

Serials Acquisitions Glossary

3rd edition, revised

Serials Section, Acquisitions Committee
Association for Library Collections & Technical Services
2005

Foreword

The *Serials Acquisitions Glossary* is a publication of the Serials Section Acquisitions Committee of ALA's Association for Library Collections & Technical Services. The glossary has a decided acquisitions perspective. The committee's purpose was to gather and define the current, practical, and colloquial terms that underlie the communication among those librarians, vendors, and publishers who participate in the serials acquisitions chain. While some terms were taken from the *ALA Glossary of Library and Information Science* (1983) and *Anglo American Cataloguing Rules*, revised (1988), many were modified to bring them into conformance with the focus, style, and currency of the committee-generated terms.

The Acquisitions Committee trusts the *Glossary* will have broad appeal. Newcomers to the field, both professionals and paraprofessionals, should find it a helpful introduction to the terminology of serials and acquisitions work. Library staff in administration, cataloging, collection development, public services, and other areas can use it as a tool to improve communication with their colleagues in acquisitions and serials departments. Perhaps, too, those librarians, vendors, and publishers with long experience in serials and acquisitions will discover the glossary of value in avoiding confusion in their discourse.

The *Serials Acquisitions Glossary* was reviewed by several vendors and publishers; their interest in the project was keen from the beginning and the *Glossary* benefited from their contributions. The assistance of other ALCTS committees is acknowledged. Suggestions from members of the Publisher/Vendor Library Relations Committee, Resources Section Acquisitions Committee, and Serials Section Education Committee were especially beneficial. The committee thanks all of the above and the many others who helped in various ways during the preparation of the *Glossary*.

Myrna McCallister (Appalachian State University) chaired the Acquisitions Committee during the formative stages of the *Glossary*. Jana Lonberger (Georgia Institute of Technology), subsequent chair, led the project to completion. Other committee members were: Richard Brumley (California Polytechnic State University, San Luis Obispo), principal editor, Susan Davis (SUNY Buffalo), October Ivins (Louisiana State University), Lisa Peterson (University of California, Riverside), and Wilba Swearingen (Louisiana State University Medical Center). The committee acknowledges the significant contributions of consultants Gary Brown and Michael Markwith (The Faxon Company), Leslie Knapp (EBSCO Subscription Services), and Forrest Link (Midwest Library Service).

Finally, the committee is grateful for the financial support of EBSCO Subscription Services, Blackwell's Periodical Division, The Faxon Company, and Readmore in making this publication possible.

Serials Acquisitions Glossary Supplement, Second Foreword

The *Serials Acquisitions Glossary Supplement* is a publication of ALA's Association for Collections and Technical Services (ALCTS), Serials Section, Acquisitions Committee. This electronic publication is a supplement to the *Serials Acquisitions Glossary* published in print format by ALCTS in 1993. The purpose the *Supplement* is to provide a timely and accurate resource for terms not included in the original

Serials Acquisitions Glossary. The *Supplement* has a decided emphasis on electronic resources. Terms and definitions used in the *Supplement* were gathered from a wide range of print and Web resources. Links are provided to the Web resources, which include online glossaries and resources that often lead the user to more in-depth information on a topic.

The original *Glossary* was written from an acquisitions perspective, and this *Supplement* continues that perspective. The purpose of the original was “to gather and define the current, practical, and colloquial terms that underlie the communication among those librarians, vendors, and publishers who participate in the serials acquisitions chain.” The purpose of this *Supplement* is to provide a complement and an update to the original list of terms. Specifically, we focused the scope of the *Supplement* on the following areas: basic computer and technology terms; terms related to acquiring and licensing electronic resources; and terms missed in the first glossary.

The committee recognizes that the terminology changes on a regular basis. New terms will be added and existing terms, definitions, and links will be reviewed and updated on a regular basis. Users of the *Supplement* are encouraged to submit new terms and updates to existing definitions for inclusion in the *Supplement*.

It is hoped that this *Supplement* will have the same broad appeal to library staff, vendors, publishers, and other information providers as did the original *Serials Acquisitions Glossary*. The committee’s goal is to eventually combine the *Serials Acquisitions Glossary* and *Serials Acquisitions Glossary Supplement* into a single electronic publication.

The *Serials Acquisitions Glossary Supplement* was reviewed by the Serials Section Executive Committee, the Serials Section Education Committee.

Marla Schwartz (American University) chaired the Acquisitions Committee during the period when the *Supplement* was first proposed and drafts prepared. Robert Alan (Penn State University), as the subsequent chair, led the effort to further develop and refine the *Supplement*’s content and Kimberly A. Maxwell (Massachusetts Institute of Technology) completed the Web design and data conversion. Ms. Maxwell followed as committee chair and led the project to completion. Other committee members who worked on the project include: Mae Clark (University of Florida), Lauren Corbett (Old Dominion University), Sandy Gurshman (Faxon/Rowecom), Pat Loghry (Notre Dame University), Emily McElroy (Loyola University Medical Center), James Howard Milhorn (Northern Illinois University), Susan Scheiberg (Rand Corporation), Marie Seymour-Green (University of Delaware), Sandhya D. Srivastaba (Long Island University), and Marjorie Wilhite (University of Iowa).

***Serials Acquisitions Glossary* 3rd edition, revised; Third Foreword**

Kimberly Maxwell, as Chair of the Serials Section’s Acquisitions Committee, oversaw the completion of the *Serials Acquisitions Glossary Supplement* in March 2003. On behalf of the above Committee, Janet Hulm (Ohio Univeristy), Marie Seymour-Green (University of Delaware), and Jim Millhorn (Northern Illinois University) were charged with integrating the original *Glossary* with the *Supplement*. The merging of the two documents resulted in some minor editing, but most of the original terms and definitions remain intact. It is the fond hope of the committee that interested parties will suggest additions and deletions to this the third incarnation of the *Glossary*. In this manner the *Glossary* can evolve into an ongoing discussion that charts the ever-changing terrain of the Serials/Acquisitions field.

The committee seeks recommendations from users of the *Supplement* and are encouraged to submit new terms and updates to Gary Ives at GIves@lib-gw.tamu.edu.

A

- Absorbed title** - A serial title incorporated by another and usually assuming the title and numbering of the latter.
- Abstract** - An abbreviated, accurate representation of a work, usually without added interpretation or criticism, accompanied by a bibliographic reference to the original work when appearing separately from it. [ALA Glossary, modified]
- Abstract bulletin** - A bulletin issued by a special library containing abstracts of works of interest to its target group, primarily as a selective dissemination of information service. [ALA Glossary]
- Abstract journal** - A journal consisting wholly or substantially of abstracts of works in a specific subject field or a group of subject fields. [ALA Glossary]
- Abstracting and indexing service** - A serial issued on paper, in microform, or as a machine-readable database providing subject access to works in a specific subject field or group of subject fields by means of abstracts and indexes and available by subscription or fee. [ALA Glossary]
- Academic research journal** - A periodical devoted to disseminating primary research findings. Also known as *Primary research journal*.
- Academy publication** - See *Society publication*.
- Access** - The ability to gain entry to a database or other digital information (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)
- Access point** - A name, term, code, etc.. under which a bibliographic record may be searched and identified. See also *Entry, Heading, Tracings*. [AACR2, rev]
- Accompanying material** - Material (CD-ROM, disks, maps, etc.) that comes with the primary item ordered.
- Adapter** - The circuitry required to support a particular device. For example, video adapters enable the computer to support graphics monitors, and network adapters enable a computer to attach to a network. Adapters can be built into the main circuitry of a computer or they can be separate add-ons that come in the form of expansion boards. (Webopedia: www.webopedia.com/TERM/a/adapter.html)
- Added charge** - An additional charge levied by a publisher or vendor subsequent to receipt of the initial payment for a subscription. Added charges may occur for a variety of reasons, such as a price increase between the time a subscription agent billed a library and a publisher either announced new prices or processed the order; because the publisher released additional material or volumes; or because of fluctuations in foreign currency conversion rates. See also *Supplemental invoice*.
- Added copy** - An additional copy of an item already in a library collection which is to be, or has been, added to the collection. Compare with *Duplicate*. In the plural, sometimes called *multiple copies*. [ALA Glossary]
- Added entry** - An entry, additional to the main entry, by which an item is represented in a catalogue; a secondary entry. See also *Main entry*. [AACR2, rev]
- Added title page** - A title page preceding or following the title page chosen as the basis for the description of the item. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language). See also *Series title page*. [AACR2, rev]

Added volume - A volume of a set or series added to a library's holdings subsequent to initial receipt of the title.

Additional volume - An extra volume of a serial released by a publisher and not originally announced in the publisher's publication schedule.

Address - A name or a sequence of characters that designates an e-mail account or a specific site on the Internet or other network. (Yahoo Reference: American Heritage Dictionary: <http://education.yahoo.com/reference/dictionary/entries/21/a0082100.html>) See also *URL*.

ADONIS project - A document delivery service for pharmaceutical companies providing full-text, laser-printed articles from more than two hundred biomedical journals of thirty or more publishers. A consortium of publishers and document delivery centers, the ADONIS project is housed in Elsevier Science Publishing Company's quarters in Amsterdam.

Advances - Collections of articles reviewing a single, often broad, subject, such as *Advances in Librarianship*. *Advances* typically are published in annual volumes.

Agent - 1. A term sometimes used synonymously with *Vendor* but more accurately referring to *Subscription agent*. Sometimes used interchangeably with *Dealer*. 2. A program that performs some information gathering or processing task in the background. Typically, an agent is given a very small and well-defined task. Although the theory behind agents has been around for some time, agents have become more prominent with the recent growth of the Internet. Many companies now sell software that enables you to configure an agent to search the Internet for certain types of information. In computer science, there is a school of thought that believes that the human mind essentially consists of thousands or millions of agents all working in parallel. To produce real artificial intelligence, this school holds, we should build computer systems that also contain many agents and systems for arbitrating among the agents' competing results. (Webopedia: www.webopedia.com/TERM/a/agent.html)

Aggregator - 1. An organization which contracts with electronic information providers on behalf of several or many libraries. 2. Provider of a common interface. The noteworthy feature of this type aggregator is the subscribing library negotiates the price of the online periodical subscription directly with publisher or through a subscription agent. 3. A provider of access to a group of electronic journals and/or databases which do not require separate subscriptions. [Nigel.Gilbert@soc.surrey.acuk]. March 6, 1997. *Aggregators of Electronic Journals*. (In *Liblicense-I* [liblicensel@lists.yale.edu]. (www.library.yale.edu/~llicense/ListArchives/9703/msg00012.html))

Air freight - 1. A service offered by vendors and publishers. Serial issues published in a foreign country are received in that country by the vendor, packed, and shipped at bulk air rate to their library customers. 2. The postage charge assessed to materials shipped by air.

Air service charge - The fee charged to cover the costs of shipping materials by air freight.

Almanac - A type of serial, usually an annual, which compiles facts and statistics. An almanac may be limited in coverage and scope but more typically covers long time spans and broad geographical and subject areas. See also *Yearbook*.

Alternate delivery - A method of distribution by which a publisher sends materials via a private delivery firm rather than by the U.S. Postal Service.

Amendment - The process of formally altering or adding to a document or record. (Yahoo Reference: American Heritage Dictionary: <http://education.yahoo.com/reference/dictionary/entries/81/a0248100.html>)

American National Standards Committee Z39 - Replaced by *National Information Standards Organization*, which see.

American National Standards Institute (ANSI) - A federation whose membership represents industrial firms, trade and technical associations, labor and consumer organizations, and government agencies. ANSI coordinates the voluntary standards developed by groups in the United States in fields ranging from information services to building construction. The institute represents the United States to international standards organizations and provides information on foreign standards. See also *American National Standards Committee Z39* and *National Information Standards Organization*.

American Standard Code for Information Interchange - See *ASCII*.

Analytic - See *Analytical entry*.

Analytical entry - 1. An access point to part of a bibliographic item for which a comprehensive bibliographic record has been made, e.g., to the author and title of a poem in an anthology, to the subject of a chapter of a monograph, or to the title of a separately titled volume of a multivolume set of books. 2. A bibliographic record of part of a bibliographic item for which a comprehensive record may be made. Synonymous with *Analytic*. [ALA Glossary]

Analog - Electronic equipment that directly records the features of audio or video signals instead of representing those signals digitally. See also *Digital*.

Annals - 1. A periodical that records the activities of an organization or developments in a specialized field. 2. A record of events arranged in yearly sequence. 3. Historical records.

Annual - A serial issued once a year. [ALA Glossary, modified]

Annual invoice - The primary, consolidated billing from a publisher or vendor for a customer's subscriptions. Normally sent in late summer or fall.

ANSI - See *American National Standards Institute*.

ANSI Z39 - See *American National Standards Committee Z39*.

Application software - Includes database programs, word processors, and spreadsheets. Figuratively speaking, applications software sits on top of systems software because it is unable to run without the operating system and system utilities. (Webopedia: www.webopedia.com/TERM/a/application.html) Also called *end-user programs*.

Approval plan - An arrangement between a vendor or publisher and a library whereby a profile is created of the library's collection needs. The vendor or publisher supplies all the publications, as issued, that match the library's profile. The library, in turn, is granted the right to return those publications it deems unsuitable. An approval profile typically specifies subject areas and levels to be collected as well as a variety of nonsubject parameters, such as format, price, language, and place of publication. Approval plans normally provide the option of receiving notification slips rather than the publications themselves.

Archive - 1. To back up data onto disk, tape, or other storage medium. 2. A filing and retrieval system for indefinite preservation of data.

ASCII - Pronounced ask-ee, Acronym for the American Standard Code for Information Interchange. ASCII is code for representing English characters as numbers, with each letter assigned a number from 0 to 127. Most computers use ASCII codes to represent text, which makes it possible to transfer data from one computer to another. (Webopedia: www.webopedia.com/TERM/A/ASCII.html)

ASCII file - A text file in which each byte represents one character according to the ASCII

code. ASCII files are sometimes called *plain text files*. (Webopedia: www.webopedia.com/TERM/A/ASCII_file.html)

Association publication - See *Society publication*.

Assignment - A transfer of all or part of the contractual rights and/or obligations to another party. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Attachment - A file attached to an e-mail message. Many e-mail systems only support sending text files as e-mail. If the attachment is a binary file or formatted text file, it must be encoded before it is sent and decoded once it is received. See also *E-mail*.

Authentication - A process by which the identity of a user accessing a network or other source of information is verified. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Authorization/password - A unique authorization and password is generated by the publisher/aggregator for an institution or an individual.

Authorized use; permitted use - Use of information that is expressly allowed under a licensing agreement. See also *License agreement*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Authorized user; permitted user - A person designated in a licensing agreement as having permission to access or otherwise use the digital information that is the subject matter of the agreement. See also *License agreement*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Automated services - Those services offered a library by a vendor or publisher that make use of automation. Examples of such services include the electronic transmission of bibliographic and invoice data from the vendor's computers into a library's automated systems, and the formulation of various lists and reports tailored to individual library customers.

Automatic renewal - An agreement whereby a library customer grants a vendor authority to continue to renew its subscriptions. Such an agreement precludes the need to review annual renewal lists.

B

Back file - The file of back issues of a serial. [ALA Glossary, modified]

Back issue - An issue of a serial preceding the current issue. Synonymous with *Back number*.

Back number - See *Back issue*.

Back order - An order that could not be filled by the supplier when originally placed, but is being kept on file pending availability of the material.

Back set - A group of issues or volumes preceding the current issue or volume.

Back volume - A volume of a series preceding the current volume.

Back volume pick-up - The acquisition of back volumes.

Backup - A copy of a program or file that is stored separately from the original. (Yahoo Reference: American Heritage Dictionary: <http://education.yahoo.com/reference/dictionary/entries/67/b0016700.html>)

Bar codes - Machine-readable data in the form of vertical bars of varying widths and distances apart representing binary digits. In libraries, bar codes attached to books and serials uniquely identify these materials and, when read by a scanning device, facilitate various automated circulation transactions (charging books in and out) and technical processing functions (checking in issues of periodicals). A distinction is made between Dumb bar codes and Smart bar codes, which see. See also *Machine-readable codes*.

Baud rate - Pronounced bawd, the number of signaling elements that occur each second. At slow speeds, only one bit of information (signaling element) is encoded in each electrical change. The baud, therefore, indicates the number of bits per second that are transmitted. At higher speeds, it is possible to encode more than one bit in each electrical change. (Webopedia: www.webopedia.com/TERM/b/ baud.html)

Berne Convention - The common name of a copyright agreement signed in 1886 and its revisions establishing the International Union for the Protection of Literary and Artistic Works. To receive protection under this convention, first publication of a work must occur in a signatory country. The United States signed the agreement September 9, 1986. [ALA Glossary, modified]

Biannual - A serial publication frequency of twice a year. Synonymous with Semiannual. Use of biannual is in decline to avoid confusion with biennial. The phrases "twice a year" or "twice yearly" are often used in place of either biannual or semiannual.

Biennial - A serial publication frequency of every two years.

Bill - 1. Noun. An itemized account of the separate costs of goods sold, services performed, or work done. Synonymous with *Invoice*. 2. Verb. To submit an invoice.

Bill back - See *Added charge*. See also *Supplemental invoice*.

Bill by piece - A method of invoicing whereby the invoice accompanies the material being sold. See also *Reshipment*.

Bill later - A type of continuation in which a vendor does not bill a library customer until the publisher has confirmed the price and/or availability of the item or items.

Bill to - The address to which invoices should be sent. See also *Ship to*.

Billing period - See *Subscription period*.

Bimonthly - A serial publication frequency of every two months.

Binary format - A format for representing data used by some applications. The other main formats for storing data are text formats, in which each character of data is assigned a specific code number. Binary formats are used for executable programs and numeric data, whereas text formats are used for textual data. Many files contain a combination of binary and text formats. Such files are usually considered to be binary files even though they contain some data in a text. See also *ASCII* and *EBCDIC*. (Webopedia: www.webopedia.com/TERM/b/ binary_format.html)

Bind with lacks - The decision by a library to bind the issues of a volume on hand even though one or more issues are missing and the resultant bound volume will be incomplete. Missing issue notices are bound into the volume in place of the absent material. Also known as *bind incomplete*.

Bindable unit - See *Binding unit*.

Binder, publisher's - See *Publisher's binder*.

Bindery record - A library's record of the materials it sends to a bindery and the treatment given to those materials. A bindery record, sometimes known as a bindery authority file, may include title, call number, color and style of binding, placement, and format of spine information, a description of what constitutes a bindable unit and special instructions.

Binding unit - A group of consecutive periodical issues bound together to achieve a bound volume of optimum size.

Bit-mapped graphics - Images which are created with sets of pixels or dots. Also called raster graphics. See also *Raster graphics*.

Biweekly - A serial publication frequency of every two weeks.

Blanket order - A plan by which a publisher or vendor agrees to supply to a library one copy of all publications, as issued, within the specified limits of the plan, generally without return privileges. [ALA Glossary, modified]

BMP - The standard bit-mapped graphics format used in the Windows environment. By convention, graphics files in the BMP format end with a .BMP extension. (Webopedia: www.webopedia.com/TERM/b/BMP.html)

Book vendor - See *Vendor*.

Bookseller - In a broad sense, anyone who sells books, such as the owner of a book store. Sometimes synonymous with *Jobber* or *Wholesaler*.

Boolean search - A search allowing the inclusion or exclusion of documents containing certain words through the use of operators such as AND, NOT and OR. Search Engine Watch: www.searchenginewatch.com/facts/glossary.html)

Boot - The process of starting or restarting a computer or computer program.

Browser - Short for Web browser, a software application used to locate and display Web page. (Webopedia: www.webopedia.com/TERM/b/browser.html)

Buffer - A device or area used to store data temporarily. (Yahoo Reference: American Heritage Dictionary: <http://education.yahoo.com/reference/dictionary/entries/31/b0533100.html>)

Bulk subscription - A subscription for a substantial number of copies (usually ten or more) of the same title that are sent to a single address for further distribution.

Bundle - See *Publisher bundling*

Bundled - See *Publisher bundling*

Byte - Abbreviation for binary term, a unit of storage capable of holding a single character. On almost all modern computers, a byte is equal to 8 bits. (Webopedia: www.webopedia.com/TERM/b/byte.html)

C

Calendar-year basis - A subscription supplied on a January to December schedule.

Cancellation - For serials, the termination of a subscription or a standing order. Publisher policies often dictate that cancellations for subscriptions can take effect only upon expiration of the billing period.

Cache - A fast storage buffer in the central processing unit of a computer. Also called *Cache memory*. (Yahoo Reference: American Heritage Dictionary: <http://education.yahoo.com/reference/dictionary/entries/88/c0008800.html>)

CD-ROM - See *Compact disc read-only memory*.

CD-ROM drive - The device (hardware) used to read a CD-ROM.

CD-ROM jukebox - See *Jukebox*

Ceased title - A discontinued serial publication.

Certificates - See *Electronic certificates*

CGI (Common Gateway Interface) - Generic method of linking external programs with Web servers. Commonly used to implement database connections and programs processing Web-based fill-out forms (e.g. "Request to Catalog Electronic Resource").

Character - In computer software, any symbol that requires one byte of storage. This includes all the ASCII and extended ASCII characters, including the space character. In character-based software, everything that appears on the screen, including graphics symbols, is considered to be a character. In graphics-based applications, the term character is generally reserved for letters, numbers, and punctuation. (Webopedia: www.webopedia.com/TERM/c/character.html)

Character-based User Interface - See *CHUI*.

Character string - A series of characters manipulated as a group. A character string is often specified by enclosing the characters in single or double quotes. For example, WASHINGTON would be a name, but 'WASHINGTON' and "WASHINGTON" would be character strings. (Webopedia: www.webopedia.com/TERM/c/character_string.html)

Charge to - See *Bill to*.

Check-in - The act of recording issue-specific receipt of serial publications in a library. Check-in records may be maintained on manual files or in automated serials control systems.

CHUI (Character-based User Interface) - The traditional means by which users have interacted with their computers, based on the display of ASCII characters and user input from the keyboard.

Circulation - 1. The average number of issues of a periodical distributed on a regular, ongoing basis. 2. The number of subscribers to a periodical. 3. The activities associated with borrowing materials from library collections.

Claim - 1. A notice sent to a vendor or publisher that an order has not been received within a reasonable amount of time. 2. A notice sent to a vendor or publisher that a volume or issue due on a standing order or subscription either has not been received or has been received in damaged condition and a replacement is needed. [ALA Glossary, modified]

Claim report - A response from a vendor or publisher to a library on the status of a library's claim for expected material not received on subscription or standing order. Also known as a *claim check*.

Click-on license - See *Shrinkwrap agreement*.

Click-through-License - See *Shrinkwrap agreement*.

Clickwrap - See *Shrinkwrap agreement*.

Client-Server Architecture - A network architecture in which each computer or process on the network is either a client or a server. Servers are powerful computers or processes dedicated to managing disk drives (file servers), printers (print servers), or network traffic (network servers). Clients are PCs or workstations on which users run applications. Clients rely on servers for resources, such as files, devices, and even processing power. (Webopedia: www.webopedia.com/TERM/c/client_server_architecture.html)

Clip art - Artwork or other graphic material in electronic form stored in any of a number of specialized formats (e.g. TIFF, JPEG, BMP). See also *TIFF*, *JPEG*, and *BMP*.

CODEN - A concise, unique, alphanumeric code assigned to serial and monographic publications and used as an unambiguous, permanent identifier. Developed in 1963 by the American Society for Testing and Materials for scientific and technical publications, but since expanded in scope. In 1975 Chemical Abstracts Service assumed responsibility

for the assignment and dissemination of CODEN designations. [ALA Glossary]

Com catalog - See *Computer output microform catalog*.

Combination rate - A special, discounted rate given by a publisher to a customer who places subscriptions for a particular combination of two or more publications with that publisher. The publisher determines which publications are eligible for this rate.

Combination subscription - A subscription that includes more than one title. Memberships with some societies often include a subscription to some or all of the society's publications. A single subscription to some societies may include a package of several serial titles. Combination subscriptions may offer multiple publications at a price lower than if they were ordered separately.

Commercial journal - A journal published by a commercial or for-profit publisher, as opposed to a journal published by a not-for-profit organization such as an association or university press.

Commercial publisher - A corporate body whose function is that of publishing a work for profit. (CONSER Cataloging Manual, Appendix B: Glossary: www.tlcdelivers.com/tlc/crs/man11634.htm)

Common expiration date - The one expiration date assigned by a publisher or vendor to many of a library's subscriptions, for the purpose of consolidating invoicing, renewals, and payments.

Common Gateway Interface - See *CGI*.

Compact disc read-only memory (CD-ROM) - A physical medium used to store digital data. Specifically, a CD-ROM is a type of compact disc that is read-only, which means that once the data has been recorded onto it, it can only be read or played.

Computer output microform catalog (Com catalog) - A catalog produced by computer on microfilm or microfiche.

Concurrent use - See *Simultaneous use*.

Conference - A meeting of individuals, usually representatives or members, of a body or organization to conduct the business of the group and discuss topics of common interest.

Configure - Set up a computer, network, or program for a particular use.

Consecutive numbering - See *Continuous numbering*.

CONSER - See *Cooperative Online Serials program*.

Continuation - In reference to a type of publication, a part issued in continuance of a monograph, a serial, or a series. [AACR2, rev., modified] In reference to a type of order, often a synonym of *Continuation order* and *Standing order*.

Continuation dealer - A vendor who supplies continuations. See also *Dealer*, *Serials vendor*, *Subscription agent*, and *Vendor*.

Continuation order - An order to a vendor or publisher to supply the various parts of a continuation until otherwise notified. Compare with *Standing order*, *'Til forbid*. [ALA Glossary, modified]

Continued by - In cataloging a serial that has changed title, when the succeeding title retains the numbering of the preceding title, the note in the bibliographic record that refers to the succeeding title. See also *Superseded by*.

Continues - In cataloging a serial that has changed title, when the succeeding title retains the numbering of the preceding title, the note in the bibliographic record that refers to the preceding title. See also *Supersedes*.

Continuous numbering - A method of numbering serial publications in which the issues

are numbered sequentially rather than being given volume and number designations, thereby distinguishing the individual parts with unique and consecutive numbers. Also known as *Consecutive numbering*, *Sequential numbering*, *Whole numbering*.

Controlled circulation journal - A journal the publisher determines will be available only to designated market sectors at predetermined circulation levels. While such a journal may be available to libraries, it is intended for individual subscribers in a targeted area of interest, often at reduced rates or free of charge.

Controller - A device that controls the transfer of data from a computer to a peripheral device and vice versa. For example, disk drives, display screens, keyboards, and printers all require controllers. In personal computers, the controllers are often single chips. When you purchase a computer, it comes with all the necessary controllers for standard components, such as the display screen, keyboard, and disk drives. If you attach additional devices, however, you may need to insert new controllers that come on expansion boards. Controllers must be designed to communicate with the computer's expansion bus. There are three standard bus architectures for PCs: the AT bus, PCI (Peripheral Component Interconnect), and SCSI. When you purchase a controller, therefore, you must ensure that it conforms to the bus architecture that your computer uses. (Webopedia: www.webopedia.com/TERM/c/controller.html)

Conversion of Serials project - See *Cooperative Online Serials program*.

Cookies - A cookie is information that a web site puts on your hard disk so that it can remember something about the user at later time. (More technically, it is information for future use that is stored by the server on the client side of a client/server communication.)

Cooperative Online Serials program (CONSER) - A project conceived in 1973 to build and maintain cooperatively a comprehensive machinereadable database of authoritative bibliographic information for serial publications, to uphold standards, and to exercise leadership in the serials information community. Membership includes the Library of Congress, National Library of Medicine, National Agricultural Library, Government Printing Office, National Library of Canada, and participating libraries. OCLC serves as the host system. The project was formed as the Conversion of Serials project, but the name was changed in 1986.

Copies - Reproductions of all or a portion of digital information onto any one of a number of media, including computer diskette, hard-copy printout, or by exact quotation. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Copyright - Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to reproduce the work in copies or phonorecords; to prepare derivative works based upon the work; to distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending; to perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works; to display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and in the case of sound recordings, to perform the work publicly by means of a digital audio transmission. More information about copyright can be obtained from the United States Copyright Office at the Library of Congress.

(www.copyright.gov) See also *Public domain*.

Copyright Clearance Center - An independently organized and financed organization providing publishers and, as appropriate, authors with a centralized mechanism through which they can collect self-designated fees for authorized copying of copyrighted works other than that permitted under the fair use standards of the 1976 U.S. Copyright Act (Public Law 94-553, Sec. 107). [ALA Glossary]

Copyright date - The year as it appears in the copyright notice. The 1976 U.S. Copyright Act (Public Law 94-553, Sec. 401) specifies that this will be the year of first publication. [ALA Glossary]

Copyright notice - A notice appearing on all copies of works protected by law and published by authority of the copyright holder. In U.S. law (Public Law 94-553, Sec. 401) it should consist of three elements: (1) the symbol (c), the abbreviation "Copr.," or the word "Copyright"; (2) the year of first publication of the work; and (3) the name of the copyright owner. The notice is to be affixed in such a manner and location as to make it conspicuous. [ALA Glossary]

Corporate body - In cataloging, an organization or group of persons identified with and having some responsibility for a publication. Business firms, nonprofit organizations, associations, institutions, governments, government agencies, and religious bodies are examples of corporate bodies.

Cost-plus pricing - The practice of publishers establishing a net price for a book with no suggested retail price. Booksellers and vendors then establish a retail price that covers their costs plus profit.

Country of origin - Country of publication, as determined by the location of the editorial office responsible for the intellectual content of the publication.

Coursepacks - Copies of materials assembled by instructors to be used by students in a class, usually in lieu of or in addition to a text book. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Crawler - See *Spider*.

Credit - In serials orders, the refund due a library or vendor. Credits may result when an order is canceled, when there has been an overcharge (such as through errors in billing or fluctuations in a foreign currency), or when a title ceases prior to publication or prior to completion of the subscription period.

Credit memo - A statement confirming the amount credited to an account. Credit memos are often issued in place of checks to simplify the accounting transactions of libraries, vendors, and publishers. Credits are taken by submitting a credit memo with an invoice and deducting the amount of the credit memo from the invoice total.

D

Daily - A serial publication frequency of every day.

Data files - Structured collection of data stored in electronic form that may be organized (structured) as a set of records, or unstructured. (ARL Spec Kit 201: Electronic Journals: Policies & Procedures, p.45)

Data set name - See *File name*.

Database - A large, regularly updated store of digitized information (bibliographic references, 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 by a database management system (DBMS). Content is created by the database producer (example: American Psychological Association) which usually publishes the print version (Psychological Abstracts) and leases the content to a database vendor (example: EBSCO or OCLC) that provides electronic access to the data after it has been converted to machine-readable form (PsycINFO), usually on CD-ROM or online via the Internet using proprietary search software. (ODLIS: Online Dictionary of Library and Information Science. www.lu.com/odlis/)

Database conversion - The process of converting records from manual to machine-readable form, or the process of transferring records from one machine-readable database to another. See also *Retrospective conversion*.

DC - See *Dublin Core*.

Dealer - A term sometimes used synonymously with Jobber, Vendor, and Wholesaler. Dealer often takes a more narrow definition and is applied to specialized types of vendors, such as an out-of-print dealer, a periodical back-issue dealer, or a Continuation dealer.

Default - A value or setting that a device or program automatically selects if you do not specify a substitute. For example, word processors have default margins and default page lengths that you can override or reset. (Webopedia: www.webopedia.com/TERM/d/default.html)

Depository - In librarianship, an external storage facility for housing lesser-used materials that have been removed from a library. Depositories are used to relieve overcrowding in libraries. They may be located on campus or at a remote site. They may serve only one campus or may be regional and accept the overflow from more than one library.

Depository library program - A method established by the U.S. Congress to help fulfill the federal government's responsibility to inform the public of its policies and programs. Dating from 1812, the depository library program is based on the principles that (1) with certain specified exceptions, all government publications shall be made available to depository libraries; (2) depository libraries shall be located in each state; and (3) government publications shall be available for the free use of the public. Among depository libraries are state libraries, libraries of land-grant colleges, and libraries designated by congressional representatives and state senators. A list of the series and groups of publications available for distribution is furnished by the Government Printing Office to all depository libraries for their use in making selections.

Desiderata - See *Want list*.

DHTML (Dynamic HyperText Markup Language) - Blanket name for a variety of software and programming techniques used to introduce interactivity into web pages.

Dial-up access - Access to digital materials through connection with a remote server through a modem or other remote access device. See also *Server*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Differential pricing - 1. The practice of some journal publishers of charging different subscription rates based on the geographic location of subscribers. 2. The practice of some journal publishers of charging libraries and other institutions a higher subscription rate than individual subscribers. See also *Foreign subscription price*, *Institutional subscription price*, *Personal subscription price*.

Digital - Data transmitted as discrete and discontinuous voltage pulses (off and on) represented by the binary digits 0 and 1 known as bits. In digitized text, each character is represented by a specific eight-bit sequence which functions as a unit called a byte. See also *Analog*. (ODLIS: Online Dictionary of Library and Information Science: www.lu.odlis.com)

Digital Certificate - An attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that a user sending a message is who he or she claims to be, and to provide the receiver with the means to encode a reply. An individual wishing to send an encrypted message applies for a digital certificate from a Certificate Authority (CA). The CA issues an encrypted digital certificate containing the applicant's public key and a variety of other identification information. The CA makes its own public key readily available through print publicity or perhaps on the Internet. The recipient of an encrypted message uses the CA's public key to decode the digital certificate attached to the message, verifies it as issued by the CA and then obtains the sender's public key and identification information held within the certificate. With this information, the recipient can send an encrypted reply. The most widely used standard for digital certificates is X.509. (Webopedia: www.webopedia.com/TERM/d/digital_certificate.html)

Digital Object Identifier - See *DOI*.

Digital Versatile Disc - See *DVD*.

Digital Video Disc - See *DVD*.

Digitize - To translate or convert into a digital form. For example, optical scanners digitize images by translating them into bit maps. It is also possible to digitize sound, video, and any type of movement. See also *Digital*.

Direct order - Orders placed "directly" with a publisher rather than with a vendor. Some publishers will not accept orders from vendors and thus require librarians to "order direct." Also, for a variety of reasons, librarians may choose to place orders directly with publishers. Compare with *Order direct*.

Directory - A list of files with associated file names that can be viewed and ordered in various ways (e.g. alphabetically or by date, size, or as icons in graphical user interface). Also called a *catalogue*. See also *File name*. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#4)

Disc - Alternative spelling of disk. Disc is often used for optical discs, while disk generally refers to magnetic discs, but there is no real rule. (Webopedia: www.webopedia.com/TERM/d/disc.html)

Discontinued publication - See *Ceased title*.

Discount - A percentage deducted from the list or retail price of an item.

Disk - A round plate on which data can be encoded. There are two basic types of disks: magnetic disks and optical disks. (Webopedia: www.webopedia.com/TERM/d/disk.html)

Disk drive - A machine that reads data from and writes data onto a disk. A disk drive rotates the disk very fast and has one or more heads that read and write data. There are different types of disk drives for different types of disks. For example, a hard disk drive (HDD) reads and writes hard disks, and a floppy drive (FDD) accesses floppy disks. A magnetic disk drive reads magnetic disks, and an optical drive reads optical disks. (Webopedia: www.webopedia.com/TERM/d/disk_drive.html)

DNS - See *Domain Name System*.

Display - Information that appears on the screen of a computer terminal. See also Terminal. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Distributor - A company that handles billing and shipping for a publisher. See also *Fulfillment house*.

Document - In the PC world, a file created with a word processor. In addition to text, documents can contain graphics, charts, and other objects. (Webopedia: www.webopedia.com/TERM/d/document.html)

Document delivery service - The provision of requested documents. In libraries, providing patrons copies of articles from journals not owned is a form of document delivery, as is the service of delivering books and journals from the collections to the offices or residences of library users. The *ADONIS project*, which see, is a document delivery service in the corporate sector.

Documentation - Instructions for using a computer device or program. Documentation can appear in a variety of forms, the most common being manuals. When you buy a computer product (hardware or software), it almost always comes with one or more manuals that describe how to install and operate the product. In addition, many software products include an online version of the documentation that you can display on your screen or print out on a printer. A special type of online documentation is a help system, which has the documentation embedded into the program. Help systems are often called context-sensitive because they display different information depending on the user's position (context) in the application. (Webopedia: www.webopedia.com/TERM/d/documentation.html)

DOI (Digital Object Identifier) - An identification system for intellectual property in the digital environment. Developed by the International DOI Foundation on behalf of the publishing industry, its goals are to provide a framework for managing intellectual content, link customers with publishers, facilitate electronic commerce, and enable automated copyright management. (The Digital Object Identifier System: www.doi.org)

Domain - On the Internet, a domain consists of a set of network addresses. This domain is organized in levels. The top level identifies geographic or purpose commonality (for example, the nation that the domain covers or a category such as "commercial"). The second level identifies a unique place within the top level domain and is, in fact, equivalent to a unique address on the Internet (or IP). See also *Internet* and *Domain name*.

Domain Name - A unique name or address that identifies an any given location on the Internet. See also *Domain* and *Internet*.

Domain Name System - A table for translating numerical IP addresses (example: 123.456.78.9) into the alphanumeric domain name addresses (example: www.thisuniversity.edu) which are familiar to Internet users, and vice versa (ODLIS: Online Dictionary of Library and Information Science: www.lu.com/odlis)

Dots Per Inch - See *DPI*.

Download - To copy digital information onto a hard drive, diskette or other electronic storage media. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

DPI (Dots Per Inch) - Indicates the resolution of images. The more dots per inch, the higher the resolution. A common resolution for laser printers is 600 dots per inch. This means 600 dots across and 600 dots down, so there are 360,000 dots per square inch.

(Webopedia: www.webopedia.com/TERM/d/dpi.html)

Drop shipment (drop ship) - A method of delivery often used for serial orders whereby a publication is mailed directly to the library by the publisher and the invoice is sent separately from the vendor with whom the library placed the order. See also *Reshipment*.

Dublin Core - A metadata element set intended to facilitate discovery of electronic resources. Originally conceived for author-generated description of Web resources, it has attracted the attention of formal resource description communities such as museums, libraries, government agencies, and commercial organizations. See also *Metadata* and *RDF*. (Dublin Core Metadata Initiative: <http://dublincore.org>)

Dumb bar codes - In automated library systems, bar codes not linked to a unique title in a database. See also *Bar codes*, *Machine-readable codes*, *Smart bar codes*.

Duplicate - 1. An additional copy of an item already in a library collection which is surplus to the library's needs. Compare with *Added copy*. [ALA Glossary, modified] 2. A second, intentionally duplicate, subscription of a serial title.

DVD (digital versatile disk or digital video disk) - a type of optical disk technology similar to the CD-ROM. A DVD holds a minimum of 4.7GB of data, enough for a full-length movie. DVDs are commonly used as a medium for digital representation of movies and other multimedia presentations that combine sound with graphics. (Webopedia: www.webopedia.com/TERM/D/DVD.html)

Dynamic HyperText Markup Language - See *DHTML*.

E

E-journal (Electronic journal) - A full-text electronic publication, which may include image file, intended to be published indefinitely in machine-readable form, delivered electronically to the user directly over the telecommunications network. Sometimes distributed in other electronic formats. (ARL Spec Kit 201: Electronic Journals: Policies & Procedures, p.45)

E-mail - The transmission of messages over communications networks. The messages can be notes entered from the keyboard or electronic files stored on disk. Most mainframes, minicomputers, and computer networks have an e-mail system. Some electronic-mail systems are confined to a single computer system or network, but others have gateways to other computer systems, enabling users to send electronic mail anywhere in the world. Companies that are fully computerized make extensive use of e-mail because it is fast, flexible, and reliable. (Webopedia: www.webopedia.com/TERM/e/e_mail.html)

E-mail attachment - See *Attachment*.

EAD (Encoded Archival Description) - A standard for encoding archival finding aids using the Standard Generalized Markup Language (SGML). See also *SGML*. (Encoded Archival Description Official Web Site: www.loc.gov/ead)

EBCDIC (Extended Binary Coded Decimal Interchange Code) - Pronounced eb-sih-dik, EBCDIC is an IBM code for representing characters as numbers. Although it is widely used on large IBM computers, most other computers, including PCs and macintoshes, use ASCII codes. (Webopedia: www.webopedia.com/TERM/E/EBCDIC.html)

EDI (Electronic Data Interchange) - the transfer of data between different companies using networks, such as the Internet. As more and more companies get connected to the Internet, EDI is becoming increasingly important as an easy mechanism for compa-

nies to buy, sell, and trade information. ANSI has approved a set of EDI standards known as the X12 standards. (Webopedia: www.webopedia.com/TERM/E/EDI.html)

Edifact - A set of internationally agreed standards, directories and guidelines for the electronic interchange of structured data, and in particular, for interchanges related to trade in goods and services, between independent computerized information systems.

EDItEUR - The European group that coordinates the development, promotion and implementation of EDI in the books and serials sectors. (EDItEUR: www.editeur.org)

Edition - 1. All copies of a bibliographic item produced from substantially the same type image. 2. One of various printings of a newspaper for the same day, an issue published less often, such as a weekly, or a special number. 3. The form in which a work is published, such as original, revised, reprint, textbook, paperbound, library, etc. [ALA Glossary, modified]

EGA (Enhanced Graphics Adapter) - Abbreviation of enhanced graphics adapter, a graphics display system for PCs introduced by IBM in 1984. EGA supports 16 colors from a palette of 64 and provides a resolution of 640 by 350. This is better than CGA but not as good as VGA. EGA is now obsolete. (Webopedia: www.webopedia.com/TERM/E/EGA.html)

Electronic Data Interchange - See *EDI*.

Electronic certificates - A method of limiting access to resources to authorized users. An electronic certificate includes information so that a user could be authorized (e.g. affiliation with a university) against a central database for access to a suite of resources. (Machovec, George, 1997: www.coalliance.org/reports/security.htm)

Electronic Data Interchange For Administration, Commerce and Transport - See *EDIFACT*.

Electronic journal - See *E-journal*.

Emulation - Refers to the ability of a program or device to imitate another program or device. Many printers, for example, are designed to emulate Hewlett-Packard LaserJet printers because so much software is written for HP printers. By emulating an HP printer, a printer can work with any software written for a real HP printer. Emulation tricks the software into believing that a device is really some other device. (Webopedia: www.webopedia.com/TERM/e/emulation.html)

Encoded Archival Description - See *EAD*.

End user - The final or ultimate user of a computer system. The end user is the individual who uses the product after it has been fully developed and marketed. The term is useful because it distinguishes two classes of users, users who require a bug -free and finished product (end users), and users who may use the same product for development purposes. The term end user usually implies an individual with a relatively low level of computer expertise. Unless you are a programmer or engineer, you are almost certainly an end user. (Webopedia: www.webopedia.com/TERM/e/end_user.html)

Enhanced Graphics Adapter - See *EGA*.

Entry - A record of an item in a catalog. [AACR2, rev] See also *Access point*, *Heading*, *Tracings*.

Estimated pricing - A billing plan whereby a vendor preassigns an estimated price to a customer's renewal and/or new title invoice and subsequently (once a year) debits or credits the customer's account to reconcile it with the actual price charged.

Exchange - An arrangement whereby libraries exchange their own publications, the publications of their parent institutions, or duplicates from their collections. The term may

also refer to a publication traded in such an arrangement.

Expiration date - The date upon which a periodical subscription expires.

Extension of subscription - A common practice of publishers to compensate for delayed issues or issues not supplied. The publisher lengthens the current subscription period rather than offering credit or replacement for unsupplied issues.

Extranet - An intranet that is partially accessible to authorized outsiders. Whereas an intranet resides behind a firewall and is accessible only to people who are members of the same company or organization, an extranet provides various levels of accessibility to outsiders. See also *Firewall* and *Intranet*.

F

Fair Use - The right set forth in Section 107 of the United States Copyright Act, to use copyrighted materials for certain purposes, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 sets out four factors to be considered in determining whether or not a particular use is fair: (1) the purpose and character of the use, including whether such use is of commercial nature or is for non-profit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

FAQ (Frequently Asked Questions) - A document that answers questions about some technical topic. Frequently, FAQs are formatted as help files or hypertext documents. See also *Hypertext*. (Webopedia: www.webopedia.com/TERM/F/FAQ.html)

Fiche - See *Microfiche*.

File - 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 the code in which the data is written (example: .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. 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 personnel file maintained by an employer. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_f.cfm#file)

File name - A name, usually consisting of a maximum number of alphanumeric characters that are used to identify either a data resource or a program to the computer. Also known as data set name. See also *File*.

File Transfer Protocol - See *FTP*.

Fill rate - Of the total of the materials ordered from a vendor, the percentage actually supplied. Fill rate is usually expressed within a specified period of time.

Firewall - A system designed to prevent unauthorized access to or from a private network. Firewalls can be implemented in both hardware and software, or a combination

of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet, especially intranets. All messages entering or leaving the intranet pass through the firewall, which examines each message and blocks those that do not meet the specified security criteria. See also Internet, Extranet, and Intranet. (Webopedia: www.webopediacom/TERM/f/firewall.html)

Firm order - A one-time order for a specified title and number of copies, in contrast to a Subscription or Standing order.

Firm prices - Confirmed and agreed-upon prices, as in a bid or contract.

Floppy disk - A small, portable plastic disk coated in a magnetisable substance used for storing computer data, readable by a computer with a floppy disk drive. The physical size of disks has shrunk from the early 8 inch to 5 1/4 inch to 3 1/2 while the capacity has risen. See also Disk and Hard Disk. (Electronic Terminology for Acquisitions: www.library.yale.edu/ecollections/ETerminology.html)

Force Majeure - Literally, "greater force"; a clause designed to protect against failures to perform contract obligations caused by unavoidable events beyond the party's control, such as natural disasters or wars, (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Foreign subscription price - The price set by a publisher for subscribers outside the country or region of publication. Publishers may follow differential pricing practices and set higher prices for foreign subscribers. If subscriptions are billed in local currency the foreign subscriber price may vary depending upon fluctuations in currency conversion rates. Higher costs may also reflect additional postage charges for dispatch abroad. See also Differential pricing, Institutional subscription price, and Personal subscription price.

Format - 1. The general appearance and physical makeup of a publication, including proportions, size, quality and style of paper and binding, typographical design, etc. 2. The medium in which a publication is presented, e.g., paper, microform, or machine-readable text. [ALA Glossary, modified]

Fortnightly - See *Biweekly*.

Frequency - The intervals at which a serial is published (e.g., weekly, monthly, annually, or biennially). [ALA Glossary]

FTP (File Transfer Protocol) - A high-speed method for transferring files over the Internet. [ARL SPEC Kit 202: Electronic Journals: Issues & Trends, p.99]

Fulfillment - The activities of a vendor or publisher that embrace all the functions in supplying library materials-order processing, invoicing, handling accounts receivable, issuing credits, shipping, etc.

Fulfillment house - An automated distribution service that utilizes the economies of scale afforded by computer technology and large volume to handle the periodical distribution process more cost-effectively than is possible for individual publishers. The fulfillment house contracts with a number of publishers to perform their periodical circulation functions.

Full-service agency - A subscription agent who offers a wide range of services, including, but not limited to: handling of worldwide publications with comprehensive coverage within a defined geographic or subject area; ordering, claiming, renewing, and adjustment functions; management reports that can be tailored to the needs of individual clients; various automated services (either online or locally controlled), and interfaces with a client's integrated library system; access to bibliographic, publisher, and billing

information; convenient and responsive customer service. In short, a full-service agency attempts to meet all the needs of a library regarding its investment in serials.

Full-text - A search of a bibliographic database in which the entire text of each record or document is searched and the entry retrieved if the terms included in the search statement are present. Most Web search engines are designed to perform full-text searches. This can pose a problem for the user if a search term has more than one meaning, resulting in the retrieval of irrelevant information (false drops). For example, in a medical database, the query "treatment of AIDS" might retrieve entries for sources containing the phrase "treatment aids in geriatrics" (with "of" a stopword). (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_f.cfm#fulltext)

G

Gap - Missing issues or volumes in the holdings of a serial. Loss or theft can result in a gap, as can failure of a supplier to provide the items. A gap can also occur following a cancellation of a year or more with subsequent resumption of the subscription. Sometimes a gap is filled with another format, e.g., microfilm.

Gateway - Service that provides or delivers multiple electronic products located at different addresses on the World-Wide Web through a single access.

Generic title - A general title shared by an entire group or class of serials, such as bulletin, report, etc.

GIF (Graphics Interchange Format) - Format for digitized images, designed to be transferable between computer systems. The GIF format is used almost entirely for inline images that appear on Web pages.

GILS (Government Information Locator Service) - A way to identify, locate, and describe publicly available Federal information resources, including electronic information resources. GILS records identify public information resources within the Federal Government, describe the information available in these resources, and assist in obtaining the information. GILS is a decentralized collection of agency-based information locators using network technology and international standards to direct users to relevant information resources within the Federal Government. (Government Information Locator Service [GILS]: www.access.gpo.gov/su_docs/gils/whatgils.html)

Governing Law - The jurisdiction whose law will be applied in the event of a dispute relating to an agreement. (www.library.yale.edu/~llicense/definiti.shtml)

Government Information Locator Service - See *GILS*.

Gracing policy - A policy set by a journal publisher on how long a subscriber will continue to receive a journal beyond its expiration date.

Graphic - Any two-dimensional nontextual, still representation. Graphics can be opaque (illustrations, photographs, diagrams, maps, charts, graphs, etc.) or designed to be viewed or projected without motion using optical equipment (slides, filmstrips, etc.). Magazines and art books usually contain a high proportion of graphic material. In marketing new books, the graphic appeal of the dust jacket is an important factor. Computer graphics are created with the aid of graphic design software. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_g.cfm#graphic)

Graphical User Interface - See *GUI*.

Graphics Interchange Format - See *GIF*.

Greenaway plan - A type of blanket order plan, originated at the Philadelphia Free Library by Emerson Greenaway, whereby libraries arrange with publishers to receive at

nominal price one advance copy of all trade titles so that titles selected for acquisition can be ordered in advance of publication. The plan is based on the assumption that the library will purchase multiple copies of many of the titles. [ALA Glossary]

GUI (Graphical User Interface) - Interfacing technique that employs the graphics technology of desktop systems and terminals to enhance the presentation of textual and numeric data, graphical information, and application control. GUIs use facilities such as pull-down and pop-up menus, floating dialog boxes, icons, and a mouse to provide convenience and productivity advantages to end users.

H

Hard copy - A paper document, including a computer printout.

Hard disk - A non-flexible magnetic disk, in a solid container, used to read and write electronic resources; hard disks can be either fixed or removable. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#hd)

Hardware - The physical portion of a computer system, including the electrical/electronic components (e.g. components and circuits), electromechanical components (e.g. a disk drive and central processing system (CPU)), and mechanical components (e.g., keyboard, wires, terminal). (ARL Spec Kit 201: Electronic Journals: Policies & Procedures, p.45)

Heading - A name, word, or phrase placed at the head of a catalogue entry to provide an access point. [AACR2, rev] See also Access point, Entry, and Tracings.

HEGIS - See *Higher Education General Information Survey*.

Higher Education General Information Survey (HEGIS) - A classification of academic fields of study created by the U.S. Office of Education in 1971. Its purpose is to assemble in a single package all surveys conducted by the U.S. Office of Education and other federal agencies. There are thirty-two major areas of study with enough subdivisions to produce approximately 550 HEGIS codes. The six-digit codes assigned to each subject are a means of tracking expenditures for personnel, supplies, books, serials, etc., for that subject. Many fund-accounting systems used in libraries today have evolved from HEGIS codes.

Holdings - Broadly, the materials owned or held by a library. The term also is used in a narrow sense to refer to either the issues of a serial or the volumes in a set in possession of a library.

Home page - The main or opening screen of a hypertext document for a World-Wide Web site. Home pages are a subset of Web pages that present information on systems, services, and products, and, in addition, provide links in the form of words, URLs, etc., to other related documents and Web sites. See also URL, Web page, and World-Wide Web site. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#home)

Host - A computer on the Internet, or any other network, that provides server where web pages can be located.

House organ - 1. A type of periodical, often concerned with personal and personnel matters, issued by a business, industrial, or other organization for internal distribution to employees. Synonymous with employee magazine and plant publications. 2. A periodical, generally including articles on the company's products and on subjects related to the business or industry, issued for external distribution to dealers, customers, and

potential customers. [ALA Glossary]

HTML (Hypertext Mark-up Language) - The lingua franca for publishing hypertext on the World-Wide Web. It is a non-proprietary format based upon SGML, and can be created and processed by a wide range of tools, from simple plain text editors - you type it in from scratch- to sophisticated WYSIWYG authoring tools. HTML uses tags such as <h1> and </h1> to structure text into headings, paragraphs, lists, hypertext links etc. See also *SGML*. (W3C, World-Wide Web Consortium: www.w3.org/MarkUp)

HTTP (Hypertext Transport Protocol) - The communications protocol used in Web browser software to establish the connection between a client computer and a remote Web Server, making it possible for data files in HTML format to be transmitted over the Internet from the server to the client machine on which the browser is installed. Most Web browsers are designed to default to <http://> whenever a user enters a Web address (URL) without the protocol. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_h.cfm#http)

Hyperlink - A reference (link) from some point in one hypertext document to (some point in) another document or another place in the same document. A browser usually displays a hyperlink in some distinguishing way, e.g. in a different color, font, or style. When the user activates the link (e.g. by clicking on it with the mouse) the browser will display the target of the link. See also *Hypertext* and *URL*. (Free On-line Dictionary of Computing [FOLDOC]: <http://foldoc.doc.ic.ac.uk/foldoc/index.html>)

Hypermedia - An extension to hypertext that supports linking graphics, sound, and video elements in addition to text elements. The World-Wide Web is a partial hypermedia system since it supports graphical hyperlinks and links to sound and video files. New hypermedia systems under development will allow objects in computer videos to be hyperlinked. (Webopedia: www.webopedia.com/TERM/h/hypermedia.html)

Hypertext - A special type of database system, invented by Ted Nelson in the 1960s, in which objects (text, pictures, music, programs, and so on) can be creatively linked to each other. When you select an object, you can see all the other objects that are linked to it. You can move from one object to another even though they might have very different forms. For example, while reading a document about Mozart, you might click on the phrase *Violin Concerto in A Major*, which could display the written score or perhaps even invoke a recording of the concerto. Clicking on the name Mozart might cause various illustrations of Mozart to appear on the screen. The icons that you select to view associated objects are called *Hypertext links* or *buttons*. (Webopedia: www.webopedia.com/TERM/h/hypertext.html)

Hypertext Mark-up Language - See *HTML*.

Hypertext Transport Protocol - See *HTTP*.

I

ICEDIS (International Committee on EDI in Serials) - Committee of business and technical representatives from the world's leading journal publishers and subscription agents with the goal of developing and defining industry standards for EDI use in facilitating journal subscription processing. (International Committee on EDI in Serials: www.icedis.org)

ID login and password - Historically the issuing of logins and passwords has been the primary technique used in the computing community. Upon reaching an IP site, the user is asked to login for access. To improve security, passwords must be periodically changed to cut down unauthorized users who may have somehow gotten passwords. Although

this technique works well, it has many challenges: the issuing of logins/passwords can be a huge job especially in a larger library setting (many times users are asked to use their library ID card number), passwords can be distributed by patrons to unauthorized users, if random logins/passwords are issued they are often forgotten and one may end up with many passwords for different systems (unless handled through a gateway or proxy server). See also *Gateway* and *Proxy server*. (Machovec, George, 1997: www.coalliance.org/reports/security.htm)

Imprint - In a bibliographic item, the name of the publisher, distributor, and manufacturer, and the place and date of publication, distribution, and manufacture.

ILL - See *Interlibrary Lending*.

Image file - A file containing graphic information in non-ASCII format. (ARL Spec Kit 201: *Electronic Journals: Policies & Procedures*, p. 45)

Indemnity - One party's agreement to insure or otherwise defend another party against any claims by third parties resulting from performance under the agreement. (Licensing Digital Information: *Definitions of Words and Phrases Commonly Found in Licensing Agreements*: www.library.yale.edu/~llicense/definiti.shtml)

Index - A systematic guide to the contents of a file, document, or group of documents, consisting of an ordered arrangement of terms or other symbols representing the contents and references, code numbers, page numbers, etc., for accessing the contents. [ALA Glossary]

Individual subscription price - See *Personal subscription price*.

Institutional subscription price - The price charged by a journal publisher for a subscription placed by a library or other institution. Some publishers charge more for institutional subscriptions, which can accommodate several users, than for subscriptions placed by individuals for their personal use. See also *Differential pricing*, *Foreign subscription price*, *Membership*, and *Personal subscription price*.

Interactive videodisc - A videodisc controlled by computer. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#4)

Interface - A shared boundary where two or more systems meet; or the means by which communication is achieved at this boundary. An interface can be between hardware and hardware (such as sockets and plugs, or electrical signals), hardware and software, software and software, human and computer (such as a mouse or keyboard and display screen). (Computer User High-Tech Dictionary: www.computeruser.com/resources/dictionary/index.html). Screens viewed by users to reach the desired information source. Synonymous with *Front end*. (ARL SPEC Kit 202: *Electronic Journals: Issues & Trends*, p.99)

Interlibrary Lending (ILL) - Loaning materials owned or licensed by one library to another library or its users. (Licensing Digital Information: *Definitions of Words and Phrases Commonly Found in Licensing Agreements*: www.library.yale.edu/~llicense/definiti.shtml).

International Committee on EDI in Serials - See *ICEDIS*.

International copyright - Copyright protection afforded foreign works, governed by national law and international agreements. The most widely effective international copyright agreements are the Berne Convention and the Universal Copyright Convention. [ALA Glossary]

International Serials Data System (ISDS) - An international organization within UNESCO that provides information on the identification and bibliographic control of se-

rial publications from throughout the world. ISDS assigns the International Standard Serials Number.

International Standard Book Number (ISBN) - A four-part, ten-character code given a book (a nonserial literary publication) before publication as a means of identifying it concisely, uniquely, and unambiguously. The four parts of the ISBN are group identifier (e.g., national, geographic, language, or other convenient group), publisher identifier, title identifier, and check digit. The ISBN format is 0-0000-0000-0. Started by British publishers in 1967, the standard book number was adopted the next year in the United States and the following year as an international standard. The numbering system is administered among cooperating publishers in participating countries by a standard book-numbering agency. [ALA Glossary, modified]

International Standard Serial Number (ISSN) - The international numerical two-part, eight-character code that identifies concisely, uniquely, and unambiguously a serial publication, based on American National Standard Identification Number for Serial Publications, Z39.9-1971, and approved by the International Organization for Standardization as ISO 3297, International Standard Serial Numbering. The ISSN format is 0000-0000. The ISSN program became operative in the United States in 1971. [ALA Glossary, modified]

Internet - 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, and news, among others. See also *World-Wide Web*. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#4)

Internet Protocol - See *IP*.

Internet Protocol Address - See *IP Address*.

Internet Service Provider - See *ISP*.

Intranet - An in-house Web site designed to serve only the staff or employees of an organization or enterprise. Intranets use the same TCP/IP and hypertext protocols as the Internet, but access by unauthorized users is usually blocked by a firewall. In a broader sense refers to any in-house LAN or client-server system. Extranet, Firewall, Hypertext, and TCP/IP. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_i.cfm#intranet)

Invoice - A bill for goods or services showing itemized quantities, prices, discounts and terms, and net amount due.

Invoice adjustment - Upon vendor approval, a procedure that allows a library to modify a vendor's invoice prior to paying it. Invoice totals may be reduced to compensate for materials shipped in error, damaged materials, or returned materials shipped on approval. Upon receipt of an adjusted invoice, the vendor modifies his accounting records to reflect the reduced amount paid. The procedure eliminates the necessity of the vendor providing a revised invoice or a credit memo. Synonymous with *Line-out*.

Invoice download - Electronic transmission of invoice data from a publisher or vendor's computer to a remote computer in a library.

Invoice format - 1. The physical representation of an invoice, e.g., paper electronic, magnetic tape. 2. A reference to the type and arrangement of information included on an invoice. A library may specify, for example, that a vendor's invoice include, in addition to price information, order and fund numbers, and also a list of the materials billed in an alphabetical-by-title arrangement.

I/O (Input/Output) - Transfer of data into a computer, and from the computer to the

outside world. (Computer User High-Tech Dictionary: www.computeruser.com/resources/dictionary/index.html)

IP (Internet Protocol) - IP specifies the format of packets, also called datagrams, and the addressing scheme. Most networks combine IP with a higher-level protocol called Transport Control Protocol (TCP), which establishes a virtual connection between a destination and a source. IP by itself is something like the postal system. It allows you to address a package and drop it in the system, but there's no direct link between you and the recipient. TCP/IP, on the other hand, establishes a connection between two hosts so that they can send messages back and forth for a period of time. See also *TCP/IP*. (Webopedia: www.webopedia.com/TERM/I/IP.html)

IP Address - IP stands for Internet Protocol, the physical address of a client or server computer attached to a network governed by the TCP/IP protocol, written as four sets of Arabic numerals separated by dots (example: 123.456.78.9). Each IP address has an associated alphanumeric Internet address in the Domain Name System (DNS) which is easier to remember. See also *TCP/IP* and *DNS*. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_i.cfm#ipaddress)

IP Address Range - Multiple IP addresses that may be used to define the authorized users of an electronic product. See also *IP Address*.

IP Address Recognition - Method of IP address based authentication that allows users to avoid having to remember passwords and/or to establish that users are accessing the services from an authorized site. See also *IP Address*.

IP Filtering - IP address (or range of addresses) is used to filter access to a database or service so that only authorized users may gain access. This IP filtering may be done on the same server where the information resides or it may be done on some other server before the user gets to the end point. See also *IP address* and *IP address range*. (Machovec, George, 1997: www.coalliance.org/reports/security.htm)

Irregular publication - A serial with a variable and unpredictable publishing frequency.

ISDS - See *International Serials Data System*.

ISP (Internet Service Provider) - A company that offers Internet access and value-added services such as web hosting, usually for a monthly fee. ISPs frequently use portions of cable, phone, and satellite networks to implement their service, but they are distinct from these organizations.

ISSN - See *International Standard Serial Number*.

Issue - A single, uniquely numbered or dated part of a periodical or newspaper. [ALA Glossary, modified]

J

Jobber - A term sometimes used synonymously with *Vendor*. More appropriately applied to a book vendor and is synonymous with *Wholesaler*.

Journal - A periodical, especially one containing scholarly articles and/or disseminating current information on research and development in a particular subject field. See also *Periodical* and *Magazine*. [ALA Glossary]

Journal gracing policy - See *Gracing policy*.

Journal monograph - A supplement to a journal devoted to a single topic and that al-

lows for separate treatment as a monograph. See also *Special issue*.

Journal price sensitivity - A subjective measure of the importance a subscriber places on a journal. Price is not considered critical if a journal is deemed to have value in serving the subscriber's needs the journal is price insensitive. A journal becomes price sensitive when its price is deemed to be beyond its importance to a subscriber.

Journal subscriber pattern - Among a journal's circulation, the ratio of personal to institutional subscribers. For commercial journals institutional subscribers predominate. For a society journal the circulation is comprised of many personal subscribers as well as institutional subscribers.

Journal subscription cycle - See *Subscription period*.

JPEG (Joint Photographic Experts Group) - A standardized image compression mechanism. JPEG stands for Joint Photographic Experts Group, the original name of the committee that wrote the standard. JPEG is designed for compressing either full-color or gray-scale images of natural, real-world scenes. It works well on photographs, naturalistic artwork, and similar material; not so well on lettering, simple cartoons, or line drawings. JPEG handles only still images, but there is a related standard called MPEG for motion pictures. See also *MPEG*. (JPEG Image Compression FAQ, part1: www.landfield.com/faqs/jpeg-faq/part1)

Jukebox - A hardware mechanism for allowing access to one of a group of discs, especially CD-ROMs or other optical media. (Free On-line Dictionary of Computing [FOLDOC]: <http://foldoc.doc.ic.ac.uk/foldoc/index.html>)

K

KardexTM - 1. A product of Kardex Systems, Inc. A metal file with a number of shallow drawers to hold serial check-in records. 2. Term for the check-in of records themselves.

Key title - The unique name assigned to a serial by the International Serials Data System (ISDS). [AACR2, rev]

Kerberos - A computer network authentication protocol which allows individuals communicating over an insecure network to prove their identity to one another in a secure manner. Kerberos prevents eavesdropping or replay attacks, and ensures the integrity of the data. Its designers aimed primarily at a client-server model, and it provides mutual authentication - both the user and the service verify each other's identity. See also *Authentication*. (Wikipedia, the free encyclopedia: [http://en.wikipedia.org/wiki/Kerberos_\(protocol\)](http://en.wikipedia.org/wiki/Kerberos_(protocol)))

Keyword - A significant word or phrase in the abstract, title, subject headings (descriptors), or text of a record in a bibliographic database which can be used as a search term in a keywords search to retrieve all the records containing the word or phrase. See also *Boolean search*. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_k.cfm#keywords)

L

LAN (Local Area Network) - A computer network that spans a relatively small area. Most LANs are confined to a single building or group of buildings. However, one LAN can be connected to other LANs over any distance via telephone lines and radio waves. A

system of LANs connected in this way is called a wide-area network (WAN). Most LANs connect workstations and personal computers. Each node (individual computer) in a LAN has its own CPU with which it executes programs, but it is also able to access data and devices anywhere on the LAN. This means that many users can share expensive devices, such as laser printers, as well as data. Users can also use the LAN to communicate with each other, by sending e-mail or engaging in chat sessions. See also *WAN*. (Webopedia: www.webopedia.com/TERM/I/local_area_network_LAN.html)

Lapsed delivery - When material ordered by means of a subscription or standing order stops coming altogether. Unlike a gap, which can be detected upon receipt of subsequent issues or volumes, lapsed delivery is normally discovered only by a systematic review of a library's check in records, or through notification by a user, staff member, or through automated check-in system reports. A lapse may be an indication that the supplier has lost the library's record of payment, that the subscription has not been renewed, or that the publication has ceased. Proof of payment may be required to resume receipt of issues.

Latest entry cataloging - An approach to cataloging serials with title changes whereby a serial is catalogued under its current (i.e., latest) title with added entries and/or explanatory notes describing relationships with earlier titles. This method is not considered to be in conformance with AACR2. See also *Successive entry cataloging*.

Letters journal - A periodical devoted to brief articles reporting interim research findings, particularly useful in reporting negative yet significant results. Rapid turnaround in review and publication processes are essential in the production of letters journals.

Library rate mail - A mail rate similar to the special-rate fourth-class rate available to persons and businesses shipping materials to and from libraries, schools, and colleges. The U.S. Postal Service is required to carry this mail at cost and the federal government provides an additional subsidy to hold rates down.

License - Permission to do something which, without such permission, would be illegal. For example, a license to use digital information gives the Licensee permission to access and use the information under the terms and conditions described in the agreement between the licensor and the licensee. See also *Licensee* and *Licensor*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

License Agreement - A written contract setting forth the terms under which a licensor grants a license to a licensee. See also *Licensor*, *License*, and *Licensee*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Licensee - The person or entity that is given permission through a License to access or otherwise use digital information. The licensee, often a library, educational or research organization, generally pays the licensor a fee for permission to use digital information. See also *License* and *Licensor*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Licensing agreement - See *License agreement*.

Licensor - The person or entity that gives or grants a license. The licensor owns or has permission to distribute digital materials to a licensee. See also *License* and *Licensee*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Line-out - See *Invoice adjustment*.

Link - In a hypertext document, any connection between one address (URL) on the World-Wide Web and another, embedded in the text or appearing as a word, symbol, icon, or other graphical element which can be activated by the click of a mouse or other pointing device. Text links may appear underlined and in blue on the computer screen. A broken link is one which does not function properly. The tendency of links within a hypertext document to become broken due to address changes and the demise of Web sites is known colloquially as link rot. See also *Hyperlink* and *URL*. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_1.cfm#link)

Linking entry - A note appearing on a catalogue, check-in, acquisitions, or other bibliographic record that describes related publications for which a separate record is justified; the linking entry thereby serves as a "link" between two or more related publications. A linking entry consists of the main entry or title and often includes the ISSN or other identifying data, and in a machine-readable environment provides a means of internal machine linkage among related records.

List price - The price at which a publication is made available to the public. It is established by the publisher and is exclusive of any discount. Loosely, the price quoted in a publisher's catalog. [ALA Glossary, modified] Also known as *Retail price*. See also *Net price*.

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. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#4)

Local Area Network - See *LAN*.

Local serial control number - A unique identifying number assigned by a library to a serial and used as a code in local communications, programming, retrieval, etc.

Loose-leaf service - A serial publication, normally sold on subscription, which is revised, cumulated, or indexed by means of new or replacement pages inserted in a loose-leaf binder, and used where latest revisions of information are important, as with legal and scientific material. [ALA Glossary, modified]

M

Machine-readable codes - Printed codes on book and serial covers that can be read by machine. Such codes may identify ISBN, ISSN, or price. See also *Barcodes*, *Dumb barcodes*, and *Smart barcodes*.

Macroform - A generic term for any medium, transparent or opaque, bearing images large enough to be easily read or viewed without magnification. Compare with *Microform*. [ALA Glossary]

Magazine - A periodical for general reading containing articles on various subjects by different authors. See also *Journal* and *Periodical* [ALA Glossary, modified]

Magnetic disk - On magnetic disks, data is encoded as microscopic magnetized needles on the disk's surface. You can record and erase data on a magnetic disk any number of times, just as you can with a cassette tape. (Webopedia: www.webopedia.com)

Main entry - The complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the trac-

ings. See also *Added entry*. [AACR2, rev., modified]

Management reports - In libraries, a term used to describe various statistical and informational reports either produced locally by libraries or for libraries by vendors. Management reports typically are used in acquisitions and collection development and measure such functions as acquisitions work load, types and costs of materials ordered, and vendor performance.

MARC - Machine-readable cataloging.

MARC 21 - (Formerly USMARC and CANMARC) The MARC 21 formats are standards for the representation and communication of bibliographic and related information in machine-readable form. The MARC 21 formats are maintained by the Library of Congress in consultation with various user communities. (The British Library: www.bl.uk/services/bibliographic/exchange.html)

MARCXML schema - The Network Development and MARC Standards Office has developed a framework for working with MARC data in a XML environment. This framework is intended to be flexible and extensible to allow users to work with MARC data in ways specific to their needs. The framework contains many components such as schemas, stylesheets, and software tools developed and maintained by the Library of Congress. Conversion utilities between MARC (ISO 2709) and MARCXML are also available. (Library of Congress - Network Development and MARC Standards Office: www.loc.gov/marc/marcxml.html#marcxml)

Mark-up Language - See *DHTML*, *HTML*, *SGML*, and *XML*.

MARL format - A communications format developed by the Library of Congress for producing and distributing machine-readable bibliographic records on magnetic tape. [ALA Glossary]

Marking - 1. The placing of call numbers, location symbols, marks of ownership, etc., on books and other items in a library collection. 2. In serials work, the placing of a mark of ownership and indication of destination on each number or part as it is entered on the check-in record. [ALA Glossary]

Masthead - The statement of title, ownership, editors, etc., of a newspaper or periodical. Although its location is variable, 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. [ALA Glossary]

Medium - The physical material or substance upon which data can be recorded or stored; for example, paper, film, magnetic disk, punched tape, and magnetic tape. [ALA Glossary]

Member rate - The price paid by a member to a society or association for a subscription to one of its publications.

Membership - 1. The state or status of being a member. 2. Libraries may join a society or association to take advantage of discounts on the organization's publications or because the organization requires membership to obtain its publications. Frequently different subscription rates prevail for individual and institutional members. See also *Institutional subscription price*, *Nonmember rate*, and *Personal subscription price*.

Memory - Internal storage areas in the computer. The term memory identifies data storage that comes in the form of chips, and the word storage is used for memory that exists on tapes or disks. Moreover, the term memory is usually used as shorthand for physical memory, which refers to the actual chips capable of holding data. Some computers also use virtual memory, which expands physical memory onto a hard disk. Every computer comes with a certain amount of physical memory, usually referred to as

main memory or RAM. You can think of main memory as an array of boxes, each of which can hold a single byte of information. A computer that has 1 megabyte of memory, therefore, can hold about 1 million bytes (or characters) of information. (Webopedia: www.webopedia.com/TERM/m/memory.html)

Merger - A new serial resulting from combining two or more existing serial titles.

Methods journal - A periodical devoted to dissemination of information on new scientific research techniques and refinement of existing ones.

Metadata - Structured information used to describe information resources/objects for a variety of purposes. Although AACR2/MARC cataloging is formally metadata, the term is generally used in the library community for nontraditional schemes such as the Dublin Core Metadata Element Set, the VRA Core Categories, or the Encoded Archival Description (EAD). Metadata can be categorized as descriptive, structural, and administrative. Descriptive metadata facilitates discovery, identification, and selection. Structural metadata describes the internal structure of complex objects. Administrative metadata aids in the management of resources and may include rights management metadata, preservation metadata, and technical metadata describing the physical characteristics of a resource. For an introduction to metadata, please see Priscilla Caplan's *Metadata Fundamentals for All Librarians* (American Library Association, 2003). Also spelled **meta-data**. (ODLIS: Online Dictionary of Library and Information Science: http://lu.com/odlis/odlis_m.cfm#metadata)

Microfiche - A flat sheet of photographic film, usually 4 by 6 inches or 3 by 5 inches, containing micro-images arranged in a grid pattern. Most microfiche contain a title or general descriptive data at the top (the header) that can be read without magnification. The header may also be color-coded. The last frame on a microfiche may contain an index to the micro-images. The number of frames on a sheet depends on the reduction ratio and formatting. Microfiche can be produced from strips of microfilm or made directly with a step-and-repeat camera and computer-output-microfilm recorder. Synonymous with *fiche*. [ALA Glossary, modified]

Microfilm - 1. Photographic film containing microimages. The term normally refers to roll film sufficiently long to be placed on reels, cartridges, or cassettes and retrieved by manual or automatic means. Images may be positive or negative and rolls may be 8, 16, 35, or 70 millimeters wide and up to several thousand feet long. Rolls can be cut to produce microfiche, microstrips, or chips to be inserted in jackets or used in other ways. Although the term is used generically to include a variety of microformats, it should be contrasted with sheet microfilm (Microfiche). 2. To film originals for the purpose of creating microimages. [ALA Glossary, modified]

Microfilm exchange - The replacement by a library of the bound volumes of a serial with microfilm as a space-saving measure or as a method of preserving serials subject to heavy mutilation or loss.

Microform - A general term applied to all forms of microreproduction on film or paper (e.g., microfilm, microfiche, microopaque). Compare with *Macroform*. [ALA Glossary]

MIME (Multipurpose Internet Mail Extension) - Specification for formatting non-ASCII messages so that they can be sent over the Internet. Many e-mail clients now support MIME, which enables them to send and receive graphics, audio, and video files via the Internet mail system. In addition, MIME supports messages in character sets other than ASCII. There are many predefined MIME types, such as GIF graphics files and PostScript files. It is also possible to define your own MIME types. In addition to e-mail applications, Web browsers also support various MIME types. This enables the browser to display or output files that are not in HTML format. MIME was defined in

1992 by the Internet Engineering Task Force (IETF). A new version, called S/MIME, supports encrypted messages. (Webopedia: www.webopedia.com/TERM/M/MIME.html)

Minutes - The official record of the proceedings of a meeting. Minutes are often ordered, received, and cataloged as serial publications.

Mirror Site - A Web site that is a replica of an already existing site, used to reduce network traffic (hits on a server) or improve the availability of the original site. Mirror sites are useful when the original site generates too much traffic for a single server to support. Mirror sites also increase the speed with which files or Web sites can be accessed: users can download files more quickly from a server that is geographically closer to them. For example, if a busy New York-based Web site sets up a mirror site in England, users in Europe can access the mirror site faster than the original site in New York. Sites such as Netscape that offer copies or updates of popular software often set up mirror sites to handle the large demand that a single site may not be able to handle. See also *World-Wide Web site*. (Webopedia: www.webopedia.com/TERM/m/mirror_site.html)

Missing issues - Issues not received on subscription within a specified period of time or after a specified number of claims. Missing issues, typically identified through the check-in or claiming functions, are not the same as those issues lost or stolen after receipt and check-in.

Modem (Modulator/DEModulator) - Device or program that enables a computer to transmit data over telephone lines. Computer information is stored digitally, whereas information transmitted over telephone lines is transmitted in the form of analog waves. A modem converts between these two forms. (Webopedia: www.webopedia.com/TERM/m/modem.html)

Modification - A change or alteration to the terms of an agreement See also *Amendment*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml) .

Monograph - 1. In cataloging, a nonserial bibliographic item, i.e., an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts. [AACR2, rev] 2. A systematic and complete treatise on a particular subject. [ALA Glossary]

Monographic series - A group of monographs, usually related to one another in subject, issued in succession, normally by the same publisher and in uniform style with a collective title applying to the group as a whole. Monographic series may be numbered or unnumbered. [ALA Glossary] Synonymous with *Multivolume series*. See *Publisher's series*.

Monthly - A serial publication frequency of every month, with the possible exception of certain designated months, usually during the summer. [ALA Glossary, modified]

Multipart item - A monograph complete, or intended to be completed, in a finite number of separate parts. Synonymous with *Multivolume monograph*. [ALA Glossary]

Moving Pictures Expert Group - See *MPEG*.

MPEG (Moving Picture Experts Group) - The name of family of standards used for coding audio-visual information (e.g., movies, video, music) in a digital compressed format. The major advantage of MPEG compared to other video and audio coding formats is that MPEG files are much smaller for the same quality. This is because MPEG uses very sophisticated compression techniques. (MPEG Pointers and Resources: www.mpeg.org/MPEG/indexhtml)

Multimedia - The set of technologies that permit computers to store, manipulate and

display any combination of text (alphanumeric characters), images (still, animated or full-motion) and sound (music or voice). Many computer applications now include more than one form of media.

Multiple-year rate - The discounted price for a subscription placed for a two- or three-year period. The annual cost of a multiple-year rate is usually less than the cost for multiple one-year subscriptions. Multiple year rates are offered by publishers of popular and trade periodicals.

Multipurpose Internet Mail Extension - See *MIME*.

Multivolume monograph - See *Multipart item*.

Multivolume series - See *Monographic series*.

Multivolume set - See *Set*.

N

NASIG - See *North American Serials Interest Group, Inc.*

National Information Standards Organization (NISO) - An organization whose membership represents libraries, library associations and networks, publishers, abstracting and indexing services, government agencies, and professional, technical, and educational associations. NISO develops and promotes the voluntary use of standards relating to the communication needs of libraries, the publishing industry, and other information services. NISO was responsible for developing the International Standard Book Number and the International Standard Serial Number. The organization serves as an advisory group to the International Organization for Standards and reports to the American National Standards Institute. It was formerly known as the American National Standards Committee Z39. See *American National Standards Institute*.

National Serials Data Program (NSDP) - The program at the Library of Congress that registers serial publications and assigns International Standard Serial Numbers to titles cataloged by the Library of Congress, National Agriculture Library, National Library of Medicine, and also to those added to the CONSER database. [ALA Glossary]

Net price - The list price of a publication minus discount. While list price is established by the publisher, net price is determined by either publisher or vendor, who typically passes on to customers a portion of the publisher's discount.

Net pricing - See *Cost-plus pricing*.

Network - A group of computers linked together to share information. Networks can consist of a number of linked computers in a single physical location, a Local Area Network (LAN), or they may consist of computers located at different physical sites linked together by means of phone lines and modems or other forms of long distance communications. See also *LAN*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Network Adapter - See *Adapter*.

New series - When a serial starts a new sequence of numbering without changing its title proper. New series or a similar designation is indicated in the numeric and/or alphabetical, chronological designation area in the bibliographic record. [AACR2, rev]

Newsletter - A serial consisting of one or a few printed sheets containing news or information of interest chiefly to a special group. [ALA Glossary]

NISO - See *National Information Standards Organization*.

Non-assignable - The licensing agreement and/or the rights, obligations and terms thereof may not be assigned to any party who is not a signatory to the agreement. For example, a library licensee may not assign the right to access licensed materials to another library. See also *Non-transferable*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Noncancellable - A title for which a publisher will neither accept cancellations nor grant refunds once a subscription has been placed or renewed. Such a title can be canceled only at the end of a subscription period.

Nondisclosure - An agreement to treat specific information confidentially (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Non-exclusive - The rights granted to the licensee under the licensing agreement are not given just to that licensee; the licensor reserves the right to give the same or similar rights to use the licensed materials to other parties. See also *License, License agreement, Licensee, and Licensor*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Nonmember rate - The list price of a monograph or the subscription price of a serial charged by societies and associations to nonmembers. Nonmember rates normally are higher than charges to members. See also *Member rate*.

Nonperiodical serial - See *Continuation*.

Nonreturnable - A book or serial that may not be returned to a publisher or vendor. Vendors may not allow returns of material for which they have had to prepay. Publisher policy may also dictate which materials may not be returned.

Nonsubscription serial - A serial publication for which the publisher will not accept subscriptions or standing orders. Each volume must be ordered individually.

Non-transferable - The licensing agreement and/or the rights, obligations and terms thereof may not be sold, given, assigned or otherwise conveyed to any party who is not a signatory to the agreement. For example, a library licensee may not sell or give the right to access licensed materials to another library. See also *License agreement, Licensee, and Non-assignable*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

North American Serials Interest Group, Inc. (NASIG) - An independent organization formed in 1986 to promote communication and sharing of ideas among persons working with or concerned about serial publications.

Not yet published - A report from a vendor or publisher that the material ordered has not yet been published. Usually referred to as *NYP*.

NSDP - See *National Serials Data Program*.

Number - A single uniquely numbered or dated part of a serial or series. [ALA Glossary, modified]

NYP - See *Not yet published*.

O

OCR - See *Optical character recognition*.

Offprint - A separately issued article, chapter, or other portion of a larger work, printed from the type or plates of the original, usually at the same time as the original. Synonymous with *Separate*. Compare with *Reprint*. [ALA Glossary]

On-order - The state of having been ordered but not yet received.

On-order/in-process file - An acquisitions file of bibliographic items from the time they are ordered until cataloging and physical processing have been completed. [ALA Glossary]

OP - See *Out of print*.

Open entry - A bibliographic record providing for the addition of information concerning a bibliographic item of which the library does not have a complete set, or about which complete information is lacking. [ALA Glossary]

Open order - In acquisitions, an order not yet filled but which remains active. Also known as *Outstanding order*.

Operating system - The most important program that runs on a computer. Every general-purpose computer must have an operating system to run other programs. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices such as disk drives and printers.

Optical character recognition (OCR) - The detection, identification, and acceptance by a machine of printed characters using light-sensitive devices. [ALA Glossary]

Optical disk - A storage medium from which data is read and to which it is written by lasers. Optical disks can store much more data -- up to 6 gigabytes (6 billion bytes) -- than most portable magnetic media, such as floppies. There are 3 basic types of optical disks: CD-ROM, WORM, and erasable. (Webopedia: www.webopedia.com/TERM/o/optical_disk.html)

Order - 1. The act of placing an order. 2. See *Purchase order*.

Order direct - The term referring to a title that, by publisher policy, cannot be ordered through a vendor. Differs from *Direct order*, which see.

Order form - A card or other form, often accompanying promotional material from a vendor or publisher or inserted in catalogs or periodicals, that the recipient may complete and return as a means of ordering.

OS - See *Out of stock*.

OSI - See *Out of stock indefinitely*.

Out of print - Not obtainable through the regular market because the publisher's stock is exhausted. [ALA Glossary] Often referred to as *OP*.

Out of stock - A term used to indicate that a publisher does not have an item in stock but probably will later. [ALA Glossary] Often referred to as *OS*.

Out of stock indefinitely - A term used to indicate that a publisher does not have an item in stock and probably will not replenish that stock. Often referred to as *OSI*, and usually interpreted to mean *out of print*. [ALA Glossary, modified]

Outstanding order - See *Open order*.

P

Packing list - A document enclosed with a shipment that lists the contents of the shipment. A packing list allows the customer to match the items sent against the items ordered. Also called *Shipping list*.

Page charges - Charges by some journal publishers to authors whose articles they publish. Page charges reduce the cost of publication.

Pay directly to publisher (PDP) - See *Direct order*.

Pay-per-article - See *Pay-per-view*.

Pay-per-look - See *Pay-per-view*.

Pay-per-view - Service offered by some publishers and information providers of electronic access at a charge on an article by article basis. Users are allowed to enter an account previously established or a credit card number to see articles from journals not on subscription. Synonymous with *Pay-per-look* and *Pay-per-article*. (McKay (1999): p.16).

PDF (Portable Document Format) - A file format that has captured all the elements of a printed document as an electronic image that can be viewed, navigated, printed, or forwarded to someone else. PDF files are especially useful for documents such as journal articles when there is a need to preserve the original graphic appearance online.

Peer reviewed journal - See *Refereed journal*.

Periodical - A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally containing separate articles, stories, or other writings. Newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings are not included in this term. [ALA Glossary] See also *Journal, Magazine*.

Perpetual License - The continuing right to access digital information after the termination of a license agreement (www.library.yale.edu/~llicense/definiti.shtml)

Personal subscription price - The price charged by a journal publisher for a subscription placed by individuals for their personal use. Some publishers charge less for personal subscriptions than for those placed by institutions. Also called Individual subscription price. See also *Differential pricing, Foreign subscription price, Institutional subscription price, Membership*.

Photo CD (Photo Compact Disc) - A compact disc format developed by Kodak that stores digitized 35 mm slides or negatives. A multi-session CD-ROM drive is required to read images that are added after that original set. See also *CD-ROM drive*. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#4)

Photo Compact Disc - See *Photo CD*.

Pixel - Often referred to as dot, as in dots per inch. Pixel is short for picture elements, which make up an image, similar to grains in a photograph or dots in a half-tone. Each pixel can represent a number of different shades or colors, depending on how much storage space is allocated for it. Pixels per inch (ppi) is sometimes the preferred term, as it more accurately describes the digital image (www.cdpheritage.org/resource/introduction/rsrc_glossary.html)

Platform - The underlying hardware or software for a system. The platform defines a standard around which a system can be developed. See also *Operating system*.

Plugin - Helper application needed to support the multimedia (animation, sound, etc.) in electronic resources.

PNG - see *Portable Network Graphics*

Port - (n) 1. An interface on a computer to which you can connect a device. Personal computers have various types of ports. Internally, there are several ports for connecting disk drives, display screens, and keyboards. Externally, personal computers have ports for connecting modems, printers, mice, and other peripheral devices. Almost all personal computers come with a serial RS-232C port or RS-422 port for connecting a modem or mouse and a parallel port for connecting a printer. On PCs, the parallel port is a Centronics interface that uses a 25-pin connector. SCSI (Small Computer System Interface) ports support higher transmission speeds than do conventional ports and enable you to attach up to seven devices to the same port. 2. In TCP/IP and UDP networks, an endpoint to a logical connection. The port number identifies what type of port it is. For example, port 80 is used for HTTP traffic.

Port - (v) To move a program from one type of computer to another. To port an application, you need to rewrite sections that are machine dependent, and then recompile the program on the new computer. Programs that can be ported easily are said to be portable. (Webopedia: www.webopedia.com/TERM/p/port.html)

Portable Document Format - See *PDF*.

Portable Network Graphics (PNG) - PNG is an extensible file format for the lossless, portable, well-compressed storage of raster images. PNG provides a patent-free replacement for GIF and can also replace many common uses of TIFF. Indexed-color, grayscale, and truecolor images are supported, plus an optional alpha channel for transparency. Sample depths range from 1 to 16 bits per component. See also *GIF*, *TIFF* and *Raster*. (W3C, World-Wide Web Consortium: www.w3.org/Graphics/PNG)

Portal - A term, generally synonymous with gateway, for a World-Wide Web site that is or proposes to be a major starting site for users when they get connected to the Web or that users tend to visit as an anchor site. See also *Gateway* and *World-Wide Web site*.

Prepay - 1. A type of order for which payment must be received by the supplier before the material will be sent. 2. The act of making payment on this type of order. See also *Proforma invoice*.

Prepublication price - The discounted price granted orders placed prior to publication.

Price change analyses - Studies of the prices of library materials that show the changes over time of individual titles or categories of materials. Such studies normally include the dollar amount of the changes and the percentage of change. They may also offer a comparison with a standard measure of inflation such as the *Consumer Price Index*.

Primary research journal - See *Academic research journal*.

Proceedings - The published record of a meeting of a society or other organization, frequently accompanied by abstracts or reports of papers presented, which are more properly called *Transactions*, which see. [ALA Glossary]

Producer - The person or corporate body with the financial and/or administrative responsibility for the physical processes whereby an electronic resource is brought into existence. Specific responsibilities may relate in varying degrees to the creative and technical aspects of a particular work, including collecting data and converting data into a computerized form. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#4)

Proforma invoice - An invoice the customer must pay before the supplier will ship the ordered material. See also *Prepay*.

Proof of payment - Verification, such as a canceled check, that an order has been paid.

Something a library may request of a subscription agent to confirm that a subscription has been started or renewed. Also something a publisher or vendor may request of a library.

Proxy - See *Proxy Server*.

Proxy server - An application program that operates between a client and server on a computer network, usually installed as a firewall to provide security or to increase speed of access by performing some of the housekeeping tasks that would normally be handled by the server itself, such as checking authentication or validating user requests. Also called a *proxy*. See also *Daemon*. (ODLIS - Online Dictionary for Library and Information Science: http://lu.com/odlis/odlis_p.cfm)

Publication schedule - The order, sequence, or frequency in which published works are released.

Public access terminals - Terminals made available to the patrons of a library or other research institution for use by the general public. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Public domain - Any resource (e.g., print, photographs, moving images, music, etc) that is not covered by copyright may be considered part of the public domain. More information about copyright can be obtained from the United States Copyright Office at the Library of Congress (www.copyright.gov). See also *Copyright*.

Publication suspended - A temporary discontinuance of the publication of a serial.

Publisher - A company or person that prepares and distributes books, newspapers, journals, or music (usually for sale) to the public.

Publisher bundling - Publisher will offer access to online version packaged with subscription to print, or vice versa. One format may be considered free or a percentage of the price of the other.

Publisher's binder - A temporary cover, usually loose-leaf, containing material as published until either permanent binding occurs or the contents are superseded.

Publisher's binding - The binding of a book as issued by its publisher, usually in a hard-cover fabric, case binding. Synonymous with *Trade binding*. [ALA Glossary]

Publisher's series - Books, not necessarily related in subject or treatment, issued by a publisher in uniform style and with a common series title. [ALA Glossary, modified] See also *Monographic series*.

Purchase order - In acquisitions, an official order authorizing a publisher or vendor to deliver materials or services at a set price. This becomes a contract upon acceptance by the publisher or vendor. The basic components standard to most purchase orders include a unique purchase order number, publisher's or vendor's name and address, description of items ordered, quantity ordered, price per item and totals, fund to be charged, delivery address and instructions, and time frame to complete. [ALA Glossary, modified]

PURL (Persistent Uniform Resource Locator) - A naming and resolution service for general Internet resources. The names, which can be thought of as Persistent URLs (PURLs), can be used in documents, Web pages, and in cataloging systems. PURLs increase the probability of correct resolution over that of URLs, and thereby reduce the burden and expense of maintaining viable, long-term access to electronic resources. See also *URL*. (PURL: <http://purl.oclc.org/docs/inet96.html>)

Q

Quarterly - A serial publication frequency of four times a year.

Quotation - A loosely used term that refers both to a library's request of a supplier for the price of an item and to the supplier's response.

R

Raster - The rectangular area of a display screen actually being used to display images. The raster is slightly smaller than the physical dimensions of the display screen. Also, the raster varies for different resolutions. For example, VGA resolution of 640x480 on a 15-inch monitor produces one raster, whereas SVGA resolution of 1,024x768 produces a slightly different raster. Most monitors are autosizing, meaning that they automatically use the optimal raster depending on the monitor's size and the video adapter's resolution. In addition, most monitors have controls that allow you to move the raster, resize it, and even to rotate it. (Webopedia: www.webopedia.com/TERM/r/raster.html)

Rate adjustment - A change in the price of a serial subscription previously billed by a vendor or publisher.

RDF (Resource Description Framework) - The Resource Description Framework, or RDF, is designed to support the many different metadata needs of vendors and information providers. The Resource Description Framework (RDF) integrates a variety of web-based metadata activities including sitemaps, content ratings, stream channel definitions, search engine data collection (web crawling), digital library collections, and distributed authoring, using XML. See also *Metadata*, *Dublin Core*, and *XML*. (W3C, World-Wide Web Consortium: www.w3.org/RDF)

Recon - See *Retrospective conversion*.

Refereed journal - A journal in which articles have been assessed for suitability and merit by peers of the authors. Also known as a *Peer reviewed journal*.

Rejection rate - A statistic, usually represented in a percentage, indicating the number of manuscripts, out of the total number submitted for publication in a journal that have been rejected or returned to the author for revision.

Related web sites - Web site related either to a print or an electronic resource; it may link to table of contents, index, discussion forum, or supplementary material.

Remedies - The special rights a party has when another party defaults or breaches a contract. Remedies include lawsuits or injunctions to stop an action that may harm a party. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Remote access - The ability to access and use digital information from a location off-site from where the information is physically located. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Remote site - Computer access via the World-Wide Web from a location other than the main campus, institution, or building. See also *World-Wide Web*.

Remote user - User who accesses programs and data from a location other than the main campus, institution, or building.

Renewal date - The date on which authorization was granted to continue a subscription for a specified period of time. The renewal date may be the date a subscriber returns a renewal list to a vendor or publisher, the date a subscriber pays a renewal invoice, or

the date a subscriber or vendor pays a publisher.

Renewal invoice - An invoice whose payment authorizes continuing a serial subscription.

Renewal list - A list provided by a vendor or publisher of a customer's subscriptions. The customer, after verifying the titles to be included, returns the list to the vendor or publisher, who then prepares a renewal invoice for those subscriptions the customer wishes to continue.

Renewal notice - A reminder, usually from a publisher, that a subscription is about to expire and payment is required to continue it.

Replacement - 1. Substitution of another copy of an item for one no longer in a library. 2. The copy of an item substituted, or to be substituted, for another copy no longer in a library. [ALA Glossary]

Reprint - 1. A new impression of an edition. 2. A new edition from a new setting of type, for which an impression of a previous edition has been used as a copy. 3. A separately issued article, chapter, or other portion of a previously published larger work, usually a reproduction of the original but sometimes made from a new setting of type. See *Offprint*. [ALA Glossary]

Reshipment (reship) - A method of delivery often used for continuations whereby the vendor first receives a publication from the publisher then mails it, along with an invoice, to the customer. See also *Drop shipment*.

Resource Description Framework - See *RDF*.

Resumed numbering - Upon a serial's resumption of publication, the continuation of the same numbering sequence that existed before suspension of publication.

Resumed publication - Following a discontinuance or suspension, the return to a serial's publication schedule.

Retail price - See *List price*.

Retrospective conversion - The process of converting to a machine-readable form the records in a manual or nonmachine-readable file that are not converted through day-to-day processing. [ALA Glossary] Often referred to as Recon. See also *Database conversion*.

Returns - Any books or serials returned by a library to the supplier. Materials may be returned because they are not wanted, were damaged in shipment, or were shipped in error.

Review journal - A periodical comprised of submitted and invited articles that analyze and distill current trends or provide a state-of-the-art summary of a particular area of study or research.

Revised edition - A new edition with the main text of the original changed and corrected, and sometimes with additions that supplement or bring it up to date. [ALA Glossary]

Rider - Addendum to a license agreement adding another title or product to an already existing license agreement. (Pat's definition, no source)

Rights management - Refers to methods currently being developed to manage the intellectual property rights associated with digital information available on the Internet. Information providers are currently developing protocols that will facilitate real-time communication between owners and users or licensees, and the systems that will automate rights management. See also *Licensees*. (Daniel J. Gervais, "Electronic Rights Management and Digital Identifier Systems". JED: The Journal of Electronic Publishing: www.pressumich.edu/jep/04-03/gervais.html. Steven L. Dogan, "Copyright in Cyber-

space: Rights Management, and Copyright: The Digital Millennium Copyright Act: www.cyberspacelaw.org/dogan/dogan5.html).

Rich Text Format - See *RTF*.

Robot - A program that runs automatically without human intervention. Typically, a robot is endowed with some artificial intelligence so that it can react to different situations it may encounter. Two common types of robots are agents and spiders. (Webopedia: www.webopedia.com/TERM/r/robot.html)

Rolling-year subscription - A subscription supplied on a consecutive 12-month basis beginning in whichever month the order is entered; typically used among newsletter, trade, and professional periodical publishers.

RTF (Rich Text Format) - A standard formalized by Microsoft Corporation for specifying formatting of documents. RTF files are actually ASCII files with special commands to indicate formatting information, such as fonts and margins. Other document formatting languages include the Hypertext Markup Language (HTML), which is used to define documents on the World-Wide Web, and the Standard Generalized Markup Language (SGML), which is a more robust version of HTML. (Webopedia: www.webopedia.com/TERM/r/rich_text_format_RTF.html)

S

Sample issue - A single issue of a periodical, commonly the first, sent by the publisher to a library as a potential subscriber. [ALA Glossary]

Section (serials) - A separately published part of a serial, usually representing a particular subject category within the larger serial and identified by a designation that may be a topic, an alphabetic or numeric designation, or a combination of these. See also *Subseries*. [AACR2, rev.]

Semiannual - A serial publication frequency of every six months or twice a year. [ALA Glossary] Synonymous with *Biannual*.

Semimonthly - A serial publication frequency of twice a month.

Semiweekly - A serial publication frequency of twice a week. [ALA Glossary]

Separate - See *Offprint*.

Sequential numbering - See *Continuous numbering*.

Serial - A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies, and numbered monographic series. [ALA Glossary]

Serial control number - See *Title number*.

Serial Item and Contribution Identifier - See *SICI*.

Serial record - One or more files identifying the serials represented in a library collection, including for each title such data as holdings, the beginning date of the subscription, publisher, source from which ordered, payment record, and binding record. A single file containing complete data for each serial title is called a central serial record. [ALA Glossary]

Serial within a series - A serial regularly published as part of the numerical sequence of a monographic series.

Serials control - A general term used to encompass the many aspects of managing a

serials collection: receiving, claiming, invoice processing, binding, circulating, and maintaining the myriad records (bibliographic, check-in, order, bindery, and public lists) associated with serial titles. Serials control may be accomplished manually or, more commonly, with automated systems.

Serials Industry Systems Advisory Committee (SISAC) - Formed in 1982 by the Book Industry Study Group, SISAC was charged with developing a unique identifier for each issue of each serial publication; a unique identifier for each article in a given serial issue; a bar code in which each identifier would appear; and formats to allow for electronic ordering and claiming of serial publications. In 1998 SISAC merged with BISAC (Book Industry Systems Advisory Committee) to form BASIC (Book and Serials Industry Communications). See *BASIC*.

Serials vendor - In a broad sense, a term used to refer to all types of suppliers of serial publications (i.e. both Continuation dealers and Subscription agents), and to distinguish them from suppliers of monographs. The term sometimes is used in a narrow sense to refer to vendors who supply serials other than periodicals (i.e., Continuation dealers) and to distinguish them from Subscription agents.

Series - 1. A group of separate bibliographic 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. 2. Each of two or more volumes of essays, lectures, articles, or other writings similar in character and issued in sequence (e.g., Lowell's *Among My Books*, second series). 3. A separately numbered sequence of volumes within a series or serial, e.g., *Notes and Queries*, 1st series, 2nd series, etc. [AACR2, rev] See also *Monographic series*, *Publisher's series*.

Series canceled - A report from a vendor or publisher noting the termination of a series, usually before its inception.

Series entry - 1. An access point to a bibliographic record that consists of the name of the author or issuing corporate body and/or the title of a series, together with any other identifying element, such as the number or name of subseries. 2. A bibliographic record with an access point, described above, as the heading. [ALA Glossary] See also *Access point*, *Heading*, *Tracings*.

Series identification number - See *Title number*.

Series statement - That area of the bibliographic record consisting of data elements relating to the series to which the bibliographic item belongs. In addition to the title proper of the series, it may include the parallel title, other title information, statement of responsibility, International Standard Serial Number, the numbering of the item within the series, and the name and details of a subseries. [ALA Glossary]

Series title page - An added title page bearing the series title and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, and title of the item with the series). [AACR2, rev] See also *Added title page*.

Server - A computer that stores digital information to be "served" to other computers or workstations through a network or dial-up access. See also *Workstation*, *Network*, and *Dial-up access*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Service charge - The charge added by a vendor on items with little or no publisher discount. Book vendors typically add the service charge on an item-by-item basis. Subscription agents normally base the service charge on a percentage of the total annual cost of subscriptions. Vendors may also impose service charges for any special services

requested.

Set - Two or more documents in any physical form, published, issued, or treated as an entity, and as such forming the basis for a single bibliographic description. [ALA Glossary, modified] Also known as *Multivolume set*.

Severability - A clause which provides that in the event that one or more provisions of the agreement are declared void or unenforceable the balance of the contract remains in force. Also known as *separability clauses*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

SGML (Standard Generalized Markup Language) - A system for organizing and tagging elements of a document. SGML was developed and standardized by the International Organization for Standards (ISO) in 1986. SGML itself does not specify any particular formatting; rather, it specifies the rules for tagging elements. These tags can then be interpreted to format elements in different ways. SGML is used widely to manage large documents that are subject to frequent revisions and need to be printed in different formats. Because it is a large and complex system, it is not yet widely used on personal computers. However, the growth of Internet, and especially the World-Wide Web, is creating renewed interest in SGML because the World-Wide Web uses HTML, which is one way of defining and interpreting tags according to SGML rules. (Webopedia: www.webopedia.com/TERM/S/SGML.html).

Sheet microfilm - Microfilm used in sheets rather than rolls. Generally the term applies to microfiche, though the distinction is lost when roll microfilm from which microfiche are produced remains uncut. [ALA Glossary, modified]

Ship to - The address to which materials should be sent. See also *Bill to*.

Shipping and handling charges - Fees levied by suppliers to cover the expenses of delivering materials to a buyer.

Shipping list - See *Packing list*.

Shrinkwrap agreement - The method by which electronic information providers establish the terms under which users may gain access to the information without any negotiation with the user. The term developed in connection with the purchase of software. Ordinarily, software is provided in a box enclosed in a plastic wrap known as shrinkwrap. The box would state that by removing the shrinkwrap from the box, the purchaser of the software was agreeing to the terms of a licensing agreement included inside the box. The term has been expanded to include the presentation of licensing agreements to software buyers and information users before the program will permit use of the product or information. Known also as *clickwrap*, this process requires users to affirmatively click on a button indicating their acceptance of the licensing agreement before they can install the software or view the information. While the issue is not settled in all jurisdictions, the trend in the law has been to consider such agreements enforceable and binding, provided that the user has the opportunity to return the product for a full refund in the event that he or she does not wish to be bound by the terms of the agreement. See also *License agreement*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

SICI (Serial Item and Contribution Identifier) - The SICI standard provides an extensible mechanism for the unique identification of either an issue of a serial title or a contribution (e.g., article) contained within a serial, regardless of the distribution medium (paper, electronic, microform, etc.). (SICI : Serial Item and Contribution Identifier Standard. ANSI/NISO Z39.56-1996 Version 2. <http://sunsite.berkeley.edu/SICI>)

Signature - A sheet used in printing which when cut, folded, and bound becomes a basic unit of a book or journal issue. Most publications bind multiples of sixteen-page or thirty-two-page signatures to form the book or journal issue; A group of pages brought together into proper order and alignment following folding. (Rainwater Press Publishing Primer: www.rainwater.com/glossary/s.html); Groups of individual pages printed together on a single sheet of paper at one time. Generally groups of 8, 16, or 32 pages used in the less durable Smythe sewn hard binding method. This process doesn't allow for the high quality control of most individual printed page systems. (Gregath Publishing Company - Publishing Glossary: www.gregathcompany.com/gloss.html)

Simultaneous use - Number of users allowed access at any one time to an electronic resource. Related term: *Simultaneous users*.

Simultaneous user increments - Pricing structure for electronic resources that provides for incremental increases in the number of simultaneous users allowed access to an electronic resource at any one time. For example, pricing may be based on increments from 1-10 simultaneous users, 11-20 simultaneous users, etc.

SISAC - See *Serials Industry Systems Advisory Committee*.

Site - As used in a license agreement, a site is a physical location affiliated with the licensee where the licensee may permit access to digital information to authorized users. See also *License agreement*, *Licensee*, and *Authorized user*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Site license - A particular type of licensing agreement that permits access and use of digital information at a specific site. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml).

Smart bar codes - In an automated library system, bar codes that are linked to a unique title in a database. See *Bar codes*, *Dumb bar codes*, *Machine-readable codes*.

Society publication - A publication issued by, or under the auspices of, a society or institution, including proceedings, transactions, and memoirs. Occasionally called *Association publication* or *Academy publication*. [ALA Glossary, modified]

Software - A generic term used to refer to the program or sequence of commands executed by a computer system as distinct from the physical languages and application programs. (ARL Spec Kit 201: Electronic Journals: Policies & Procedures, 1994: p.46); A set of instructions that tells a computer how to execute functions and tasks. Software code is written in a programming language that makes computer systems and hardware work. Some programs contain millions of lines of code, and there are millions of software programs. The two basic software categories are system software (which makes your computer run properly, behind-the-screens) and application software (which include the programs, such as Microsoft Word, that you use while working on the computer). See also *Application program* and *Hardware*. (Netlingo.com: www.netlingo.com/lookup.cfm?term=software)

Sound file - Audio formatted for transmission on the Internet. Sound files are hardware specific.

Special issue - An issue of a journal devoted to a specific topic, frequently the proceedings of a conference. Special issues often have their own editor and carry an issue title. Publishers commonly promote special issues separately or make them available to non-subscribers.

Spider - A program that automatically fetches Web pages. Spiders are used to feed

pages to search engines. It's called a spider because it crawls over the Web. Another term for these programs is webcrawler. Because most Web pages contain links to other pages, a spider can start almost anywhere. As soon as it sees a link to another page, it goes off and fetches it. Large search engines, like Alta Vista, have many spiders working in parallel. (Webopedia: www.webopedia.com/TERM/s/spider.html)

Split - The result when a publisher makes an editorial decision that some aspect of an existing serial deserves independent treatment and begins to issue a new, separate publication devoted to that aspect. For example, *Atmospheric Environment: Part B; Urban Atmosphere* was split off from *Atmospheric Environment*).

Stand-alone workstation - A computer not connected to a network, or a computer on which programs are locally installed.

Standard Generalized Markup Language - See *SGML*.

Standing order - A general order to a vendor or publisher to supply the volumes or parts of a particular title or type of publication as they appear, until notified otherwise. Compare with *Continuation order* and *'Til forbid*. [ALA Glossary, modified] Standing orders differ from subscriptions in that the customer is billed as volumes are shipped; subscriptions, on the other hand, are normally paid in advance.

Statement - A financial report of the status of a customer's account with a supplier.

Subject entry - An access point to a bibliographic record consisting of a subject heading. [ALA Glossary] See also *Access point*, *Heading*, *Tracings*.

Subscription - The arrangement by which, in return for a sum paid in advance, a periodical, newspaper, or other serial is provided for a specified number of issues or a specified period of time. [ALA Glossary, modified]

Subscription agent - A type of serials vendor specializing in supplying periodical subscriptions. See also *Agent*, *Continuation dealer*, *Serials vendor*, *Vendor*.

Subscription period - The period of time for which a journal is to be supplied on a subscription. Most journals are sold on a calendar-year basis, starting in January and ending in December. Subscriptions may be placed for one or more years. Also known as *Journal subscription cycle*, or *Billing period*.

Subseries - A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series. See also *Section (serials)*.

Successive entry cataloging - An approach to cataloging serials with title changes whereby a separate bibliographic record is created for each successive main entry or title with explanatory notes providing links to earlier and later related titles. This is the method prescribed by AACR2. See also *Latest entry cataloging*.

Superseded by - In cataloging a serial that has changed title, when the succeeding title begins a new numbering sequence; the note in the bibliographic record that refers to the succeeding title. Used only in pre-AACR2 records. See also *Continued by*.

Supersedes - In cataloging a serial that has changed title, when the succeeding title begins a new numbering sequence, the note in the bibliographic record that refers to the preceding title. Used only in pre-AACR2 records. See also *Continues*.

Supplement - A complementary part of a written work, either serial or monographic, which brings up to date or otherwise continues the original text and is sometimes issued with it, in which case it is more extensive than an addendum, though usually issued separately. The supplement has a formal relationship to the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original. [ALA Glossary]

Supplemental invoice - An additional invoice issued by a supplier in cases where pre-payments have not covered the cost of supplying books or serials. A supplemental invoice (e.g., one in addition to a library's annual subscriptions renewal invoice), may be sent to accommodate the publication of additional volumes, price increases by a publisher, or fluctuations in the exchange rate of foreign currencies. See also *Added charge*.

Supplier - A person or company who provides a product or service. In acquisitions, publishers and vendors are suppliers of library materials.

Suspended publication - See *Publication suspended*.

Symposium - A formal meeting at which several specialists deliver short addresses on related topics or on various aspects of the same topic.

T

Tagged Image File Format - See *TIFF*.

TCP/IP (Transmission Control Protocol/Internet Protocol) - The suite of communications protocols used to connect hosts on the Internet. TCP/IP uses several protocols, the two main ones being TCP and IP. TCP/IP is built into the UNIX operating system and is used by the Internet, making it the de facto standard for transmitting data over networks. Even network operating systems that have their own protocols, such as Netware, also support TCP/IP. See also *IP* and *Host*. (Webopedia: www.webopedia.com/TERM/T/TCP_IP.html)

TEI (Text Encoding Initiative) - An international project aimed at developing guidelines for the mark-up and encoding of textual material in electronic form for humanities and social sciences research materials. See also *SGML*. (See Text Encoding Initiative: www.tei-c.org), and (Electronic Text Center: TEI Guidelines for Electronic Text Encoding and Interchange: <http://etext.lib.virginia.edu/TEI.html>).

TEI (Text Encoding Initiative) header - Descriptive and declarative information making up an "electronic title page" that is attached to a TEI-conformant electronic text. The header consists of four principal components: a file description, encoding description, profile description and revision description. See also *SGML* and *TEI* (Text Encoding Initiative).

Telnet - A terminal emulation program for TCP/IP networks such as the Internet. The Telnet program runs on your computer and connects your PC to a server on the network. You can then enter commands through the Telnet program and they will be executed as if you were entering them directly on the server console. This enables you to control the server and communicate with other servers on the network. To start a Telnet session, you must log in to a server by entering a valid username and password. Telnet is a common way to remotely control Web servers. (Webopedia: www.webopedia.com/TERM/T/Telnet.html)

Term - 1. A word or phrase; an expression, particularly one that has been defined in a contract 2. A clause or provision of an agreement 3. A fixed and definite period of time. The term of a licensing agreement is the period of time during which the agreement is in effect. See also *License agreement*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Terminal - A computer workstation linked to a server or other computer over a network on which a user may display information. When it is merely a video display, it may be

referred to as a Dumb terminal. See also *Workstation, Server, and Network*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Text file - A file consisting only of standard ASCII characters (with no control characters or high order characters). (ARL Spec Kit 201: Electronic Journals: Policies & Procedures, 1994: p.46)

TIFF (Tagged Image File Format) - One of the most widely supported file formats for storing bit-mapped images on personal computers (both PCs and Macintosh computers). TIFF graphics can be any resolution, and they can be black and white, gray-scaled, or color. Files in TIFF format often end with a .tif extension. (Webopedia: www.webopedia.com/TERM/T/TIFF.html)

Til forbid - A type of standing order usually given to a serials agent or publisher specifying that the supplier should renew the order for a particular title or group of titles until notified to the contrary. Synonymous with *Until forbidden*. See also *Continuation order, Standing order*. [ALA Glossary, modified]

Title change - A change in the name of a serial publication. Title changes require changes in serial records, which are often contained in several independent files in libraries, in order to establish and maintain the links between entries for serial titles.

Title mix - The proportion of different types of publications (e.g., trade, association, university press) and the number of multiple copies ordered from a vendor or publisher. Title mix is used, in part, by vendors and publishers to determine discounts and service charges.

Title number - A number assigned by a library, publisher, or vendor to provide unique identification to the titles in a database.

Title varies - A note in the bibliographic record of a serial indicating that its title may occur in slightly different form from one issue or volume to the next. The note is used when (1) it seems the publisher did not intend to change the title, or (2) most issues or volumes carry one title but a few random issues or volumes carry another.

Tracings - The records of the subject added and series entries under which bibliographic items are represented in a catalog or bibliographic database. See also *Access point, Entry, Heading*.

Trade binding - See *Publisher's binding*.

Trade book - 1. A book produced by a commercial publisher for sale to the public primarily through bookstores, as distinguished from a textbook edition, subscription book, or a book meant for a limited public because of its technical nature, specialized appeal, or high price. 2. Any high-discount (more than 40 percent) book, regardless of subject matter or type of publisher. [ALA Glossary]

Trade journal - A periodical devoted to the interests of a trade or industry and its allied fields. [ALA Glossary, modified]

Transactions - The published papers and abstracts of papers presented at a meeting of a society or other organization, frequently accompanied by a record of the meeting called the *Proceedings*, which see. [ALA Glossary]

Triquarterly - A serial publication frequency of three times a year.

U

UCITA (Uniform Computer Information Transactions Act) - A uniform law that

provides fundamental rules for licensing contracts between users and software vendors or vendors of information in electronic form. It was designed to create a uniform commercial contract law for these products and calls itself "a cyberspace commercial statute." See also *Shrinkwrap agreement*. (ALA: UCITA: 101 &102: www.ala.org/ala/washoff/WOissues/copyrightb/ucita/ucita101.htm)

Unauthorized user - A person designated in the licensing agreement as not having permission to access or otherwise use the digital information that is the subject matter of the agreement or, more often, any person who is not an authorized user, as that term is defined. See also *License agreement* and *Authorized user*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~llicense/definiti.shtml)

Unicode - Unicode is the universal character encoding scheme for written characters and text. It defines a consistent way of encoding multilingual text that enables the exchange of text data internationally and creates the foundation for global software. As the default encoding of HTML and XML, the Unicode Standard provides a sound underpinning for the World-Wide Web and new methods of business in a networked world. Required in new Internet protocols and implemented in all modern operating systems and computer languages such as Java, Unicode is the basis of software that must function all around the world. Unicode goes far beyond ASCII's limited ability to encode only the upper- and lowercase letters A through Z. See also *ASCII*, *HTML*, and *XML*. (UNICODE: www.unicode.org/unicode/standard/WhatIsUnicode.html)

Uniform Computer Information Transactions Act - See *UCITA*.

Uniform title - In regard to serials, a heading created to distinguish between two serial publications with the same title. A uniform title consists of the title proper, followed by a unique qualifier (usually place of publication, corporate body, date, or a combination of two of these elements) in parentheses.

Union list - A list of bibliographic items of a given type, in a certain field, or on a particular subject, in the collections of a given group of libraries, with indication of the libraries in which a given bibliographic item may be found. [ALA Glossary, modified]

Universal Copyright Convention - An international copyright convention formulated under UNESCO sponsorship in 1952 and since ratified by more than sixty countries, including the United States. Under it, each country extends to foreign works covered by the convention the same protection extended to works of its own nationals published within its borders. [ALA Glossary]

Universal Serials and Book Exchange (USBE) - A clearinghouse of periodicals and serials in the Roman alphabet most often cited in the world's scholarly literature. USBE is a private, nongovernmental, nonprofit membership corporation that accepts, holds, and distributes back-date periodicals and serials. Member libraries, who pay an annual fee, send to USBE surplus publications of value but not required for their own use. They receive no money credit but their donations grant them the right to draw upon USBE stocks. Established in 1948 as United States Book Exchange, its headquarters has been in Cleveland, Ohio, since March 1990.

Until forbidden - See *'Til forbid*.

Uniform Resource Identifier - See *URI*.

URI (Uniform Resource Identifier) - The generic term for all types of names and addresses that refer to objects on the World-Wide Web. A URL is one kind of URI. See also *Hyperlink*, *URL*, *World-Wide Web*, and *IP address*. (Webopedia: www.webopedia.com/TERM/U/URI.html)

URN (Uniform Resource Name) - A particular scheme which is currently under development which should provide for the resolution using internet protocols of names which have a greater persistence than that currently associated with Internet host names or organizations. (W3C, World-Wide Web Consortium: www.w3.org/Addressing)

USBE - See *Universal Serials and Book Exchange*.

V

Vendor - The general, all-inclusive term used by librarians to refer to individuals or companies, other than publishers, from whom library materials are purchased. A distinction is normally made between book vendors (see also *Bookseller, Dealer, Jobber, Wholesaler*) and serials vendors (see also *Agent, Continuation dealer, Dealer, Serials vendor, Subscription agent*). Book vendors provide libraries the convenience of buying the books of numerous publishers and receiving a consolidated invoice for their purchases. They may also offer a variety of other services, such as approval plans, standing orders, order status reports, electronic ordering, claiming and supplying catalog cards, book pockets, and book jackets with the books. Serials vendors place and renew a library's serials orders and offer the benefits of consolidated billing and claiming. Both book and serials vendors may provide such computer-based customer services as management reports and the electronic or tape transmission of bibliographic or invoice data.

Venue - The particular jurisdiction where a legal dispute is tried. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Video Adapter - See *Adapter*.

Volume - 1. In the bibliographic sense, a major division of a work, regardless of its designation by the publisher, distinguished from other major divisions of the same work by having its own inclusive title page, half title, cover title, or portfolio title, and usually independent pagination, foliation, or signatures. This major bibliographic unit may include various title pages and/or paginations. 2. In the material sense, all that is contained in one binding, portfolio, etc., whether as originally issued or as bound after issue. The volume as a material unit may not coincide with the volume as a bibliographic unit. [AACR2, rev]

W

W3C (World-Wide Web Consortium) - The W3C was founded in October 1994 to lead the World-Wide Web to its full potential by developing common protocols that promote its evolution and ensure its interoperability. (W3C, World-Wide Web Consortium: www.w3.org)

WAIS (Wide Area Information System) - A text searching system that allows the user to find and access resources on the network regardless of where they reside. (ARL SPEC Kit 202: Electronic Journals: Issues & Trends, p.99)

Waiver - The intentional or voluntary relinquishment of a known right or privilege granted under a contract, or the failure to take advantage of some failure of performance or other wrong. For example, if a licensee fails to complain about a series of interruptions in connecting to a licensor's database, the Licensor may later claim that the Licensee has Waived any claim that the service interruptions constituted a breach of the license Agreement. See also *Licensee, Licensor, License Agreement*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

WAN (Wide Area Network) - A computer network that spans a relatively large geographical area. Typically, a WAN consists of two or more local-area networks (LANs). Computers connected to a wide-area network are often connected through public networks, such as the telephone system. They can also be connected through leased lines or satellites. The largest WAN in existence is the Internet. (Webopedia: www.webopedia.com/TERM/w/wide_area_network_WAN.html)

Want list - A record of items to be purchased when either funds or the items become available. [ALA Glossary, modified]

Warranty - A statement or representation that the goods and/or services will perform as promised in the agreement; a guaranty. For example, a license agreement relating to a database of samples of musical compositions may contain a warranty that the licensor has obtained permission from the composers and performers of the individual musical works to provide access to the database to the licensee. See also License, Licensor, and Warranty. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

Watermarking - Method used to uniquely tag documents, images, and other data so that unauthorized copies may be detected and tracked.

Web page - One of the pages of a hypertext document in a World-Wide Web site. Web pages, including the subset "home pages", refer to the huge collection of documents that make up the World-Wide Web. See also *World-Wide Web*, *Hypertext*, and *Home page*.

Weekly - 1. A serial publication frequency of once a week. 2. A periodical or newspaper published every week.

Whole numbering - See *Continuous numbering*.

Wholesaler - A term sometimes used synonymously with Vendor. Wholesaler is more appropriately applied to a book vendor. Synonymous with *Jobber*.

Wide Area Information System - See *WAIS*.

Wide Area Network - See *WAN*.

Workstation - A single terminal or personal computer that may or may not be connected to a larger network. See also *Network*. (Licensing Digital Information: Definitions of Words and Phrases Commonly Found in Licensing Agreements: www.library.yale.edu/~license/definiti.shtml)

World-Wide Web - An Internet service that links documents through the use of hypertext technology. Links in the form of words, URLs, etc., serve to find and access documents stored on the Internet. See also *Internet*.

World-Wide Web Consortium - See *W3C*.

World-Wide Web site - A location, identified in the form of a URL, on the World-Wide Web that stores Web pages for access and use. (International Standard Bibliographic Description for Electronic Resources [ISBD(ER)]: www.ifla.org/VII/s13/pubs/isbd2.htm#4)

WORM - When used in all capital letters, WORM is an acronym for write once, read many, an optical disk technology that allows you to write data onto a disk just once. After that, the data is permanent and can be read any number of times. Unlike CD-ROMs, there is no single standard for WORM disks, which means that they can only be read by the same type of drive that wrote them. This has hampered their acceptance, although they have found a niche market as an archival media. Also called *CD-R*. (Webopedia: www.webopedia.com/TERM/w/worm.html)

X

X12 - American National Standards Institute (ANSI) chartered the Accredited Standards Committee (ASC) X12 to develop uniform standards for interindustry electronic interchange of business transactions—electronic data interchange (EDI). ASC X12 develops, maintains, interprets, publishes and promotes the proper use of American National and UN/EDIFACT International Electronic Data Interchange Standards. See also *EDI*. (Accredited Standards Committee X12: www.x12.org/x12org/about)

XML (Extensible Markup Language) - Extensible because it is not a fixed format like HTML. Designed to enable the use of SGML on the World-Wide Web and to make it easy and straightforward to use SGML on the Web: easy to define document types, easy to author and manage SGML-defined documents, and easy to transmit and share them across the Web. See also *HTML* and *SGML*. (W3C, World-Wide Web Consortium: www.w3.org/XML)

Y

Yearbook - A type of serial that compiles facts and statistics of the preceding year. A yearbook is limited in coverage, typically to a single subject. See also *Almanac*.

Z

Z39.50 - ANSI/NISO Z39.50 defines a standard way for two computers to communicate for the purpose of information retrieval. Z39.50 makes it easier to use large information databases by standardizing the procedures and features for searching and retrieving information. Specifically, Z39.50 supports information retrieval in a distributed, client and server environment where a computer operating as a client submits a search request (i.e., a query) to another computer acting as an information server. Software on the server performs a search on one or more databases and creates a result set of records that meet the criteria of the search request. The server returns records from the result set to the client for processing. The power of Z39.50 is that it separates the user interface on the client side from the information servers, search engines, and databases. Z39.50 provides a consistent view of information from a wide variety of sources, and it offers client implementers the capability to integrate information from a range of databases and servers. (International Standards Maintenance Agency. Library of Congress Network Development and MARC Standards Office. Z39.50: <http://lcweb.loc.gov/z3950/agency/markup/markup.html>)