ˌmætə/ noun the subject of a book, talk or work of art
submission date /ˈsʌbˈmiʃ(ə)nˌdɛt/ noun the last date by which an assignment, proposal or application can be sent to somebody
subordinate clause /ˈsʌbəˈdʒʊdnət ˈkləʊz/ noun a clause that cannot stand alone as a separate sentence since its meaning depends on the meaning of the main clause and simply gives additional information. In the sentence ‘We had to run because we were late’, the clause ‘because we were late’ is the subordinate clause and ‘We had to run’ is the main clause.
subscribe /ˈsʌbˈskraɪb/ verb 1. to agree to pay for and receive or use something over a fixed period of time, e.g. a periodical, series of books, or set of tickets to musical or dramatic performances 2. to add one’s name and e-mail address to a mailing list in order to receive messages from a website automatically, with or without charge
suffix /ˈsʌfɪks/ noun a word or group of letters added to the end of a word which changes the grammar and meaning

suggestions book /ˈsəɡˈdʒestʃən/buk/ noun a book in which the users of a service can write their ideas for how to improve the service

summarise /ˈsʌməraɪz/, summarise verb to give a brief description of the main points

summary /ˈsʌmərɪ/ noun a short version of something giving only the main points

Sunday supplement /ˌsʌndəlˈsʌplɪmənt/ noun a magazine that comes with a Sunday newspaper

super- /ˈsjuːpər/ prefix combining with adjectives to suggest that something is of very high quality

superimpose /ˈsjuːpərɪmˈpəʊz/ verb to place something on top of something else

superior number /ˈsjuːpərɪəriˈnʌmbə/ noun a superscript number often used to indicate a footnote

Super Janet /ˈsjuːpər ˈdʒænit/ noun an updated version of the Joint Academic NETwork system of information transfer within the UK

superscript /ˈsjuːpəskrɪpt/ noun a small character printed at a higher level than the rest of the line of writing

supersede /ˈsjuːpəsˈsiːd/ verb to replace something which is old and out of date

supervise /ˈsjuːpəvəˈzaɪz/ verb to make sure that a person is working efficiently or that a task is done properly

supervisor /ˈsjuːpəvərɪzər/ noun a person who has the responsibility for supervising other people or machinery

supplementary /ˌsʌplɪˈmentəri/ adjective added to something else to improve it, update it or make it satisfactory

supplier /ˈsjuːplər/ noun a person or company that provides goods, services or equipment

supply /ˈsjuːpləri/ verb to provide, give or sell something to somebody

support /ˈsəpərt/ verb to provide help, advice or finance to ensure that somebody or something else can work

suppress /ˈsəpərɪs/ verb to prevent something from being known or done

surf /ˈsɜːrl/ verb to browse through a database or surfing the Internet

surface Web /ˈsɜːrf ɪs web/ noun data on the World Wide Web which can be found using ordinary search engines. Compare deep Web

surge /ˈsɜːrʒ/ noun a sudden increase in something such as sales or electrical power

survey /ˈsɜːrvər/ noun a detailed investigation often involving people’s opinions

survey population /ˈsɜːrvər,pɒpjʊleʃən/ noun a selected sample for an investigation

sustain /ˈsəstərn/ verb to keep or maintain something for a length of time

SV abbreviation in Internet addresses, the top-level domain for El Salvador

SVQ abbreviation Scottish Vocational Qualification

swap /swɔp/ verb to exchange information, giving one item and receiving another in its place

switch /swɪtʃ/ verb to switch on to connect a machine or equipment to a source of electrical power or to switch over to change to another machine or to switch off 1. to isolate a machine or equipment from a source of electrical power 2. to stop listening

switchboard /ˈswɪtʃbɔːd/ noun a central control unit for a telephone system within an organisation, from which calls can be redirected to extension lines

switchboard operator /ˈswɪtʃbɔːd,ɔpərətər/ noun a person who receives calls to an organisation and redirects them

Sy abbreviation in Internet addresses, the top-level domain for Syria

symbol /ˈsɪməbəl/ noun a shape, icon or picture which represents something else

symbolic /ˈsɪməbəlɪk/ adjective representing something else ○ Symbolic
symposium /ˈsɪməpəˈzɪəm/ noun a conference of experts to discuss particular topics (NOTE: The plural is symposia.)
syndetic /ˈsɪndɛtɪk/ adjective connected by cross-references
syndetic catalogue /ˈsɪndɛtɪk ˈkætələɡ/; syndetic index /ˈsɪndɛtɪk ˈɪndɛks/ noun a dictionary catalogue or index using a system of cross-referencing
synecdoche /ˈsɪnədkəʊ/ noun a figure of speech which uses one species for the whole genus, e.g. "pennies" for money in general
synonym /ˈsɪnənɪm/ noun a word of phrase which has almost the same meaning as another word or phrase
synopsis /ˈsɪnəpsɪs/ noun a summary of a longer text (NOTE: The plural is synopses.)
syntax /ˈsɪntəks/ noun a term in linguistics to describe the grammatical structure of a language
synthesis /ˈsɪnθəsɪs/ noun the artificial combination of ideas and styles
synthesize /ˈsɪntəsaɪz/, synthesise verb to make an artificial combination from a variety of small components
The computer is now able to synthesise sounds and make them seem like a human voice.
synthesiser /ˈsɪntəsaɪzə/ noun a machine which combines electrical sounds to make them recognisable as speech or music
SyQuest /ˈsɛkwest/ noun a manufacturer of storage devices, including a range of removable hard disk drives and backup units

system /ˈsɪstəm/ noun a set of rules or plans which are used to accomplish a task
system analyst /ˈsɪstəm əˈnælɪst/ noun a person who works at finding out the strong and weak points in a system

"The advantage Excalibur has is the search engine", says Leona Carpenter, senior system analyst at the British Library, where Excalibur has been used to digitise ageing microfilm of 18th century newspapers, and to digitise some of the library’s printed catalogues and indexes.” [The Guardian]

Systematic Computerised Processing in Cataloguing noun a system used in university libraries for the systematic control of periodicals. Abbr SCOPE
systematic sampling /ˈsɪstəmætɪk ˈsæmplɪŋ/ noun the use of a regular order of choice for the selection of a sample
They chose to use the method of systematic sampling and interview every tenth person from the list of names.
system design /ˈsɪstəm drˈzaɪn/ noun the process of deciding on the most appropriate system to provide the solution to a problem
system diagnosis /ˈsɪstəm ˌdaɪəˈzaɪnəs/ noun the process of finding faults in a system
systems analysis /ˈsɪstəmz əˌnələsɪs/ noun a process of using a computer to suggest how a company should work by analysing the way in which it works at present
system software /ˈsɪstəm ˈsofətweər/ noun programs which make applications work on the hardware

sz abbreviation in Internet addresses, the top-level domain for Swaziland