

7 GLOSSARY

7.1 SOUND RECORDINGS

analogue recording	<p>1) In the broadest sense, a method of recording in which some characteristic of the record current, such as amplitude or frequency, is continuously varied in a manner analogous to the variations of the original signal.</p> <p>2) A logging of an event by one of various methods of capturing and storing a continuous replica of the source sound pattern by tracing an analogous pattern into another medium. The most commonly used storage methods have been: engraved or embossed modulated grooves in a disc; magnetic particle patterns in tape; optical patterns in film. - RTAV Draft Glossary, 19 July 1994</p>
audio-book	<p>"A book read aloud and recorded on audiotape, usually by a professional actor or reader or by the author. Originally, books were books were produced on tape for the visually impaired, but the market has expanded to include joggers and walkers who like to listen as they exercise, individuals who must spend long hours travelling, persons who are illiterate or dyslexic and others who would rather listen than read. Synonymous with book-on-tape, recorded book, and talking book." – ODLIS</p>
audio-cassette	<p>An audiotape permanently enclosed in a hard plastic case containing two take-up reels to which the ends of the tape are attached for playback and rewinding." AACR2 uses the term Sound cassette. - ODLIS</p>
audio-tape	<p>"A continuous string of thin magnetic tape on which sounds can be recorded as electrical signals and converted back into sound with the proper playback equipment. The most common size in libraries is one-fourth inch [cm.] wide, stored on audiocassette. Synonymous with tape recording." – ODLIS.</p>
carrier	<p>The physical package (i.e. disc, film, tape, etc.), in or on which the audiovisual data or signal is fixed or recorded. - RTAV Draft Glossary, 19 July 1994</p>
cartridge	<p>1) A completely enclosed physical housing, usually made of hard plastic or metal, designed to store and protect a recording medium, for example, a light-tight, factory-loaded holder for photographic film, made to be placed in and removed from the camera in daylight without risk of accidental exposure. Unlike a container, which is separable from the medium, a cartridge is an integral part of the item. Examples used in libraries include audiocassettes, videocassettes, and cartridge microfilm in which the ends of a length of magnetic tape or film are permanently attached to two take-up reels for playback and rewinding – ODLIS;</p>

	<p>2) A single core container (a double core container is called a cassette) enclosing audiovisual media (i.e. optical, grooved, or magnetic discs, tape, film) using, for tape/film media, a single spool, endless-loop configuration. Used for insertion of the medium into recorders, reader/printers and retrieval devices, the media requiring no threading or rewinding. Most audio tape cartridges contain two-channel, 8-track stereo recordings. - RTAV Draft Glossary, 19 July 1994</p>
cassette	<p>An enclosed two-hub, core, or reel container (a single core is called a cartridge) enclosing film/tape/wire media with each end of the contained media being attached to one or the other hub, core, or reel. Common forms today include the compact audio cassette (introduced in 1964), the audio mini-cassette, and videocassettes. - RTAV Draft Glossary, 19 July 1994</p>
catalogue number (sound recording)	<p>1) Also known as order number or issue number.</p> <p>2) The number(s), letter(s), and/or other symbols assigned to a publication by the publisher to establish a unique control of a particular publication.</p> <p>3) The number, usually different from the matrix- or master-number(s), assigned by the publisher under which an item appears listed in catalogues, leaflets, and other publicity material issued by the company owning the rights to the recording. Usually common to all parts of the published item, appearing generally on each part of a multipart package as well as on the container for the multiple parts. This number may change when, or if, one or more of the parts are re-published again at a later date. Recordings have from time to time been published with the same catalogue number, both inadvertently and deliberately. Dubbings are sometimes assigned the original catalogue number, but frequently with a variant prefix or suffix. - Based on RTAV Draft Glossary, 19 July 1994. Definition of "Issue number"</p>
cms, cm/sec (centimeters per second)	<p>The measurement of the speed at which tape or wire recording passes through a tape or wire player. Tape speeds are based on the early standard of 30 ips (76 cm/sec). Successive improvements in tapes, head, and other equipment have permitted reductions to 15 ips (38 cm/sec) and 7½ ips (19 cm/sec) for professional tapes, and 3¾ ips (9,5 cm/sec) and 1 7/8 ips (4,75 cm/sec) for home use. In many areas <i>ips</i> are being replaced by the equivalent metric figures (i.e. cms or cm/sec). - Extrapolated from RTAV Draft Glossary, 19 July 1994 <i>See also ips (inches per second).</i></p>
date of recording	<p>Date of recording session, or date the sound was originally recorded regardless of whether or not it is subsequently published or broadcast. Note that a recording session may extend beyond a single date (e.g. a music session may continue beyond midnight, or a lengthy interview may be conducted over several separate</p>

	dates). <i>See also Date of creation</i>
CD-ROM (Compact Disc Read Only Memory)	an optical disc which uses the same physical form as an audio CD, and is readable by a computer CD-ROM drive; it is a consequence of the audio CD, where the primary use of the CD was originally music – Vernon and Islam, 2004
compact disc (CD)	"A digital audio-recording medium introduced in 1982 capable of storing up to 74 minutes of high-fidelity stereophonic sound in a single spiral track on one side of a 4.75-inc [12 cm.] disc, similar to the track on a phonographic record. Designed to be read by a laser beam and decoded inside a device called a CD player, compact discs not only provide clearer sound than phonographic records and audiotape but are capable of recording a much wider range of volume." – ODLIS; specific physical features include size (12 cm, or 4.7 in.), thickness (12 mm), capacity (\pm 0.650 G bites / 650 Mb), and speed (500 (inner) to 200 (outer) rpm) – Vernon and Islam, 2004
container	Housing for an item ... that is readily physically separable from the material being housed (e.g. a box for a disk or videocassette, a sleeve for a sound or videodisc) – AACR2R (App. D); A box or holder designed for storing a bibliographic item, group of items, or part of an item, for example, a pull-case, slipcase, or solander. Physically separable from its contents, a container can be open or lidded. Compare with physical carrier. <i>See also:</i> archival box and pull – ODLIS; any housing for an item, a group of items, or a part of an item, which is physically separable from the material being housed – ISBD(NBM)
date of recording	Date of recording session, or date the sound was originally recorded regardless of whether or not it is subsequently published or broadcast. Note that a recording session may extend beyond a single date (e.g. a music session may continue beyond midnight, or a lengthy interview may be conducted over several separate dates). <i>See also Date of creation.</i>
disc	A flat, circular object used as a mechanical, optical or magnetic storage medium. - RTAV Draft Glossary, 19 July 1994 <i>See also Disk.</i>
disc (sound recording)	A sound recording on a thin, flat circular object, usually made of shellac, vinyl, or various laminates. The signal may be either analogue or digital, and recorded/played using acoustical, electrical, magnetic or optical technology. From the RTAV Draft Glossary, 19 July 1994. Definition of "Audio disc"
disk (electronic resource)	A round magnetic device for storing information and programmes accessible by computer; may be either a rigid platter (hard disk) or a sheet of flexible plastic (floppy disk or diskette). The disk base is coated with a magnetizable material on which data can be recorded or stored along concentric tracks as small magnetic areas forming patterns of binary digits or bits. Information is written onto the disk,

	and read from it in a disk drive, by read/write heads mounted on arms which move rapidly across the disk. Disks are available in several diameters, the most popular being the 3,5-inch, (and formerly the 5,25-inch). - RTAV Draft Glossary, 19 July 1994 <i>See also Disc (sound recording).</i>
Dolby	A family of linear noise reduction audio recording and playback circuits used to improve the signal-to-noise ratio and to mute unwanted audio data. The various systems of the family are incompatible, thus a Dolby A encoded recording can only be satisfactorily replayed by decoding it with a Dolby A decoder. The family includes Dolby A, Dolby B, Dolby C, Dolby Hx pro and Dolby SR. - RTAV Draft Glossary, 19 July 1994
general material designation	A term indicating, broadly, the class of material to which an item belongs – ISBD(NBM)
groove	In audiovisual media, the channel cut, embossed, or pressed into a recording medium (i.e. cylinder, disc, film) which carries the encoded signal. Such a groove may be blank (unmodulated) or recorded (modulated), or a combination of both. A cut recording contains only one groove cut, or embossed, spirally from the beginning to the end of the item, but it is more common to refer to this groove in the plural: grooves. - RTAV Draft Glossary, 19 July 1994 <i>See also Coarse groove; Microgroove.</i>
ips (inches per second)	The measurement of the speed at which tape or wire recording passes through a tape or wire player. Tape speeds are based on the early standard of 30 ips. Successive improvements in tapes, head, and other equipment have permitted reductions to 15 ips and 7½ ips for professional tapes, and 3¾ ips and 1 7/8 ips for home use. In many areas ips are being replaced by the equivalent metric figures (i.e. cms or cm/sec). - RTAV Draft Glossary, 19 July 1994 <i>See also cms, cm/sec (centimeters per second).</i>
International Standard AudioVisual Number (ISAN)	New international system in development by the International Confederation of Authors' and Composers' Societies (CISAC) to uniquely identify audiovisual works through the application of a unique number. - Based on CISAC. Draft ISAN: nternational Standard AudioVisual Number. (CIS Brief No. 3)
ISBN	A ten-figure number including a check digit and preceded by an alphabetic prefix. The ISBN identifies an edition of a work issued by one specific publisher and is unique to that edition. It is assigned by the national ISBN agency and is based on the ISO standard ISO 2108:1978, and from 2007 ISO 2108:2005 – ISBD(NBM)
label	1) Any permanently affixed paper, plastic, etc. label, as opposed to the container itself, which may have data embossed or printed on it – AACR2R (6.OB1 footnote);

	<p>2) Any affixed paper, plastic, slip, ribbon, etc., connected in a permanent manner at the time of production by the manufacturer, creator, or the individual responsible for the existence of the item.</p> <p>3) In disc sound recordings, normally a round paper disc affixed to the central, unrecorded surface and containing some or all of the relevant artefact documentation/identifying information (i.e. label name, catalogue number, matrix number, take number, trade mark, statement of creation and/or performance, titles, place/date of recordings, publication/copyright data, et.al.)</p> <p>4) In automated record processing, a code used to identify an item of data, an area of memory, a record, or a file. - RTAV Draft Glossary, 19 July 1994</p>
label area (sound recording)	The physical area of a recorded sound item which would normally bear the label. Sometimes the label area may lack an affixed <i>label</i> , and instead contain identifying information written with chinagraph pencil, or etched into the area (lacquer discs, and coarse groove and microgroove discs, etc.). For CDs the area of the disc displaying graphic design and/or text is the label area and this information is accepted as <i>label information</i> - IASA Cataloguing Rules
label name	The brand or trade mark name associated with all or some of the products of a publisher or production company, particularly for sound recordings - ISBD(NBM)
lacquer disc	A recording disc, either single or double-sided, made with a core of metal, glass or fiber and coated with a lacquer compound, usually acetate or cellulose nitrate, into which the grooves are cut; intended for instantaneous recording. Following the use of a wax master and until <i>direct metal mastering</i> became prevalent, the lacquer disc was, also, the first step in the record production procedure leading to final pressed recordings. Before the introduction and acceptance of magnetic tape it was the most widely used form of instantaneous recording; also referred to as acetate disc. - RTAV Draft Glossary, 19 July 1994
lead in/lead out	The non-data programme grooves preceding and succeeding the data programme on a disc. The purpose of such grooves is to guide the pick up or tone arm into the first recorded grooves and out of the last recorded grooves. Also known as run in/run out grooves. <i>See also wax, The</i> – IASA Cataloguing Rules
laser disc	Includes CDs and videodiscs; may be mass-produced and pre-recorded, or blank and intended for the user to record, in which case only one copy is produced. The content of these media is digitally encoded (except for video on a videodisc which is in analogue form) and etched into a reflective layer on the disc in the form of

	<p>holes or pits (depressions). A laser light beam is focused on the disc as it revolves; where there are no depressions, the light beam simply moves on; where there are depressions, the light beam is reflected back into the playback apparatus, which reads the reflections and eventually converts them back into an analogue signal for playback. - RTAV Draft Glossary, 19 July 1994</p>
<p>long playing recording (sound recording) (LP)</p>	<p>A comparative term to describe the length of duration of a recording of greater duration than was previously available. The term has been used since the early days of the 20th century, first by the British company, Neophone, for its 20-inch vertical cut discs. Others which have used the phrase include Edison's Long Playing Disc Records of 1926 (10 and 12-inch microgroove 80 rpm discs with a playing time of twelve and twenty minutes respectively); Victor's standard groove 33 1/3 rpm Long Playing Records of 1932; and Columbia's microgroove 33 1/3 rpm LP of 1948. 2. In usage since 1948, an analogue audio disc recording with a playing time of substantially over five minutes, normally referring to a 10 or 12-inch diameter, 33 1/3 rpm microgroove disc introduced by Columbia in 1948; also called an LP. - RTAV Draft Glossary, 19 July 1994</p>
<p>matrix number</p>	<p>The number allocated to each side of a directly cut audio disc record, assigned by the record company at the time of recording, or sometimes in advance. Usually found etched, embossed, or stamped on the inside margin or centre. Generally it is a rough guide to the dating of the recording, and sometimes indicates which take or performance of several done in one session the recording actually represents. The matrix number may, also, indicate, usually in the prefix or suffix positions, additional data such as method of recording (i.e. electrical or acoustical), dubbing, recording engineer, place and original manufacturer. When dealing with records reissued under new issue numbers the matrix number is the chief means of verifying whether the reissue is the same take or performance as an earlier issue. - RTAV Draft Glossary, 19 July 1994 <i>See also Take number – IASA Cataloguing rules</i></p>
<p>noise reduction</p>	<p>Circuits, systems, and/or a combination of same, designed to reduce subjective noise generated or added by the recording or transmission system on/in sound and/or picture quality. - RTAV Draft Glossary, 19 July 1994</p>
<p>optical disc (electronic resources)</p>	<p>Any of several specific carriers delivering optically read data (e.g. CD-I, CD-ROM, Photo CD) – AACR2R (App D); A high-density direct access storage medium consisting of a specially coated disk on which data is encoded in a pattern of tiny pits burned into the surface with a laser, to be read by a device that reflects a laser beam off the pitted surface, then decoded by a microprocessor into digital signals. Optical disks can be read-only (audio CDs, CD-ROMs, DVDs, photo CDs, videodiscs), write once (WORM disks), or rewritable. They have far greater storage</p>

	capacity than magnetic disks and are more robust. Also spelled <i>optical disc</i> . Synonymous with <i>laser disk</i> – ODLIS
oral history (sound recording)	Generally an in-depth interview which focuses on the interviewee's life or career, or on an organisation's history or activities or part thereof – IASA Cataloguing Rules.
p notice	Associated information relates to ownership of recording rights on a physical item. The copyright symbol <i>p</i> followed by a date is known as the <i>p notice</i> or <i>phonogram date</i> . It has variant meanings under different copyright conventions and laws but generally indicates the first date of the sound recording. Based on ISBD (NBM)
phonogram ("p") date	The copyright symbol "p" followed by a date is commonly known as the phonogram date – it has variant meanings under different copyright conventions and laws, but generally indicates the first date of the sound recording - ISBD(NBM)
physical carrier	1) A physical medium in which data, sound, images, etc. are stored. For certain categories of material, the physical carrier consists of a storage medium (e.g. tape, film) sometimes encased in a plastic, metal etc. housing (e.g. cassette, cartridge) that is an integral part of the item – AACR2R (App. D); 2) The physical medium in or on which data, sound, images, etc., are stored, for example, magnetic tape or disk. For some categories of material, the medium may be permanently encased in a protective housing made of another material (plastic, metal, etc.) integral to the item, as in a floppy disk or Zip disk (<u>AACR2</u>). The same work may be stored in or on more than one type of physical carrier, for example, on film, videocassette, and DVD. Compare with container - ODLIS
pressing	1) The process whereby a machine flattens, compresses, and squeezes materials to a predetermined shape such as an LP record. 2) Any item produced in such a process. 3) The items produced via such a process at a given time (i.e. the initial pressing was 1,000 LPs; the second pressing was 5,000 LPs). - RTAV Draft Glossary, 19 July 1994
producer	The person who has technical responsibility for the fixing of the sound – a producer may also be responsible in varying degrees for the creative and other aspects of a particular production – ISBD(NBM)
production company	The company responsible for the fixing of the sound at a recording session; 2) the company responsible for the mass production of the sound recording (e.g.

	pressing of discs or replication of tape copies – ISBD(NBM)
reel	<p>1) A flanged circular holder with a spindle hole through the centre around which a roll of processed photographic film is wound, usually designed to be inserted in a projector, reader, reader-printer, or other display device. Initially open reels were also used for magnetic tape but they have been largely replaced by cartridges. Compare with spool – ODLIS;</p> <p>2) The flanged hub, or spool, made of various materials (i.e. metal, glass, plastic, or combinations) for holding recorded tape, film, or similar strip materials. 3) The resulting roll of such materials. - RTAV Draft Glossary, 19 July 1994</p>
sampling frequency (sampling rate)	The rate or frequency at which an analogue signal is analysed during the D/A (digital to analogue) conversion; generally expressed in Hertz. From RTAV Draft Glossary, 19 July 1994. Definition for "Sampling rate"
single (sound recording)	A published 45 rpm analogue disc recording usually containing one title per side; the selection lasting approximately three (3) minutes duration. - RTAV Draft Glossary, 19 July 1994 <i>See also CD (single) – IASA Cataloguing Rules</i>
sound recording	<p>1) An artefact which has been constructed and used for the specific purpose of storing a representation of energy for the further purpose of reproduction in the audio portion of the spectrum.</p> <p>2) The fixation of audio signals onto an appropriate carrier, such as cylinder, disc, tape, film, electronic file, or other medium.</p> <p>3) The artefact resulting from such fixation. - RTAV Draft Glossary, 19 July 1994</p>
sound tape	A sound recording on magnetic tape; also called audio tape or phonotape. Adapted from RTAV Draft Glossary, 19 July 1994. Definition of "Phonotape"
SPARS-Code	Recording industry codes developed by the Society of Professional Audio Recording Studios (SPARS). These often appear on CDs and indicate the encoding of the three generations of recording; mixing/processing; and reproduction. A = Analogue, D = Digital, X = Unknown. Hence: DDD, ADD, AXD, etc. – IASA Cataloguing Rules
specific material designation	The term indicating the specific class of material to which the item belongs - ISBD(NBM)
take number (sound recording)	Number following a matrix number to identify a different performance (i.e. <i>take</i>) of the same work by the same performer(s) during a recording session. – IASA Cataloguing Rules <i>See also Matrix number</i>

track	<p>1) The path on a magnetic tape on which the signal is recorded.</p> <p>2) Sometimes used interchangeably with cut or band to indicate an individual recording on a sound carrier (grooved disc, tape, CD, etc.). - RTAV Draft Glossary, 19 July 1994</p>
vinyl	<p>1) Abbreviation of polyvinyl chloride (PVC).</p> <p>2) Imprecisely used to refer to any of a number of plastics, many of which are not appropriate for use in preservation.</p> <p>3) A contemporary slang term for a disc record. - RTAV Draft Glossary, 19 July 1994</p>
vox pops (vox populi)	<p>Generally very short interviews conducted by the broadcast media to record and use public opinion on a current topic in the broadcast – IASA Cataloguing Rules</p>
wax, The	<p>Area between the grooves and the label on a disc (sound recording). This use of the term applied to 78 rpm discs initially.</p> <p><i>See also Lead in/lead out</i> – IASA Cataloguing Rules</p>

7.2 VIDEORECORDINGS

anamorphic	"A wide-screen process in which the filmed images have been optically compressed or "squeezed" in width but not in height. A frequent aspect ratio is 2.35:1." (AMIM)
aspect ratio	"The width of the screen image in relation to its height. The older 35 mm. standard aspect ratio was 1.33:1 or four to three. The early television industry adopted this ratio. Some common aspect ratios for wide-screen films are 1.66:1, 1.85:1, and 2.35:1." (AMIM)
cartridge	A completely enclosed physical housing, usually made of hard plastic or metal, designed to store and protect a recording medium, for example, a light-tight, factory-loaded holder for photographic film, made to be placed in and removed from the camera in daylight without risk of accidental exposure. Unlike a container, which is separable from the medium, a cartridge is an integral part of the item. Examples used in libraries include audiocassettes, videocassettes, and cartridge microfilm in which the ends of a length of magnetic tape or film are permanently attached to two take-up reels for playback and rewinding. - ODLIS
closed caption (CC)	<p>1) A continuous moving line of text (called a <i>crawl</i>) along the bottom of the screen in a television broadcast giving the narration or dialogue and noting any non-speech vocalizations (laughter, screams, dogs barking, etc.) or sound effects (music, applause, doorbells, etc.). Used mainly for the hearing-impaired and in bilingual programming, <i>closed captioning</i> is visible only with the aid of a special decoder. In library cataloging, the phrase <i>closed captioned</i> is entered in the note area of the bibliographic description to indicate that an item includes the feature – ODLIS;</p> <p>2) Captions added to the program for the hearing impaired and for other purposes. Indicated by symbol resembling a TV set with a tail or "CC." The cataloging note was changed in 1995 from "Closed-captioned for the hearing impaired" to "Closed-captioned" in order to indicate the broader scope (AMIM).</p>
compilation film	When film is assembled through the use of stock footage as its primary base, whether new footage is added or not, the end result is referred to as a compilation. The subject matter is "compiled" from a variety of sources in the editing room. A recent occurrence of this phenomena can be found in productions by MGM such a its "That's Entertainment." Compilations are usually documentaries, recapitulations, histories or propaganda (Film Glossary)
container	Housing for an item, a group of items, or part of any item, that is physically separable from the material being housed (e.g., a box for a disk or videocassette,

	a sleeve for a sound or videodisc). See also Physical carrier." AACR2 (But "container" is the cassette in 7.0B1) - AMIM
credit	Any textual statement at the beginning or end of a motion picture, videorecording, or television program identifying by name the director, producer, screenwriter, performers, narrator, and other persons responsible for creating the work (often with graphic and musical accompaniment). In filmmaking, considerable artistic attention is devoted to the style in which credits are presented, to set the tone for what is to follow or add a final touch. - ODLIS
direct access	The use of an electronic resource by means of a physical carrier (disk, cassette, cartridge, etc.) designed to be inserted into a computer or its auxiliary equipment, as opposed to accessing the resource remotely via a network (<u>AACR2</u>). Although floppy disks and CD-ROMs are still used for some applications, most libraries in the United States have shifted to networked digital resources available from vendors on subscription. Compare with remote access. - ODLIS
Director	The person who has overall responsibility for controlling and supervising the performance of a work written for stage or screen, whose name appears in the credits at the beginning or end of a motion picture, videorecording, or television program and is indicated in the note area of the bibliographic record representing the work in the library catalog. Compare with producer, and screenwriter. - ODLIS
DVD	An abbreviation of <i>digital videodisc</i> , a type of optical disk of the same size as a compact disc but with significantly greater recording capacity, partly because it is double-sided. Although DVD requires special equipment for playback, most DVD players can also read CD media. According to the Video Software Dealers Association's weekly VidTrac report, the number of commercial DVD rentals exceeded those of VHS for the first time in June 2003. DVD is expected to become the preferred medium for motion pictures distributed for home use. The new format is also gaining rapidly on VHS in public library collections in the United States. Click here to learn more about DVDs, courtesy of <i>How Stuff Works</i> . – ODLIS; size: 12 cm (4.7 in), thickness: 12 mm (2x0.6 – made of 2 thin discs glued together), capacity: 1.4-8.0 Gigs = far more storage capacity, speed: 1600 (inner) to 570 (outer) rpm = spin 3x faster than CD – Ismail...
DVS	"Descriptive Video Service provides a description of the setting and action of a film for those who cannot see using the second audio track of the video. The symbol for these shows sound waves coming from a speaker [or a large D]." (Nancy Olson. Cataloging of Audiovisual Materials.) See also: DVS FAQ at WGBH - AMIM
educational videotape	A videotape designed and marketed to schools and libraries as a teaching tool, sometimes for use in conjunction with a specific curriculum unit. Educational videos tend to be priced higher than feature films and mass-market nonfiction

	videos. - ODLIS
electronic resource	Material consisting of data and/or computer program(s) encoded for reading and manipulation by a computer by the use of a peripheral device directly connected to the computer, such as a CD-ROM drive, or remotely via a network, such as the Internet (AACR2). The category includes software applications, electronic texts, bibliographic databases, etc. Abbreviated <i>e-resource</i> . <i>See also:</i> electronic resources management and file – ODLIS
fiction film	A movie that narrates and depicts the life, times, situations or particular events of an imaginary character and/or characters. Most films for commercial release are fictional. Occasional lapses occur in which a fictional character may seem real, or, parallel the life of an actual person. Disclaimers are issued to protect producers from such misinterpretations of their work. Fictional films include a diversity of genres though the intent is to depict phenomena which are not true or real as if they were true or real. On occasion, fictional films attempt to create the illusion of the real "unreal;" that is, the imagined possibilities into full-grown and developed on-screen actuality. (Film Glossary)
general material designation (GMD)	An optional term added in square brackets to the bibliographic description of a nonbook item following the title proper to indicate type of material (<i>example:</i> [videorecording]). Separate lists of general material designations are provided in AACR2 for British and North American libraries. In some categories, the British list is more general (<i>object</i> includes diorama, game, microscope slide, model, and realia). The Library of Congress does <i>not</i> include the GMD in catalog records for manuscripts, maps, music, and textual works. Compare with material type. <i>See also:</i> specific material designation. - ODLIS
Intertitles	"Titles within the main body of a moving image, such as dialogue, continuity, and informational titles. Intertitles are mainly found in silent films." (AMIM)
letterbox (LBX)	"The process of formatting a wide-screen film onto video in which the entire width of the image is visible and there are blank bands above and below the image in order to accommodate the different aspect ratios of wide-screen film and the television screen." (AMIM)
magnetic tape	An electronic storage medium consisting of a thin strip of flexible plastic to which a metallic coating is applied that can be selectively magnetized to record information sequentially in linear or helical tracks. Magnetic tape is mounted on open reels or in cartridges. To retrieve a specific record or file on tape, all the records (or partitions) preceding it must be sequentially searched. Magnetic disk storage is faster because it allows data to be accessed randomly. For this reason, data in current use is usually stored on disk, but tape is often used for archival storage because it is more economical and has greater capacity. - ODLIS

monitor	<p>An output device consisting of an electronic display screen that, when attached to a computer, enables the user to view text and/or images. Computer monitors vary in size, shape, and resolution. A <i>recessed monitor</i> is mounted below the surface of a desk or table, usually beneath a glass panel at an angle to allow the user's line of sight to remain unobstructed in a <i>clavidoom</i> equipped with a wall screen and LCD projector. Laptop computers have a flat panel monitor that folds down to cover the keyboard. A <i>television monitor</i> is an analog device designed to display signals from a television receiver or signals prerecorded on videocassette or DVD using the appropriate playback equipment.</p> <p><i>See also:</i> LCD and pixel. - ODLIS</p>
motion picture	<p>A length of film from which an unbroken sequence of still photographs can be projected at speeds of 16 to 24 frames per second, producing the illusion of continuous motion. Motion pictures made in color or black and white, with or without recorded sound, on film 8, 16, 35, or 70mm wide. They include documentaries, feature films, and short films. To view examples, see <i>Internet Archive: Moving Image Collections</i>. Click here to connect to the Motion Picture & Television Reading Room at the Library of Congress. Synonymous with <i>cinofilm</i>, <i>movie</i>, and <i>picture show</i> and with the slang terms <i>flick</i> and <i>pic</i>. Compare with cinema.</p> <p><i>See also:</i> film clip, film library, filmography, International Federation of Film Archives, still, and trailer. - ODLIS</p>
newscast	<p>Information about current events and topics of general interest transmitted over television airwaves or cable transmission lines (Film Glossary)</p>
nonfiction film	<p>With the exception of experimental films, nonfiction and fiction are the two major categories of film types. A nonfiction film, as in literature, is any depiction of people, places and/or events that are factually based. Arguably the types of film categorized under the rubric non-fiction include documentaries, travel, educational, newsreel, and historical films. (Film Glossary)</p>
NTSC (colour system)	<p>"The current standard color system used in the United States, Canada, Mexico, Japan, and a few other countries. The system has 525 horizontal lines and is named for the National Television Systems Committee." (AMIM)</p>
PAL (colour system)	<p>"The current standard color system used in most Western European countries (excluding France), parts of Africa, parts of Asia (including China and India, excluding Japan), parts of South America, and in Australia and New Zealand. The system was developed in Germany. It has 625 horizontal lines. PAL is an acronym for Phase Alternation Line " (AMIM)</p>
Pan-and-scan	<p>"The process of formatting a wide-screen film onto video by selecting the area of the film frame to show in order to accommodate the different aspect ratios of</p>

	wide-screen film and television. During the process, the transferred area of the film must be continuously selected, and scenes encompassing the entire width of the film are often panned or followed from one side to the other." (AMIM) On some videos, called "full frame."
performer	An individual who plays a visible part in a work created for a medium of performance (play, motion picture, musical composition, dance, etc.). In library cataloging, the names of leading performers may be included as added entries (MARC field 700) in the bibliographic description of a recorded performance (film, videocassette, audiocassette, <u>CD</u> , etc.). <i>See also:</i> composer and director. - ODLIS
physical carrier	"A physical medium in which data, sound, images, etc., are stored. For certain categories of material, the physical carrier consists of a storage medium (e.g., tape, film) sometimes encased in a plastic, metal, etc., housing (e.g., cassette, cartridge) that is an integral part of the item. See also Container." (AACR2)
playback	Any recording heard or viewed as soon as it is produced, usually to enable the performers, producers, etc., to evaluate its quality and select the version to be used for manufacture and distribution. In a more general sense, the reproduction of sounds and/or images from the medium on which they are recorded (phonograph record, audiotape, compact disc, videotape, DVD, etc.). A <i>playback device</i> is capable of reproducing audio and/or video but is not designed for recording. - ODLIS
producer	1) A person or corporate body that has artistic and/or intellectual responsibility for the form and Content of an item. 2) An individual or organization that has responsibility for the technical aspect(s) (e.g. mixing of sound), manufacture, or production of an item – AACR2R
read-only	A digital storage medium capable of being read but not modified or erased, used for data that is to be retained permanently, for example, ROM (read-only memory) and CD-ROM. The opposite of rewritable. <i>See also:</i> WORM. - ODLIS
reel	1) A flanged circular holder with a spindle hole through the center around which a roll of processed photographic film is wound, usually designed to be inserted in a projector, reader, reader-printer, or other display device. Initially open reels were also used for magnetic tape but they have been largely replaced by cartridges. Compare with spool. 2) Reels for motion picture film, made of metal or hard plastic, consist of a hub of the appropriate gauge (16mm, 35mm, 70mm) with open extended sides between

	<p>which the film is wound. The <i>supply reel</i> holds the film to be projected and the <i>take-up reel</i> holds film after it has gone through the gate of the projector (click here to see an example). On a <i>split reel</i> the two flanges can be separated and the hub is designed to accommodate a standard plastic core to facilitate the transfer of film from reel to core for storage and from core back to reel for projection. In the silent film era, the term "reel" was an approximate measure of running time, each 1,000-foot 35mm reel running 10 or 18 minutes, depending on projection speed.</p> <p>– ODLIS</p>
rewind	<p>A motorized or hand-cranked geared device with a spindle on which a reel of motion picture film can be mounted, used in pairs at an editing bench or workstation to control the winding of film from reel to reel for inspection and to transfer it from reel to core for storage without stressing the perforations. When fitted with a long spindle, several reels can be unwound and rewind simultaneously. Synonymous with <i>rewinder</i>. Also, the process of winding a tape or film back to the beginning after it has been played to make it ready for the next use. Most libraries request that borrowers rewind audiocassettes and videocassettes before returning them. - ODLIS</p>
screenwriter	<p>The person responsible for writing the screenplay for a motion picture, videorecording, or television program or the scripted narration for a documentary, whose name is usually given in the credits. In library cataloging, the name of the screenwriter is entered in the note area of the bibliographic record representing the item. - ODLIS</p>
SECAM (colour system)	<p>"The current standard color system used in France, Eastern Europe (including Russia), most of French-speaking Africa, and several Middle Eastern countries. The system was developed in France. It has 625 horizontal lines. SECAM stands for Séquentiel Couleur à Mémoire." (AMIM)</p>
Specific Material Designation (SMD)	<p>The most specific designation of the type of material to which an item belongs (usually the class of physical object), given under extent of item in the physical description area of the bibliographic record, for example, "videodisc" under the general material designation [videorecording]. – ODLIS</p>
stock shot (SS)	<p>In motion pictures, a standard take of a scene (<i>example</i>: train passing through countryside), subject (elephants in the wild), landmark (Eiffel Tower from above), or event (D-Day landing), archived, usually in a film library with other shots, to be used as a resource by filmmakers as needed to reduce costs or provide historical accuracy, especially in the production of documentaries. VISUALNET provides a directory of stock footage libraries, or try a search in <i>Footage.net</i>. Synonymous with <i>library shot</i>. Compare with stock photograph.</p> <p>See also: stock footage. - ODLIS</p>

television program	A work originally broadcast by a television network or station to persons who own television receivers or subscribe to cable television, including news broadcasts, entertainment, documentaries, instructional content, etc. The category does not include motion pictures and other works originally created on film, usually for theatrical release, and later broadcast on television.- ODLIS
television series	A television program in multiple episodes, usually conceived without a definite end, to be aired on a regular schedule (daily, weekly, or monthly). In a nonfiction series, the episodes are usually related in theme and/or host, and often of the same length and similar format (<i>example: American Experience</i> on PBS). The episodes in a fiction series usually share the same characters in a predictable setting, sometimes with a continuous plot (soap operas and sitcoms are in this category). A <i>television mini-series</i> is a multi-episode program of limited duration, aired daily or weekly, usually with a total running time of less than 15 hours (<i>example: The West</i> , a documentary series by Ken Burns). <i>See also:</i> television pilot- ODLIS
trailer	A short film clip for advertisement purposes often shown in theatres to promote upcoming presentations. Colloquially known as "Coming Attractions" trailers attempt to illustrate the highlights of a film without destroying integral surprises, plots or climactic events. Sometimes trailers will be edited, juxtaposing a 'seeming' dialogue between two characters. The dialogue is not necessarily an accurate depiction of their interaction in the film. (Film Glossary)
VCR	An abbreviation of <i>videocassette recorder</i> , an electronic device designed to record onto videotape (in VHS format) signals received by a standard television receiver for playback on a television monitor. VCRs are also used to play prerecorded videocassettes (feature films, documentaries, etc.). Although VCRs are analog machines, adapters are available that enable digital data to be stored on videotape as computer backup. Click here to find out how VCRs work, courtesy of <i>How Stuff Works</i> .- ODLIS
VHS	An initialism for Video Home System, a video recording and playback format consisting of hard plastic cassettes containing half-inch videotape. Introduced by JVC in 1976 to compete with Sony's Beta format, VHS has since become the industry standard for both home and commercial use. SVHS (Super VHS) was developed to improve resolution. DVD format is gaining on VHS in library collections, particularly in public libraries. <i>See also:</i> VCR. ODLIS
videocartridge	"A permanently encased videotape that sometimes has the ends joined together in a loop to provide continuous viewing." (AMIM)
videocassette	A blank or prerecorded videotape permanently enclosed in a hard plastic case

	<p>containing two take-up reels to which the ends of the tape are permanently attached for playback and rewinding in a device called a videocassette recorder (VCR). Click here to see a diagram. In the United States, the standard format for videotapes is VHS. Most libraries shelve videocassettes in a separate section, but in some libraries they are integrated into the circulating collection by call number. To satisfy demand, the loan period for videocassettes may be shorter and the overdue fine higher than for books. Click here to learn about the history of the videocassette. Compare with videorecording. – ODLIS;</p> <p>2) "A permanently encased videotape that winds and rewinds from reel-to-reel." (AMIM)</p>
videodisc	<p>A large read-only optical disk usually made of plastic with a reflective metal coating on which visual images and associated audio signals are recorded for subsequent playback on a <i>videodisc player</i> attached to a television receiver and monitor. Synonymous with <i>optical digital disk</i>. Compare with videorecording. <i>See also</i>: DVD. – ODLIS;</p> <p>2) "A flat disc of plastic or other material on which video signals are recorded. Videodiscs range in diameter from 3 in. to 12 in. and include the ca. 4 3/4 in. (12 cm.) DVD and video CD. " (AMIM)</p>
videoreel	<p>In AACR2, a term used in the physical description area of the bibliographic record to describe the physical form of a visual work recorded on videotape that is wound on one or more open reels, rather than encased in a cassette or cartridge – ODLIS;</p> <p>2) "A videotape wound on a hub or other storage device that is designed to be played back on a system having its own take-up mechanism. This term is used for videotape that is not permanently encased."(AMIM)</p>
videotape	<p>Magnetic tape on which visual images and accompanying sound are recorded for subsequent playback via television receiver and monitor, usually sold in the form of a videocassette. The industry standard is one-half-inch-wide tape (VHS). Compare with videorecording.</p> <p><i>See also</i>: educational videotape and streaming video. – ODLIS</p>
unedited	<p>A term used in cataloging moving images to indicate the form of a work composed of footage recording a live event, for example, a legislative hearing or floor debate, press conference, ceremony involving an important person (coronation, inauguration, funeral), scientific experiment, etc. Except for necessary shifts in camera angle, the shots remain in the sequence in which events occurred, without subsequent editing and with no commentary. Much of the television programming provided by C-SPAN falls into this category. Compare with inedited.</p>

	<i>See also:</i> rushes. (ODLIS)
wide-screen film:	A motion picture with an aspect ratio greater than the older 35 mm. standard of four to three, or 1.33:1. Wide-screen films may have aspect ratios from 1.65:1 up to 2.55:1. " (AMIM)

7.3 ELECTRONIC RESOURCES

application	<p>Computer software that allows the user to process data or perform calculations necessary to achieve a desired result, as opposed to the operating system designed to control the computer's hardware and run all other programs. Common microcomputer applications include word processing, spreadsheets, e-mail, presentation graphics, desktop publishing, database management systems, and Web browsers.</p> <p><i>See also:</i> multitasking.</p>
application program	<p>A resource designed to help users perform a specific task. Examples range from generic productivity programs, such as spreadsheets, database programs, and word processors, to games and specific purpose programs on business, education, and scientific subjects and skills. Contrast with System program - ISBD(ER).</p>
bibliographic database	<p>A resource consisting of electronic records that represent works, documents, or bibliographic items (e.g. a library catalogue, citation database)- ISBD(ER).</p>
born digital	<p>An informal term for a work created from scratch in electronic form, for example, a hypermedia thesis or dissertation, or an electronic journal that has no print counterpart. Preservation dilemmas are posed by the rapid obsolescence of digital equipment and formats.</p>
CAD programme	<p>An application program used in computer-assisted design projects involving the design of scientific, engineering, and architectural models in two or three dimensions, ranging from single tools to buildings, aircraft, integrated circuits, and molecules –ISBD(ER).</p>
carrier	<p>The physical package (i.e. disc, film, tape, etc.), in or on which the audiovisual data or signal is fixed or recorded. - RTAV Draft Glossary, 19 July 1994- IASA</p>
cartridge	<p>1) A completely enclosed physical housing, usually made of hard plastic or metal, designed to store and protect a recording medium, for example, a light-tight, factory-loaded holder for photographic film, made to be placed in and removed from the camera in daylight without risk of accidental exposure. Unlike a container, which is separable from the medium, a cartridge is an integral part of the item. Examples used in libraries include audiocassettes, videocassettes, and cartridge microfilm in which the ends of a length of magnetic tape or film are permanently attached to two take-up reels for playback and rewinding.</p> <p>2) A single core container (a double core container is called a cassette) enclosing audiovisual media (i.e. optical, grooved, or magnetic discs, tape, film) using, for tape/film media, a single spool, endless-loop configuration. Used for</p>

	insertion of the medium into recorders, reader/printers and retrieval devices, the media requiring no threading or rewinding. Most audio tape cartridges contain two-channel, 8-track stereo recordings. From RTAV Draft Glossary, 19 July 1994 – IASA
cassette	An enclosed two-hub, core, or reel container (a single core is called a cartridge) enclosing film/tape/wire media with each end of the contained media being attached to one or the other hub, core, or reel. Common forms today include the compact audio cassette (introduced in 1964), the audio mini-cassette, and videocassettes. - RTAV Draft Glossary, 19 July 1994– IASA
census data	A resource consisting of mostly numeric data that give the official count of population and recording of economic status, age, sex, etc. – ISBD(ER)
chip cartridge	A permanently encased ROM chip, from which electronic resource(s) may be read ISBD(ER).
compact disc (CD)	A recording medium, introduced commercially in 1983, consisting of a 12 cm/4.72-inch disc, made principally of plastic coated with a reflective metal, commonly aluminium in commercial discs, and a protective layer of lacquer. Presently used primarily for audio and CD-ROM recordings. Normally recorded and played on one side only at this time, the medium can yield up to 78 minutes of audio signal. - RTAV Draft Glossary, 19 July 1994
compact disc-interactive (CD-I)	A compact disc format developed by Philips and Sony that stores electronic resources, including sound, text, still images and full-motion video in optical form, used with a CD-I player. - ISBD (ER)
Compact disc-read only memory (CD-ROM)	A compact disc format that stores electronic resources, including sound, text, still images and full-motion video in optical form, used with a CD-ROM player. ISBD (ER)
computer file	Data or programs encoded in machine-readable format for processing by a computer. Data files stored on a computer are usually organized by topic or other characteristic in directories and subdirectories. Synonymous with <i>machine-readable data file</i> .
computer program	A set of instructions written in a programming language to enable a computer to process data, perform operations, and solve logical problems. Synonymous with software. <i>See also:</i> application and operating system.
container	1) A box or holder designed for storing a bibliographic item, group of items, or part of an item, for example, a pull-case, slipcase, or solander. Physically separable from its contents, a container can be open or lidded. Compare with physical carrier <i>See also:</i> archival box and pull.

	2) Housing for an item, a group of items or part of any item, that is readily physically separable from the material being housed (e.g. a box for a disk or videocassette, a sleeve for a sound or videodisc) - AACR
data	<p>1) The plural of the Latin word <i>datum</i>, meaning "what is given," often used as a singular collective noun. Facts, figures, or instructions presented in a form that can be comprehended, interpreted, and communicated by a human being or processed by a computer. Compare with information and knowledge. <i>See also:</i> data bank, database, data set, and metadata</p> <p>2) Information in the form of numbers, letters, graphics, images, sound, or a combination of these. Types of data include font data, image data, numeric data, sound data, representational data, and text data – ISBD(ER).</p>
data conversion	The process of translating data from one form to another, usually from human-readable to machine-readable format (or vice versa), from one file type to another, or from one recording medium to another, for example, from film to videotape or videodisc using a telecine
database programme	An application program that manipulates and manages the storage and retrieval of data, which is structured as fields, records, and files – ISBD(ER).
desktop publishing programme	A removable, flexible disk used for storage of electronic resources in magnetic form, read and written to by electron-magnetic impulse. Examples of magnetic disk formats are: floppy disks (also called "diskettes") and hard disks – ISBD(ER).
device	<p>1) An ornament or symbol used in printing, such as the north pointer used on maps to indicate compass orientation. Also refers to an insignia used as a publisher's identifying mark, for example, the small design of a house stamped on the spine and printed on the title page of books published by Random House. Click here to view the anchor-and-dolphin device of Aldine press in a 16th-century edition of Ovid's <i>Metamorphoses</i> (Edinburgh University Library, Dd.6.75). <i>See also:</i> colophon.</p> <p>2) Also refers to any electronic or electromagnetic machine or hardware component. Computer peripherals (printer, scanner, disk drives, etc.) require a program routine called a <i>device driver</i> to connect to the operating system</p>
direct access	1) The use of an electronic resource by means of a physical carrier (disk, cassette, cartridge, etc.) designed to be inserted into a computer or its auxiliary equipment, as opposed to accessing the resource remotely via a network (AACR2). Although floppy disks and CD-ROMs are still used for some

	<p>applications, most libraries in the United States have shifted to networked digital resources available from vendors on subscription. Compare with remote access.</p> <p>2) The use of electronic resources via carriers (e.g. discs/disks, cassettes, cartridges) designed to be inserted into a computerized device, or its auxiliary equipment - AACR</p>
disc (optical disc ISBD (ER))	<p>1) A generic term used in computing to distinguish read-only digital storage media (audio compact discs, CD-ROMs, videodiscs, etc.) from those that are rewritable. Also, an alternate spelling of disk ("optical disc" or "optical disk").</p> <p>2) See Optical disc – AACR</p> <p>3) A flat, - RTAV Draft Glossary, 19 July 1994 - <i>See also Disk.</i></p> <p>4) A sound recording on a thin, flat circular object, usually made of shellac, vinyl, or various laminates. The signal may be either analogue or digital, and recorded/played using acoustical, electrical, magnetic or optical technology. From the RTAV Draft Glossary, 19 July 1994. Definition of "Audio disc"</p>
disk (hard disk – ISBD(ER))	<p>1) A generic term used in computing for a digital storage medium that is rewritable, as opposed to read-only. Compare with disc. <i>See also:</i> magnetic disk and optical disk.</p> <p>2) A magnetic disk, usually encased in a protective plastic jacket or rigid case, used by computerized devices for storing and retrieving electronic resources. Disks can either be fixed or removable. See also Optical disc - AACR</p> <p>3) A round magnetic device for storing information and programmes accessible by computer; may be either a rigid platter (hard disk) or a sheet of flexible plastic (floppy disk or diskette). The disk base is coated with a magnetizable material on which data can be recorded or stored along concentric tracks as small magnetic areas forming patterns of binary digits or bits. Information is written onto the disk, and read from it in a disk drive, by read/write heads mounted on arms which move rapidly across the disk. Disks are available in several diameters, the most popular being the 3,5-inch, (and formerly the 5,25-inch). - RTAV Draft Glossary, 19 July 1994 - <i>See also Disc (sound recording).</i></p>

	4) A non-flexible magnetic disk, in a solid container, used to read and write electronic resources; hard disks can be either fixed or removable – ISBD(ER)
document	A resource consisting of mostly text data created in the computer with the use of an application program (e.g. letters, articles, reports).
electronic text	The words used by an author to express thoughts and feelings presented in digital, as opposed to printed or handwritten, form. To be displayed with formatting on a computer, text must first be encoded in a markup language. Electronic text can be "born digital" or converted from another format. The first initiative aimed at making texts in the public domain available electronically was Project Gutenberg. See also the Electronic Text Center established in 1992 by the University of Virginia Library and The Online Books Page (University of Pennsylvania). Abbreviated <i>e-text</i>
electronic resource	<p>1) Material consisting of data and/or computer program(s) encoded for reading and manipulation by a computer by the use of a peripheral device directly connected to the computer, such as a CD-ROM drive, or remotely via a network, such as the Internet (AACR2). The category includes software applications, electronic texts, bibliographic databases, etc. Abbreviated <i>e-resource</i>. <i>See also:</i> electronic resources management and file.</p> <p>2) Material (data and/or programme(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g. CD-ROM drive) or a connection to a computer network (e.g. the Internet) – AACR</p> <p>3) Material (data and/or programme(s)) encoded for manipulation by computer. Includes materials that may require the use of a peripheral (e.g. a CD-ROM player) attached to a computer, and online service(s) (e.g. bulletin boards, discussion groups/lists, world wide web sites).- ISBD (ER) <i>See also Interactive multimedia.</i></p>
encoding	In information retrieval, the process of converting a message or data into electronic signals that can be processed by a computer or transmitted over a communications channel. The opposite of <i>decoding</i> . Compare with encryption.
file	1) A collection of documents usually related in some way, stored together, and arranged in a systematic order. In computing, a collection of structured data elements stored as a single entity or a collection of records related by source and/or purpose, stored on a magnetic medium (floppy disk, hard disk, Zip disk, etc.). File type, indicated by an extension at the end of the filename, depends on

	<p>the code in which the data is written (<i>example</i>: .html for HTML script). In AACR2, the term is defined as a basic unit in which electronic resources are organized and stored, some e-resources containing more than one file.</p> <p>2) In manual data systems, the contents of a manila folder or other physical container used to organize documents, usually of a size and shape designed to fit inside the drawer of a standard-size filing cabinet or other storage space. Also refers to a collection of information about a specific subject or person, stored together as a single unit, sometimes with other files on related subjects or people, for example, a <i>personnel file</i> maintained by an employer. <i>See also</i>: case file, convenience file, and reading file.</p> <p>3) A basic unit in which an electronic resource is organized and stored. Electronic resources can contain one or more files – AACR</p>
file format	The standard to which data is arranged in an electronic resource file - IASA.
font data	Material (data and/or program(s)) encoded for manipulation by computer. Includes materials that require the use of a peripheral (e.g. a CD-ROM player) attached to a computer, and online service(s) (e.g. bulletin boards, discussion groups/lists, World Wide Web sites) – ISBD(ER).
game	An application program intended for recreational or educational use. Examples include chess, treasure hunts, war games, and simulations of air flights and world events.– ISBD(ER).
general material designation (GMD)	<p>1) A term indicating the broad class to which an item belongs (e.g. sound recording) – AACR</p> <p>2) A term indicating, broadly, the class of material to which an item belongs. - ISBD (NBM)</p>
image data	A resource consisting of mostly "pictures", as opposed to alphabetic and numeric characters, on a computer screen (e.g. photographs, drawings) – ISBD(ER).
input	Data transferred to or entered into a computer system for processing, as opposed to the <i>results</i> of processing, known as output. The most commonly used <i>input devices</i> in personal computing are the keyboard and mouse. Scanners are also becoming more widespread, and significant advances are being made in voice recognition technology
Interactive multimedia	Media residing in one or more physical carriers (e.g. an electronic optical disc and videodisc) or in computer networks or systems. Interactive multimedia should exhibit the following two characteristics: (1) user-controlled, nonlinear

	navigation using computer technology, and (2) the combination of two or more media (sound, text, graphics, images, animation, and video) that the user manipulates to control the order and/or nature of the presentation – ISBD(ER).
internet	1) Worldwide computer network which connects several national and local networks, and which is based on TCP/IP, a standard for computer communication - IASA. 2) A large network made up of a number of smaller networks that are connected to each other, using the Internet Protocol (IP) and other similar protocols. The Internet provides such services as file transfer, electronic mail, remote login, news, among others
journal	A resource consisting of a serial publication usually delivered over a computer network and generally issued on a regular basis, containing signed articles reporting the results of research in a particular field of study, along with other related information – ISBD(ER).
label	1) Any affixed paper, plastic, slip, ribbon, etc., connected in a permanent manner at the time of production by the manufacturer, creator, or the individual responsible for the existence of the item. 2) In disc sound recordings, normally a round paper disc affixed to the central, unrecorded surface and containing some or all of the relevant artefact documentation/identifying information (i.e. label name, catalogue number, matrix number, take number, trade mark, statement of creation and/or performance, titles, place/date of recordings, publication/copyright data, et.al.) 3) In automated record processing, a code used to identify an item of data, an area of memory, a record, or a file. - RTAV Draft Glossary, 19 July 1994
local access	A method of obtaining an electronic resource by use of a physical carrier, such as a disk/disc, cassette, or cartridge, designed to be inserted by the user into a peripheral attached to a computer – typically a microcomputer. ISBD (ER) <i>See also Remote access.</i>
magnetic tape	A flat, thin strip of material either capable of being magnetically charged, or coated with particles capable of being magnetically charged, which is used for recording analogue or digital data. Magnetic tape is stored on reels, in cassettes, and in cartridges. - RTAV Draft Glossary, 19 July 1994
map data	An electronic representation of all or part of the surface of the earth or of another celestial body – ISBD(ER).
newsletter	A resource consisting of a serial publication usually delivered over a computer

	network and generally issued on a regular basis, containing items (often unsigned) of current, usually ephemeral interest. Newsletters are often issued by associations and societies to keep their members informed about the body's activities – ISBD(ER).
network	<p>1) A group of physically discrete computers interconnected to allow resources to be shared and data exchanged, usually by means of telecommunication links and client/server architecture. Most networks are administered by an operations center that provides assistance to users. The largest "network of networks" in the world is the Internet, allowing users of computers of all types and sizes to communicate in real time.</p> <p><i>See also:</i> CD-ROM network, extranet, intranet, local area network, and wide area network.</p> <p>2) Also, two or more organizations engaged in the exchange of information through common communication channels, usually for the purpose of accomplishing shared objectives. When the organizations are libraries, the arrangement is a <i>library network</i> (example: National Network of Libraries of Medicine). Compare with consortium.</p> <p>3) In communications media, a chain of television or radio broadcasting stations that share a significant portion of their programming, either because they are owned by the producer of the programming (the network) or because they are independent affiliates compensated by the network for broadcasting its programs. At one time, the major television networks (ABC, CBS, Fox, and NBC) had a virtual monopoly of television programming in the United States, but they have lost market share to the cable networks. Click here connect to the <i>Yahoo!</i> list of links to television network Web sites.</p>
numeric data	A resource consisting of mostly numbers or representation by numbers, such as records containing census data, survey data, etc. – ISBD(ER)
online service	A system-based activity that supports access to and use of information on the Internet. Online services are provided to users by service organizations and include bulletin boards, discussion groups/lists, World Wide Web sites, news and weather reports, among others – ISBD(ER).
operating system (OS)	1) Software designed to control the basic operation of a computer and the exchange of data between the central processing unit and any peripheral equipment, mainly input and output devices. Loaded whenever the computer is started, the OS controls the running of all other programs, including any security systems designed to prevent unauthorized use. Commonly used PC operating

	<p>systems include DOS, Windows, Macintosh, and UNIX. Click here to learn more about operating systems, courtesy of <i>How Stuff Works</i>.</p> <p>2) Programs that manage the tasks and operations of a computer system, which may include the sequencing of programs, input-output control, debugging, compilation, accounting, storage assignments, data management, and related services – ISBD(ER).</p>
optical disk	<p>1) A high-density direct access storage medium consisting of a specially coated disk on which data is encoded in a pattern of tiny pits burned into the surface with a laser, to be read by a device that reflects a laser beam off the pitted surface, then decoded by a microprocessor into digital signals. Optical disks can be read-only (audio CDs, CD-ROMs, DVDs, photo CDs, videodiscs), write once (WORM disks), or rewritable. They have far greater storage capacity than magnetic disks and are more robust. Also spelled <i>optical disc</i>. Synonymous with <i>laser disk</i>.</p> <p>2) Any of several specific carriers delivering optically read data (e.g. CD-I, CD-ROM, Photo CD) – AACR</p> <p>3) A removable, non-flexible disc, used for storage of electronic resources in optical form, read and written to by laser technology. Examples of optical disc formats are: CD-I (Compact-Disc Interactive), CD-ROM (Compact Disc Read-Only Memory), Photo CD (Photo Compact Disc), WORM (Write Once Read Many), and interactive videodiscs – ISBD(ER).</p>
output	<p>The end result of processing by a computer, as opposed to data entered into or transferred to a computer system for processing (input). Output may be sent to a peripheral device for storage or display. Also refers to the signal that emanates from a video or audio player, as opposed to the signal fed into it.</p>
peripheral	<p>1) A device used in conjunction with a computer that is not an indispensable or inseparable part of it. Microcomputer peripherals are used for input (keyboard, mouse, scanner), output (printer, monitor, audio speakers), storage (floppy disk, CD-ROM), and communication (modem). The trend has been to build peripherals into PCs, especially laptops. Synonymous with <i>auxiliary equipment</i>. <i>See also</i>: central processing unit.</p> <p>2) An accessory connected to a computer system that is usually used to conduct input-output operations (e.g. a printer, joystick) – ISBD(ER)</p>
physical carrier	<p>1) The physical medium in or on which data, sound, images, etc., are stored, for</p>

	<p>example, magnetic tape or disk. For some categories of material, the medium may be permanently encased in a protective housing made of another material (plastic, metal, etc.) integral to the item, as in a floppy disk or Zip disk (AACR2). The same work may be stored in or on more than one type of physical carrier, for example, on film, videocassette, and DVD. Compare with container.</p> <p>2) A physical medium in which data, sound, images, etc. are stored. For certain categories of material, the physical carrier consists of a storage medium (e.g. tape, film) sometimes encased in a plastic, metal, etc housing (e.g. cassette, cartridge) that is an integral part of the item.</p> <p><i>See also</i> Container – AACR</p>
programme	A set of steps or routines instructing the computer to perform certain tasks, including the processing of data. Also called "software" – ISBD(ER).
programming language	A language used by programmers to write computer programs, which may require assembly, compilation, interpretation, or translation before a computer can execute it – ISBD(ER).
publication (remote electronic resources)	In the context of applying the ISBD(ER), all remote electronic resources are considered to be published. A formal statement that includes place, publisher and date is given in the bibliographic record when such information is available. If no place or publisher information is available in the item, the abbreviations "s.l." and "s.n." are given as appropriate – ISBD(ER)
read-only memory (ROM)	A memory chip containing instructions and/or data that cannot be changed or erased because the manufacturer created it in unalterable form. Usually contains the programs required to start the computer. Compare with CD-ROM - ODLIS
record	<p>1) An account of something, put down in writing, usually as a means of documenting facts for legal or historical purposes. Also, to make such an account. In a narrower sense, a formal document in which the content is presented in a named set of standardized data elements treated as a single unit, for example, a certificate, deed, lease, etc. In archives, a document created or received, and subsequently maintained, by an institution, organization, or individual in the transaction of official or personal business or in fulfillment of a legal obligation.</p> <p><i>See also:</i> bibliographic record and catalog record;</p> <p>2) In computing, a collection of related data fields organized and accessible as a single entity. A machine-readable data file is a collection of such records;</p>

	<p>3) Also, to use an audiorecording or videorecording device to capture and store audio or video signals for playback. Also refers to any sound recording made on a vinyl disk, for example, a phonograph record.</p> <p>4) group of works, number or symbols, or a combination thereof, identified as a unit from the standpoint of content or use (e.g. a bibliographic entry in a library catalogue, a case in a survey, a student test score) – ISBD(ER)</p>
reel	<p>1) A flanged circular holder with a spindle hole through the center around which a roll of processed photographic film is wound, usually designed to be inserted in a projector, reader, reader-printer, or other display device. Initially open reels were also used for magnetic tape but they have been largely replaced by cartridges. Compare with spool.</p> <p>2) Reels for motion picture film, made of metal or hard plastic, consist of a hub of the appropriate gauge (16mm, 35mm, 70mm) with open extended sides between which the film is wound. The <i>supply reel</i> holds the film to be projected and the <i>take-up reel</i> holds film after it has gone through the gate of the projector (click here to see an example). On a <i>split reel</i> the two flanges can be separated and the hub is designed to accommodate a standard plastic core to facilitate the transfer of film from reel to core for storage and from core back to reel for projection. In the silent film era, the term "reel" was an approximate measure of running time, each 1,000-foot 35mm reel running 10 or 18 minutes, depending on projection speed.</p> <p>3) The flanged hub, or spool, made of various materials (i.e. metal, glass, plastic, or combinations) for holding recorded tape, film, or similar strip materials;</p> <p>4) The resulting roll of such materials. - RTAV Draft Glossary, 19 July 1994</p>
remote access	<p>1) Communication with a geographically distant computer system or network as if one were a local user. To log on to a network server, the user may be required to enter an authorized username and/or password. Special communications software and/or hardware, such as a modem or dedicated line, may also be required. Wireless, cable modem, and DSL (Digital Subscriber Line) technologies provide alternative methods of accessing computer systems remotely. In most online library catalogs, a certain number of ports are reserved for remote access to accommodate off-site users. Compare with direct access.</p> <p><i>See also:</i> authentication</p>

	<p>2) The use of electronic resources via computer networks. See also Direct access – AACR</p> <p>3) A method of using an electronic resource when there is no physical carrier to be handled by the user. The resources are stored on large storage devices maintained mechanically or by a computer technician, including hard discs on microcomputers. - ISBD (ER)</p> <p><i>See also Local access.</i></p>
representational data	A resource consisting of the representation of the structure of an object (e.g. the surface of the earth that has been digitised for computer storage and retrieval) – ISBD(ER).
retrieval programme	A system program used to seek the location of data, to search and select specific data of interest, and to view and explore data (e.g. a browser, search engine) – ISBD(ER).
software	A generic term for computer programs and their associated documentation, as opposed to data used as input and generated as output. In computing, data is "processed"--software "runs." A software product consists of a set of instructions written by a programmer, distinct from the manufactured hardware used to run it. The term includes systems programs such as operating systems (OS), database management systems (DBMS), utilities that control the operation of the computer itself, and application programs designed to process data and accomplish specific tasks for the user.
sound data	A resource consisting of mostly actual sounds produced by the computer (e.g. digitally sampled sounds, which require specialized hardware to convert the digital sound to analog) – ISBD(ER).
specific material designation (SMD)	<p>1) A term indicating a specific class of material (usually the class of physical object) to which an item belongs (e.g. sound disc) – AACR</p> <p>2)The term that indicates the specific class of material to which the item belongs. - ISBD (NBM)</p>
survey data	<p>1) A resource consisting of mostly numeric data that is the result of the comprehensive study or examination of a subject, field or area of interest. System program – ISBD(ER)</p> <p>2)A resource designed for the computer to operate more efficiently (e.g. operating system programs, compilers, interpreters, assemblers, language</p>

	translators). Contrast with Application program – ISBD(ER).
tape cassette(s)	A small magnetic tape, in a removable rectangular container including two reels to which the tape is attached, from which electronic resources can be read and written to by a tape drive – ISBD(ER).
text data	A resource consisting of mostly alphabetic information (words and sentences). Examples include documents, bibliographic databases, journals and newsletters – ISBD(ER).
Utility programme	A resource that facilitates operation and use of the computer for a number of different applications and uses, including file management routines, and diagnostic and measurement routines that check the health and performance of the computer system – ISBD(ER).
word processor	An application program that provides for the creation and manipulation of text, including editing of documents (deleting, inserting, rewording), their formatting (font changes, page layout, paragraph indentation) and printing – ISBD(ER).

7.4 CONTINUING RESOURCES – SERIALS

absorption	<p>1) The incorporation of one serial by another. The note <i>Absorbed:</i> followed by the title of the assimilated serial is added to the bibliographic record representing the assimilating publication, and the corresponding note <i>Absorbed by:</i> followed by the title of the assimilating serial is added to the record for the assimilated publication. The absorbed title usually assumes the title and numbering of the assimilating publication. Compare with merger. – ODLIS</p> <p>2) The incorporation of one or more continuing resources into another continuing resource, with the absorbed continuing resources typically losing their separate identities – ISBD(CR)</p>
acronym	A word formed by the initial letter or letters of each of the successive parts or major parts and/or each of the successive word or major words of a compound term, such as the name of a corporate body or a title (see also Initialism) – ISBD(CR)
annual	<p>1) Issued once a year, every year, as in an annual report or annual review. Also refers to a form of literary anthology popular during the 19th century, usually illustrated with engravings. According to Geoffrey Glaister (<i>Encyclopedia of the Book</i>, Oak Knoll, 1996), this type of book was intended mainly for female readers.</p> <p>2) In modern usage, a serial publication in any format, issued once a year (<i>example: Shakespeare Survey</i>). Compare with yearbook.</p> <p><i>See also:</i> biennial, triennial, quadrennial, quinquennial, sexennial, septennial, and decennial</p>
bibliographic resource	In functional terms, an expression or manifestation of a work, or a specific item, that is the basis for bibliographic description in library cataloging (AACR2R2). Such a resource may be tangible (<i>example:</i> a printed publication) or intangible (an electronic text).
binder's title	A title lettered on the cover of an item by a binder, as distinguished from a title on the publisher's original cover - AACR2R
caption title	A title given at the beginning of the first page of the text or, in the case of a musical score, immediately above the opening bars of the music – AACR2R, ISBD(CR)
ceased publication	Said of a periodical or newspaper no longer published. Publication may

	<p>eventually resume under the same title or an altered title. Also said of a work published in more than one volume, which was never completed. Library holdings are indicated in a closed entry. Compare with canceled and discontinued.</p> <p><i>See also:</i> cessation.</p>
closed entry	<p>A note in the bibliographic record for a serial or continuation giving the complete information for all the parts or volumes published, or in the holdings statement in the catalog record for such a title, indicating all the parts or volumes held by the library (<i>example:</i> v.1-10 1936-1945), as distinct from the open entry for an <i>ongoing</i> serial subscription or continuation order (<i>example:</i> v.1- 1936-). For newspapers and periodicals, a closed entry usually indicates that the subscription was canceled or the publication ceased</p>
common title	<p>That part of the title that is carried by a group of related bibliographic resources in addition to their different section titles. The common title serves to indicate this relationship and together with the section title identifies a given bibliographic resource. The common title may also be common to a main bibliographic resource and its supplement/s or insert/s and to a main series and its sub-series when the supplement/s, insert/s, inset/s, or sub-series has/have dependent title/s – ISBD(CR)</p>
continuing resource	<p>1) A publication in any medium, defined in AACR2R2 2002 as issued over time with no predetermined conclusion, including bibliographic resources issued successively in discrete parts and integrating resources into which updates are incorporated without remaining discrete. Examples include serials (periodicals, newspapers, etc.), monographic series, and updating loose-leaf services, databases, and Web sites. – ODLIS</p> <p>2) A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources – AACR2R, ISBD(CR)</p>
cover title	<p>A title printed on the cover of an item as issued – AACR2R</p>
database	<p>A large, regularly updated file of digitized information (bibliographic records, abstracts, full-text documents, directory entries, images, statistics, etc.) related to a specific subject or field, consisting of records of uniform format organized for ease and speed of search and retrieval and managed with the aid of database management system (DBMS) software. Content is created by the database producer (for example, the American Psychological Association), which usually publishes a print version (<i>Psychological Abstracts</i>) and leases the content to one or more database vendors (EBSCO, OCLC, etc.) that provide</p>

	<p>electronic access to the data after it has been converted to machine-readable form (<i>PsycINFO</i>), usually on CD-ROM or online via the Internet, using proprietary search software.</p> <p>Most databases used in libraries are catalogs, periodical indexes, abstracting services, and full-text reference resources leased annually under licensing agreements that limit access to registered borrowers and library staff.</p> <p>Abbreviated <i>db</i>. Compare with data bank.</p> <p>See <i>also</i>: bibliographic database, embedded database, and metadatabase.</p>
dependent title	<p>A title that by itself is insufficient to identify a bibliographic resource and that requires the addition of the common title. Examples are section titles, some supplement or insert/inset titles, and some titles of sub-series – ISBD(CR)</p>
directory	<p>1) A list of people, companies, institutions, organizations, etc., in alphabetical or classified order, providing contact information (names, addresses, phone/fax numbers, etc.) and other pertinent details (affiliations, conferences, publications, membership, etc.) in brief format, often published serially (<i>example: American Library Directory</i>). In most libraries, current directories are shelved in ready reference or in the reference stacks.</p> <p>See <i>also</i>: city directory, telephone directory, and trade directory.</p> <p>2) An <i>Internet directory</i> is an online service that indexes publicly accessible Web sites and other Internet resources, usually by subject according to a hierarchical classification system (<i>example: Yahoo!_Directory</i>). <i>INFOMINE</i> is a searchable directory that indexes only scholarly Internet resource collections. Some Web search engines include a directory service (<i>example: Google Directory</i>). <i>The WWW Virtual Library</i> is an example of a <i>metadirectory</i> (directory of directories).</p> <p>3) In data storage and retrieval, a catalog of the files stored on the hard disk of a computer, or on some other storage medium, usually organized for ease of access in a hierarchical tree of <i>subdirectories</i>. The topmost directory is called the <i>root directory</i>.</p> <p>See <i>also</i>: FTP.</p> <p>4) In library cataloging, the portion of the MARC record following the leader, which serves as an index to the tags included in the record, normally hidden from view of both cataloger and catalog user. Constructed by the cataloging software from the bibliographic record at the time the record is created, the directory indicates the tag, length, and starting location of each variable field.</p>

	Whenever a change is made in the record, the directory is automatically reconstructed.
former title	An earlier title of a continuing resource that has continued under another title (in whole or in part), or has merged with another continuing resource under another title or titles, or has been absorbed by another continuing resource (in whole or in part) under another title – ISBD(CR)
frequency	1) The interval at which a newspaper, periodical, or other serial publication is issued (daily, semiweekly, weekly, semimonthly, monthly, bimonthly, triquarterly, quarterly, semiannually, annually, irregularly, etc.). Scholarly journals are usually published quarterly, magazines weekly or monthly, and newspapers daily or weekly. Frequency and changes of frequency are indicated in the note area of the bibliographic description of a serial – ODLIS 2) The intervals at which a serial is issued, such as daily, weekly, monthly, annually; the intervals at which updates of integrating resources are issued – ISBD(CR)
generic term	A general term indicating the kind and/or periodicity of a bibliographic resource. Terms such as Abhandlungen, annals, annual report, bulletin, cahiers, compte des séances, circular letter, journal, newsletter, occasional paper, proceedings, report, transactions, etc. and their equivalents in other languages, are considered to be generic terms – ISBD(CR)
independent title	a title that by itself is sufficient to identify a bibliographic resource – ISBD(CR)
initialism	The initial letters of the name of an organization or other entity or of any group of words (see also Acronym) – ISBD(CR)
insert/inset	A bibliographic resource that is issued with another resource by being inserted into it, either loose or fixed, either regularly or occasionally – ISBD(CR)
integrating resource	1) As defined in <i>AACR2R2 2002</i> , a category of continuing resource added to or changed over time by means of updates incorporated into the whole without remaining discrete. Examples include updating loose-leaf services, databases, Web sites, etc. <i>See also:</i> iteration. – ODLIS 2) A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leaves and updating Web sites – AACR2R, ISBD(CR)
International Standard Serial	1) A unique eight-digit standard number assigned by the International Serials Data System (ISDS) to identify a specific serial title, for example, 0363-0277,

Number (ISSN)	<p>identifying the publication <i>Library Journal</i>. In 2001, the scope of the ISSN was extended to cover continuing resources in general. The ISSN is usually given in the masthead of each issue or on the copyright page of each volume or part of a series. When a continuing resource undergoes a title change, a new ISSN is assigned. In library cataloging under <i>AACR2R2</i>, the ISSN is entered in the standard number and terms of availability area of the bibliographic description. The ISSN International Centre located in Paris, France, maintains a Web site at: http://www.issn.org/. Compare with local serial control number.</p> <p>See also: International Standard Book Number and International Standard Music Number. – ODLIS</p> <p>2) An eight-digit number including a check digit and preceded by the alphabetic prefix ISSN. The ISSN together with the key title uniquely identifies a particular serial or integrating resource (see ISSN Manual). It is assigned by the ISSN Network and is based on ISO standard 3297 – ISBD(CR)</p>
irregular	The frequency of a serial publication issued at intervals of uneven length that follow no established or discernible rule. The opposite of regular.
ISSN Network	An international network of operational centres jointly responsible for the creation and maintenance of computer-based databanks providing a reliable registry of world continuing resources. The ISSN network is responsible for the assigning of the ISSN – ISBD(CR)
issue	<p>1) Refers to all the copies of a newspaper or periodical published on the same date and bearing the same issue number. Purchase of a subscription entitles the subscriber to receive one copy of each successive issue for a prescribed period of time. In libraries, all the issues for the same publication year may be bound in one or more physical volumes, with the bibliographic volume number stamped on the spine(s), to create a back file</p> <p>See also: back issue, convention issue, current issue, first issue, sample issue, and special issue. – ODLIS</p> <p>2) One of the successive parts of a serial; the term being used to designate the lowest level successive apart of a serial; a new version of a bibliographic resource made from the original image – the veriosn may reproduce the original exactly (commonly called an impression), or may contain more or less slight but well-defined variations (commonly called an issue) – ISBD(CR)</p>
issue date	The specific date or period (spring, summer, fall, winter) by which a particular issue of a serial publication is identified, usually printed on the front cover, on the same page as the table of contents, and on each page as a running foot.

	See <i>also</i> issue number.
issue number	<p>1) The number assigned by the publisher to a separately issued part of a serial publication to distinguish it from other parts published at different times. Issue numbers are assigned consecutively, starting with the first issue of each publication period. When a serial is published in volumes, issue numbers recommence with each volume.</p> <p>2) When an article published in a numbered issue of a periodical is cited, the issue number is usually given in the citation following the volume number and a colon or period. In the following example, the article appeared on pages 116-123 in the <i>third issue</i> of volume 9 of the journal <i>Research Strategies</i>, published in the summer of 1991:</p> <p><i>Example:</i></p> <p>O'Hanlon, Nancy. "Begin at the End: A Model for Research Skills Instruction." <i>Research Strategies</i> 9:3 (Summer 1991), 116-123.</p>
issuing body	A corporate body under whose auspices a bibliographic resource may be published. The body may or may not be intellectually responsible for the bibliographic resource, and may or may not be the publisher - ISBD(CR)
iteration	An instance of an integrating resource, either as first published or after it has been updated – AACR2R, ISBD(CR)
journal	<p>1) A periodical devoted to disseminating original research and commentary on current developments in a specific discipline, subdiscipline, or field of study (<i>example: Journal of Clinical Epidemiology</i>), usually published in quarterly, bimonthly, or monthly issues sold by subscription. Journal articles are usually written by the person (or persons) who conducted the research. Longer than most magazine articles, they almost always include a bibliography or list of works cited at the end. In journals in the sciences and social sciences, an abstract usually precedes the text of the article, summarizing its content. Most scholarly journals are peer-reviewed. Scholars often use a current contents service to keep abreast of the journal literature in their fields of interest and specialization.</p> <p><i>See also:</i> impact factor.</p> <p>A library usually binds the all the issues for a given publication year in one or more annual volumes or converts its print issues to microform. Articles from some journals are available in digital format in full-text bibliographic databases, usually by licensing agreement. Some journal publishers also</p>

	<p>provide an electronic version accessible via the World Wide Web. Abbreviated <i>jour</i>. Compare with magazine and journal of commentary.</p> <p><i>See also</i>: archival journal, commercial journal, core journal, early journal, electronic journal, hybrid journal, interdisciplinary journal, letters journal, library journal, methods journal, multidisciplinary journal, synoptic journal, technical journal, and trade journal.</p> <p>2) A term frequently used for periodicals, particularly more learned periodicals – ISBD(CR)</p>
key title	<p>1) The unique name assigned to a serial publication by the centers of the ISSN Network under the International Serials Data System (ISDS), usually (but not always) the same as the title proper. In library cataloging, the key title is entered immediately following the ISSN in the bibliographic record. If there is no ISSN, the key title is not added. Also spelled <i>key-title</i> – ODLIS</p> <p>2) The unique name assigned to a bibliographic resource by centres of the ISSN Network – AACR2R</p> <p>3) The unique name assigned to a continuing resource by the ISSN Network and inseparably linked with its ISSN. The key title may be the same as the title proper, or, in order to achieve uniqueness, it can be constructed by the addition of identifying/qualifying elements, such as name of issuing body, place of publication, edition statement, etc (see ISSN Manual) – ISBD(CR)</p>
loose-leaf service	<p>A type of serial publication, usually sold on subscription, designed for storage in one or more loose-leaf binders (base volumes) to which new material is added, in which revised material is substituted, and from which outdated material is removed on an ongoing basis as content is cumulated and/or indexed, a format used to disseminate information that requires frequent updating (financial, legal, scientific, etc.). Investment advisory services are often issued in this form. In AACR2R2, this type of integrating resource is called an <i>updating loose-leaf</i>.</p>
magazine	<p>A popular interest periodical usually containing articles on a variety of topics, written by various authors in a nonscholarly style. Most magazines are heavily illustrated, contain advertising, and are printed on glossy paper. Articles are usually short (less than five pages long), frequently unsigned, and do not include a bibliography or list of references for further reading. Most magazines are issued monthly or weekly for sale at newsstands, in bookstores, and by</p>

	<p>subscription ...</p> <p>See <i>also</i>: children's magazine, electronic magazine, general interest magazine, hybrid journal, newsmagazine, special interest magazine, and zine.</p>
masthead	<p>A statement of title, ownership, editors, etc. of a newspaper or periodical. In the case of newspapers it is commonly found on the editorial page or at the top of page one, and, in the case of periodicals, on the contents page – AACR2R, ISBD(CR)</p>
medium	<p>In information storage and retrieval, the physical substance or material on which data is recorded (parchment, paper, film, magnetic tape or disk, optical disk, etc.) or through which data is transmitted (optical fiber, coaxial cable, twisted pair, etc.). In a more general sense, the material or technical means by which any creative work is expressed or communicated, in print or nonprint format. Plural: <i>media</i>.</p> <p>See <i>also</i>: McLuhan, Marshall.</p>
merger	<p>1) The combination of two or more serials into one. A note is included in the bibliographic record for the new serial (<i>Merger of:</i>) indicating the titles of the publications that merged, and a companion note is added to the record for each of the serials that merged (<i>Merged with: to become:</i>) indicating the title(s) with which it merged and the title of the publication created as the result of the merger. The opposite of split. Compare with absorption. – ODLIS</p> <p>2) The coming together of two or more continuing resources to form a new continuing resource, with the merged continuing resources typically losing their former separate identities – ISBD(CR)</p>
monographic series	<p>1) A series of monographs, usually issued under a collective title by a university press or scholarly society. Each volume in the series may contain more than one monograph, each with its own title in addition to the series title. – ODLIS</p> <p>2) A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered – AACR2R (Series 1.)</p>
newspaper	<p>1) A serial publication, usually printed on newsprint and issued daily, on certain days of the week, or weekly, containing news, editorial comment, regular columns, letters to the editor, cartoons, advertising, and other items of current and often local interest to a general readership. Some national newspapers are issued <i>twice</i> daily in early and late editions or in different editions for different regions of the country.</p>

	<p>According to Warren Chappell, writing in <i>A Short History of the Printed Word</i> (Knopf, 1970), the first modern newspaper of regular publication was <i>Avisa Relation oder Zeitung</i> published by Johan Carolus of Strasbourg beginning in 1609. The British Library provides a list of Web sites on newspaper history. Because they can be used to influence public opinion, newspapers are subject to censorship in some countries. In the United States, newspapers once fiercely independent are increasingly owned by mass media conglomerates. Under such conditions, editorial decisions may be subject to pressure from commercial interests.</p> <p>In libraries, current issues of newspapers are normally available in print, but the back files are usually converted to microfilm or microfiche (or digitized) to conserve space. Most national and regional newspapers offer at least a portion of their content online (<i>example: New York Times</i>). Information on local, regional, and national newspapers can be found in the annual <i>Gale Directory of Publications and Broadcast Media</i>, available in the reference section of most academic and large public libraries ... - ODLIS</p> <p>2) A serial issued at stated and frequent intervals, usually daily, weekly or semiweekly and that reports events and discusses topics of general current interest – ISBD(CR)</p>
numbering	<p>1) The identification of each of the successive items of a publication (issues, parts, volumes, etc.) by the assignment of a numeral, letter, or other character, or combination of characters, with or without an accompanying word ("volume," "number," etc.) and/or chronological designation (AACR2R2). Not all serial publications are numbered.</p> <p><i>See also:</i> issue number and volume number. – ODLIS</p> <p>2) The identification of each of the successive issues or parts of a continuing resource – it can include a numeral, a letter, any other character, or the combination of these, with or without an accompanying word (volume, number, etc) and/or a chronological designation - ISBD(CR)</p>
numeric and /or alphabetic chronological or other designation	In library cataloging, the material specific details area of the bibliographic description in which the publication history of a serial is given, usually in the form of an open or closed entry, as distinct from the holdings statement indicating the issues owned by a specific library or library system
open entry	A bibliographic record, holdings statement, or entry in an index or bibliography that allows further information concerning the item to be added, used in the

	<p>library catalog to describe a serial publication for which the library does not own all the issues or parts. Open entries are indicated by a hyphen and a space following the first volume number and/or year owned (<i>example</i>: v.1-1936-) Compare with closed entry</p>
part	<p>One portion of a work divided by the author, publisher, or manufacturer into two or more subordinate units, usually issued at intervals as the work is completed. The intervals may be regular or irregular, depending on the nature of the work. In the 19th century, novels were often issued in this way, for example, <i>Middlemarch</i> by George Eliot, first issued by Blackwood in eight half-volume parts at intervals of two-months (British Library) and <i>Bleak House</i> by Charles Dickens, issued by Bradbury & Evans in 20 monthly numbers (Glasgow University Library, Special Collections). In printed monographs, a part is usually the equivalent of a volume. A part is distinguished from a fascicle by being a permanent component, rather than a temporary division of the work. As used in the physical description area of a bibliographic record, the term refers to one of two or more bibliographic units intended to be bound together, more than one to a volume (<i>AACR2R2</i>). Abbreviated <i>pt.</i> Compare with <i>piece</i>.</p> <p><i>See also</i>: multipart item, multipart volume, original parts, and serialized ...</p>
periodical	<p>1) A serial publication with its own distinctive title, containing a mix of articles, editorials, reviews, columns, short stories, poems, or other short works written by more than one contributor, issued in softcover more than once, generally at regular stated intervals of less than a year, without prior decision as to when the final issue will appear. Although each issue is complete in itself, its relationship to preceding issues is indicated by enumeration, usually issue number and volume number printed on the front cover. Content is controlled by an editor or editorial board.</p> <p>The category includes magazines, sold on subscription and at newsstands; journals, sold on subscription and/or distributed to members of scholarly societies and professional associations; and newsletters, but not proceedings or the other regular publications of corporate bodies as they relate primarily to meetings. Nor are newspapers formally classified as periodicals--although many libraries store newspapers with magazines and journals, separate values are assigned for periodicals and newspapers in the 008 field of the MARC record to indicate type of serial. Also, the statement in <i>AACR2R2</i> that serials include periodicals, newspapers, annuals, proceedings, and numbered monographic series implies that newspapers are not considered periodicals.</p> <p>Periodicals are published by scholarly societies, university presses, trade and</p>

	<p>professional associations, government agencies, commercial publishers, and nonprofit organizations. The most comprehensive directory of periodicals is <i>Ulrich's International Periodicals Directory</i> published annually by R.R. Bowker, available in the reference section of libraries in the United States. Content is indexed in finding tools called periodical indexes and abstracting services, usually by subject and author.</p> <p>Most academic libraries bind all the issues for a given publication year in one or more physical volumes. The bibliographic volumes are numbered consecutively, starting with number one for the first year the title was issued. Periodicals are usually shelved alphabetically by title in a separate section of the library stacks. In some libraries, current issues are shelved separately from back files, which may be converted to microfiche or microfilm to conserve space. Microform reader-printer machines are provided for viewing and making copies. Periodicals published by the U.S. federal government may be shelved by SuDocs number in a separate section reserved for government documents. For many print periodicals, content is also available electronically in full-text bibliographic databases or via the publisher's Web site. Some periodicals are born digital and never issued in print (<i>example: Slate</i> published by Microsoft). See <i>also</i>: essay periodical, frequency, holdings statement, and one shot. – ODLIS</p> <p>2) A type of serial, published at regular intervals, more frequently than annually and normally containing separate articles - ISBD(CR)</p>
print	<p>To transfer an inked image or text from blocks, type, or plates onto a sheet or roll of paper, or onto some other printing surface, by the application of pressure. Also refers to the result of such a process, whether it be a string of characters on a page or an entire page of text and/or illustration. Also used as a generic term for the medium of print, as opposed to nonprint media. See <i>also</i>: offprint and preprint ... - ODLIS</p>
proceedings	<p>The published record of a conference, congress, symposium, or other meeting sponsored by a society or association, usually but not necessarily including abstracts or reports of papers presented by the participants. When the entire text of the papers presented is included, the result is called transactions. Conference proceedings are indexed worldwide in <i>ProceedingsFirst</i>, an online database available in OCLC <i>FirstSearch</i>. Abbreviated <i>proc</i>.</p> <p>The term is also used in the titles of journals published by long-established</p>

	scholarly societies, for example, the <i>Proceedings of the National Academy of Sciences of the United States of America (PNAS)</i> , and also for the records of certain courts of law (see <i>The Proceedings of the Old Bailey</i>).
publication	Under U.S. copyright law, the act of distributing copies of a creative work to the public by sale, lease, rental, or lending. Also refers to a work capable of being read or otherwise perceived (book, audiorecording, videorecording, CD-ROM, etc.), issued by a publisher for sale to the general public, usually in multiple copies and sometimes in multiple editions. Compare with privately printed. See also: electronic publication, library publication, publication date, and publication history.
regular	The frequency of a serial publication issued at intervals governed by an established rule, usually of uniform length, expressed in days, weeks, months, quarters, years, etc., for example, monthly with the exception of August and December. The opposite of irregular. The term also describes a contribution to a newspaper or periodical, appearing in every issue or at stated intervals, for example, "The Back Page" column in the review publication <i>Booklist</i> . Also refers to a person who attends a certain type of event or uses the same service(s) at fairly predictable intervals. Libraries often have regular patrons whose habits and reading preferences become familiar to the public services librarians who serve them
running title	A title, or abbreviated title, that is repeated at the head or foot of each page or leaf – AACR2R
section	One part of a group of related bibliographic resources having a common title – the section is normally devoted to a specific subject category and is identified by the common title of the group and a section title and/or a section designation – there can be two or more hierarchical levels of sections (sub-sections) – ISBD(CR)
serial	1) A publication in any medium issued under the same title in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion. In <i>AACR2R2 2002</i> , serials are classified as a type of continuing resource. See also: seriality. Serial publications include print periodicals and newspapers, electronic magazines and journals, annuals (reports, yearbooks, etc.), continuing directories, proceedings and transactions, and numbered monographic series cataloged separately. When serials split, merge, or are absorbed, a title change may occur. Most libraries purchase serials on subscription or continuation

	<p>order.</p> <p>See <i>also</i>: nonsubscription serial, provisional serial, pseudo-serial, reference serial, serial bibliography, and serial index.</p> <p>A specific serial title is identified by a unique International Standard Serials Number (ISSN) and key title, assigned and maintained by the International Serials Data System (ISDS), a network of national serials data centers. Serials and annuals are listed in <i>Ulrich's International Periodicals Directory</i> published annually by R.R. Bowker and in <i>The Serials Directory</i> published by EBSCO. A library's holdings of a serial title are indicated in an open or closed entry in the serial record representing the item in the catalog. The librarian responsible for managing a serials collection is a <i>serials librarian</i>. Ann Ercelawn of the Vanderbilt University Library maintains the Web site <i>Tools for Serials Catalogers</i>.</p> <p>See <i>also</i>: CONSER, North American Serials Interest Group, serials control, Serials Section, serials vendor, and United Kingdom Serials Group ... – ODLIS</p> <p>2) A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers and monographic series – AACR2R, ISBD(CR)</p>
serial title	<p>The name of a publication issued in successive parts, usually printed on the front cover and in the masthead of each issue or on the title page of a monographic serial. In electronic serials, the title appears on the welcome screen. Serial title is uniquely identified by the International Standard Serial Number (ISSN). Title changes are more frequent in serials than in other types of publications. In most libraries in the United States, periodicals are shelved alphabetically by title.</p>
seriality	<p>When library collections consisted primarily of materials printed on paper, a fundamental distinction was made in cataloging between monographic and serial publications, but certain types of print publications, such as loose-leaf services and monographs with serial supplementation, were not easy to classify by this simple dichotomy. Problems of definition were further complicated with the advent of regularly updated bibliographic databases and Web sites modified or updated on a regular or irregular basis. In 1997 Jean Hiron, CONSER Coordinator at the Library of Congress, and Crystal Graham, serials librarian at the University of California, San Diego, presented a paper on</p>

	<p>"Issues Related to Seriality" at the International Conference on the Principles and Future Development of AACR2R in Toronto, proposing a new model of the bibliographic universe in which resources in any medium are classified as either "finite" or "continuing," a distinction adopted in AACR2R2 2002. Click here to read <i>Revising AACR2R2 to Accommodate Seriality: Rule Revision Proposals</i> (February 2000) prepared by Jean L. Hirons.</p> <p>See also: bibliographic hermaphrodite.</p> <p>NEW MODEL OF BIBLIOGRAPHIC RESOURCES*</p> <p><i>Finite resources</i> (complete as first issued or intended to be complete in a finite number of parts or revisions)</p> <ul style="list-style-type: none"> • <i>Complete</i>: Monographs; Multivolume sets; Electronic texts; Maps; sound recordings; software; etc. • <i>Incomplete</i> • <i>Successively issued</i> (in discrete parts): Multi-parts; Supplemented monographs • <i>Integrating</i> (updated over time, with updates incorporated into the resource without remaining discrete): Revised e-texts; Some loose-leaf services <p><i>Continuing resources</i> (not complete as first issued and intended to be ongoing, though not necessarily indefinitely)</p> <ul style="list-style-type: none"> • <i>Successively issued</i>: Serials (including electronic magazines and journals); Series • <i>Integrating</i>: Most loose-leaf services; Databases; Web sites <p>Adapted from "Teaching Seriality: A Major Educational Challenge" by Arlene G. Taylor in <i>The Serials Librarian</i> 41 (2002): 78.</p>
spine title	A title appearing on the spine of an item - AACR2R
split	The permanent division of a serial into two or more separate parts, based on the editorial decision that some aspect of the original publication deserves independent treatment. The note <i>Continues in part</i> : is included in the bibliographic record for each of the parts to indicate the title of the publication that split, and the corresponding note <i>Split into</i> : is added in the record for the serial that split to indicate the titles of the publications created by the division. The opposite of merger.
standard number	The International Standard Number (ISN), (e.g. ISBN, ISSN) or any internationally agreed upon standard number that identifies an item uniquely –

	AACR2R
supplement	<p>1) An item, usually issued separately, that compliments one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle and/or a stated intention to continue or supplement the original – AACR2R</p> <p>2) A bibliographic resource, usually issued separately, that complements the main bibliographic resource by bringing it up to date or otherwise continuing it, or containing a special feature not included in it – a supplement may or may not have a title dependent on that of the main bibliographic resource (see also Common title, Dependent title) – ISBD(CR)</p>
tête-bêche	A form of binding in which the text of one work begins at the “front” and the text of another at the “back”, with the texts being inverted with respect to one another – ISBD(CR)
title	<p>A word, phrase, sentence, single character, or sequence of characters usually appearing on or in an item, naming the work(s) contained in it, for purposes of identification and reference. In nonfiction, choice of title usually reflects the content of the work, distinguishing it from others of similar subject. A subtitle may be included following a colon or semicolon. Translations may have a parallel title in the original language. The full title is usually printed on the title page of a book or at the beginning of an article or essay published in a book or periodical. The title given on the title page may differ from the one printed or impressed on the spine or cover. In a film or videorecording, the title is usually given in the first few frames.</p> <p>In library cataloging, the title proper is entered in the title and statement of responsibility area of the bibliographic description as it appears on the chief source of information. A work published under more than one title is cataloged under a uniform title (<i>example: Bible</i>). The term is also used in a less precise way to refer to any bibliographic item known by its title, as in the phrase "list of titles ordered."</p> <p>See <i>also</i>: alternative title, binder's title, catchword title, chapter title, cover title, divisional title, edge title, half title, panel title, partial title, running title, series title, short title, side title, spine title, supplied title, title change, and working title ...</p>
title change	The title proper of a publication bearing a title different from the one under

	<p>which it was previously published. In AACR2R2, a title proper is considered to have changed if any word (other than an article, preposition, or conjunction) is added, deleted, or changed, or if the order of the first five words is altered, necessitating the creation of a new bibliographic record. AACR2R2 2002 adopts the ISBD terminology "major" and "minor" to describe title changes and recognizes five additional categories of minor change that can be simply noted in the existing record.</p> <p><i>See also:</i> retitled edition.</p> <p>Title changes occur most often in serial publications, compounding the work of librarians and complicating access for users. A new bibliographic record must be created for each successive serial title, with a <i>Continues:</i> note in the record representing the new title and a <i>Continued by:</i> note in the record for the earlier title. Latest entry cataloging is used for integrating resources.</p> <p><i>See also:</i> earliest entry and title varies.</p>
transactions	<p>The published papers or abstracts of papers presented at a conference or meeting of a society or association, usually including a record of what transpired. The term may also appear in the title of a scholarly journal that publishes articles that have not been presented orally, for example, the <i>Transactions of the American Mathematical Society</i>. Compare with proceedings</p>
updating loose-leaf	<p>An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted – AACR2R, ISBD(CR)</p>
volume	<p>In the bibliographic sense, a major division of a work, distinguished from other major divisions of the same work by having its own chief source of information and, in most cases, independent pagination, foliation, or signatures, even when not bound under separate cover and regardless of the publisher's designation. In a set, the individual volumes are usually numbered, with any indexes at the end of the last volume. For a periodical, all the issues published during a given publishing period (usually a calendar year), bound or unbound. The volume number is usually printed on the front cover of each issue and on the same page as the table of contents. In bound periodicals, it is impressed on the spine. Abbreviated <i>v.</i> or <i>vol.</i></p> <p>In the physical sense, all the written or printed matter contained in a single binding, portfolio, etc., as originally issued or bound subsequent to issue (AACR2R2). Often used synonymously, in this sense, with book. Volume as material entity does not necessarily coincide with volume as bibliographic</p>

	entity (see multipart volume) ...
volume number	The number assigned to all the issues of a periodical published during a given publication period (usually a calendar year), beginning with number one for the period (year) in which the title was first issued. If the issues are bound in one or more physical volumes, the number is printed or impressed on the spine(s). In a multivolume reference work or set, such as an encyclopedia, the volume number appears on the spine and on the title page.
web site	A group of related, interlinked Web pages installed on a Web server and accessible 24 hours a day to Internet users equipped with browser software. Most Web sites are created to represent the online presence of a company, organization, or institution or are the work of a group or individual. The main page or welcome screen, called the homepage, usually displays the title of the site, the name of the person (or persons) responsible for creating and maintaining it, and date of last update. For more information, see the list of online resources for <i>Web Design and Management</i> maintained by the <i>Librarians' Index to the Internet</i> . Also spelled <i>Website</i> and <i>website</i> . <i>See also:</i> mirror site and spoof site.