# NEDLIB Glossary

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**Abstract**

This document presents the definition of concepts and standards relevant for NEDLIB. It is integrated in D1.3.1 – Technical Standards and Conventions with NEDLIB Standards Recommendations. The content of the document is based on material collected by the authors from various sources, and on material provided by the NEDLIB project partners.

**Keywords**

Library, NEDLIB, bibliographic, national library, deposit collection, concepts, glossary.

## 1. CONCEPTS

This document does not intend to be a generic and exhaustive source, but only to clarify the use within NEDLIB of terms which may be considered ambiguous, without however placing uniquely NEDLIB interpretations upon them. Many terms are taken from the OAIS glossary for ease of reference. The full OAIS glossary may be found at: **<http://ssdoo.gsfc.nasa.gov/nost/isoas/ref_model.html>**

In the terms' relationship, or thesaurus, all the terms are organised in a hierarchical tree (as a "thesaurus-like" structure), underline reflecting the NEDLIB perspective. This hierarchy starts with eight top-level concepts: archive, information, publication, metadata, publication genre, library, organisations and technology, systems and services. Terms represented in italic are generic terms not found in the glossary, which are represented in the tree only to establish or reinforce the position of other terms, making it clearer to understand.

The glossary presents the terms and related descriptions in alphabetical order. When possible and useful, references (including on-line references) of sources related with those descriptions are also provided.

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63. Digital document
64. Digital object
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66. Digital publication
67. Digital publishing
68. Digital record
69. Digital signature
70. Digital Versatile Disc (DVD)
71. Digital Watermark
72. Dissemination Information Package (DIP)
73. Document
74. Document identifier
75. Document Style Semantics and Specification Language (DSSSL)
76. Document Type Definition (DTD)
77. Documentary Language
78. Dossier
79. Dots Per Inch (DPI)
80. Download
81. Dublin Core (DC)
82. Dynamic document
83. Edition
84. Electronic Data Interchange For Administration, Commerce and Transport (EDIFACT)
85. Electronic document
86. Electronic mail
87. Electronic publication
88. Emulation
89. Encoding Archival Description (EAD)
90. Encryption
91. Ephemeral document
92. European Computer Manufacturers Association (ECMA)
93. Expression
94. Extended Binary-Coded Decimal Interchange Code (EBCDIC)
95. eXtensible Markup Language (XML)
96. Extranet

97. Fair use
98. File Transfer, Access, and Management (FTAM)
99. File Transfer Protocol (FTP)
100. Finding aid
101. Firewall
102. Fixity Information
103. Floppy disk
104. Form
105. Form of transmission
106. Format
107. Formatting Output Specification Instance (FOSI)
108. Freeware
109. Generic Record Syntax (GRS)
110. Genre
111. Gopher
112. Graphics Interchange Format (GIF)
113. Handle
114. Handle System
115. Harvesting
116. Home Page
117. Hypermedia
118. Hypermedia Time-based Structuring Language (HyTime)
119. Hypertext
120. Hypertext Markup Language (HTML)
121. HyperText Transfer Protocol (HTTP)
122. IAFA templates
123. Inactive records
124. Identifier
125. Indexed Sequential Access Method (ISAM)
126. Indexing
127. Indexing language
128. Indexing Term
129. Information
130. Information Object
131. Information Package
132. Ingest
133. Integrity
134. Inter Library Loan protocol (ILL)
135. International Federation of Library Associations and Institutions (IFLA)
136. International Organisation for Standardisation (ISO)
137. International Standard Bibliographic Description (ISBD)
138. International Standard Bibliographic Description (Computer Files) (ISBD (CF))
139. International Standard Bibliographic Description (Electronic Resources) (ISBD(ER))
140. International Standard Book Number (ISBN)
141. International Standard Music Number (ISMN)
142. International Standard Serial Number (ISSN)
143. International Telecommunications Union (ITU)
144. Internet
145. Internet Engineering Task Force (IETF)
146. Internet Message Access Protocol (IMAP)
147. Internet Relay Chat (IRC)
148. Internet Society (ISOC)
149. Intranet

150. IP Security (IPsec)
151. Item
152. Java
153. JavaScript
154. Joint Photographic Experts Group (JPEG)
155. JScript
156. Layer Two Tunneling Protocol (L2TP)
157. Legal Deposit
158. Legal deposit library
159. Library
160. Local access
161. MacOS
162. MAchine Readable Cataloguing (MARC)
163. Magneto Optical disk (MO disk)
164. Mailing List
165. Management
166. Markup Language
167. Metadata
168. MicroSoft-Disk Operating System (MS-DOS)
169. Migration
170. MiniDisc
171. Modular Application for Journals (MAJOUR)
172. Monograph
173. Moving Picture Experts Group (MPEG)
174. Multi-level bibliographic description
175. Multi-part resource
176. Multimedia Document
177. Multipurpose Internet Mail Extensions (MIME)
178. Musical Instrument Digital Interface (MIDI)
179. National archives
180. National Information Standards Organisation (NISO)
181. National Library
182. Network News Transfer Protocol (NNTP)
183. Off-line publication
184. On-line Public Access Catalogue (OPAC)
185. On-line publication
186. Open Archival Information System (OAIS)
187. Open Document Architecture (ODA)
188. Open standards
189. Operating System
190. Optical Character Recognition (OCR)
191. OS/2
192. Packaging Information
193. Persistent Uniform Resource Locator (PURL)
194. Photo-CD
195. PICA
196. Plug-in
197. Portable Document Format (PDF)
198. Portable Network Graphics (PNG)
199. Portable Operating System Interface for UNIX (POSIX)
200. Post Office Protocol (POP)
201. Postscript
202. Practical Extraction and Report Language (PERL)
203. Preservation
204. Preservation Description Information (PDI)
205. Preserve records
206. Pretty Good Privacy
207. Producer
208. Programming language
209. Protocol
210. Provenance Information
211. Public-domain software
212. Public records
213. Publication
214. Publication Authentication
215. Publication format
216. Publication genre
217. Publication legal status
218. Publication medium
219. Publication type
220. Publisher
221. Pro-active acquisition
222. Python
223. QuickTime
224. Received record
225. Record
226. Record keeping system
227. Records system
228. Reference Information
229. Refreshing
230. Registration
231. Reliable received records
232. Remote access
233. Report
234. Repository
235. Representation Information
236. Reproduction
237. Request for Comments (RFC)
238. Resolution
239. Resource Description Framework (RDF)
240. Retrieval
241. Reviewed records
242. Rich Text Format (RTF)
243. Robot
244. Scenario
245. Secure Sockets Layer (SSL)
246. Secure Hypertext Transfer Protocol (S-HTTP)
247. Secure Multipurpose Internet Mail Extensions (S/MIME)
248. Serial publication
249. Shareware
250. Simple Mail Transfer Protocol (SMTP)
251. Simple Unstructured Text Record Syntax (SUTRS)
252. Simplified SGML for Serial Headers (SSSH)
253. SIT
254. Sound Description Interchange Format (SDIF)
255. Standard Generalised Markup Language (SGML)
256. Standard Multimedia/Hypermedia Scripting Language (SMSL)
257. Standard Page Description Language (SPDL)

258. Static publication
259. Submission Information Package (SIP)
260. Summary Object Interchange Format (SOIF)
261. Surrogate
262. Tag Image File Format (TIFF)
263. Tape
264. tar
265. Text Encoding Initiative (TEI)
266. Telnet
267. Transmission Control Protocol/Internet Protocol (TCP/IP)
268. Trivial HyperText Transfer Protocol (THTTP)
269. Unicode
270. Uniform Resource Characteristics (URC)
271. Uniform Resource Identifier (URI)
272. Uniform Resource Locator (URL)
273. Uniform Resource Name (URN)
274. UNIMARC
275. Universal Preservation Format (UPF)
276. UNIX
277. UNIX-to-UNIX CoPy (UUCP)
278. Upload
279. Usenet
280. User Authentication
281. Vector Graphics Format
282. Verification
283. Version
284. Video for Windows (AVI)
285. Viewer
286. Virtual Private Network (VPN)
287. Virtual Reality Modelling Language (VRML)
288. Volume
289. Voluntary deposit
290. Warwick Framework
291. W A V
292. Wide Area Information Servers (WAIS)
293. Windows
294. Work
295. World Wide Web (WWW)
296. World Wide Web Consortium (W3C)
297. WORM
298. Z39.50
299. Ziv-Lempel

## 1.2 Terms Relationship

| **1** | **Archive** |
|---|---|

**1.1    Digital archive**

**1.2    National archive**

**1.3    Record**

*1.3.1    Accession*

*1.3.2    Aggregated records*

1.3.2.1    Dossier

1.3.2.2    Volume

1.3.3    Form

1.3.3.1    Form of transmission

1.3.4    Preserve records

*1.3.5    Record type*

1.3.5.1    Archival records

1.3.5.2    Inactive records

1.3.5.3    Public records

1.3.5.4    Received records

1.3.5.5    Report

1.3.5.6    Reviewed records

1.3.6    Records system

1.3.6.1    Record keeping system

| **2** | **Information** |
|---|---|

| **3** | **Publication** |
|---|---|

**3.1    Edition**

3.1.1    Desktop publishing

**3.2    Electronic publication**

3.2.1    Digital publication

3.2.1.1    Authenticity

3.2.1.1.1    Integrity

3.2.1.1.2    Publication Authentication

3.2.1.1.2.1    Digital signature

3.2.1.1.2.2    Digital watermark

3.2.1.2    Verification

**3.3    Publication identifier**

*3.3.1    International Identifier Schemes*

3.3.1.1    International Standard Book Number (ISBN)

3.3.1.2    International Standard Music Number (ISMN)

3.3.1.3    International Standard Serial Number (ISSN)

*3.3.2    National Bibliographic Identifiers*

*3.3.3    Internet Identifiers*

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3.3.3.1.1    Uniform Resource Identifier (URI)

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5.3.1     Access

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5.3.1.1.2     Remote access

5.3.1.1.2.1     On-line publication

5.3.1.1.2.2     Download

5.3.1.1.2.3     Upload

**5.4     Publication type**

5.4.1     Computer based training (CBT)

5.4.2     Database

5.4.3     Home Page

5.4.4     Monograph

5.4.5     Serial publication

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**6     Library**

**6.1     Finding Aid**

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6.1.1.1     Bibliographic record

6.1.1.1.1     Bibliographic description

6.1.1.1.1.1     Bibliographic Element

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6.1.1.2.1     Classification system

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6.1.1.2.1.1.1     Indexing language

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6.4.1.3     Voluntary deposit

6.4.2     Scenario

**6.5     National Library**

| **7** | **Organisations** |
|---|---|

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### 7.2   International

7.2.1   International Federation of Library Associations and Institutions (IFLA)

7.2.2   International Organisation for Standardisation (ISO)

7.2.3   International Telecommunications Union (ITU)

7.2.4   Internet Engineering Task Force (IETF)

7.2.5   Internet Society (ISOC)

7.2.6   World Wide Web Consortium (W3C)

### 7.3   USA

7.3.1   American National Standards Institute (ANSI)

7.3.2   National Information Standards Organisation (NISO)

| **8** | **Technology, systems and services** |
|---|---|

### 8.1   Access control

8.1.1   Authority Control

8.1.2   User authentication

### 8.2   Bulletin Board System

### 8.3   Device

8.3.1   Console

### 8.4   Internet

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8.4.1.1.1   Extranet

8.4.1.1.2   Intranet

8.4.1.2   Virtual Private Network (VPN)

8.4.1.2.1   Layer Two Tunneling Protocol (L2TP)

8.4.2   World Wide Web

8.4.2.1   Robot

8.4.2.2   Harvesting

### 8.5   Operating System

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8.5.2   MS-DOS

8.5.3   OS/2

8.5.4   Unix

8.5.4.1   Portable Operating System Interface for UNIX (POSIX)

8.5.5   Windows

### 8.6   Protocol

8.6.1   Electronic Data Interchange For Administration, Commerce and Transport (EDIFACT)

8.6.2   Electronic Mail

8.6.2.1   Internet Message Access Protocol (IMAP)

8.6.2.2   Mailing list

8.6.2.3   Post Office Protocol (POP)

8.6.2.4   Simple Mail Transfer Protocol (SMTP)

## 9    Open Archival Information System (OAIS)

## 1.3 Glossary

1. **Access**
   A method of obtaining data resources and programs

   **[6] [13]**

2. **Access control**
   - Verification of user rights and the terms and conditions for the access to a publication.
   - The process of determining whether an identity is permitted to perform some action, such as accessing a resource. It requires prior authentication of the identity. A single user may have several identities with differing permissions.

3. **Accessing mode**
   A concept that characterises the means of access to an electronic resource; it is applicable at the item level.

   **[4] [10]**

4. **Accession**
   The process of formally accepting permanent custody of archival records by an archive. Also occasionally used to denote material received.

   **<http://www.lva.lib.va.us/state/records/MANUALS/RM-GLOSS.HTM>**

5. **Acquisitions**
   - The obtaining of materials for a library or archival collection by purchase, exchange, or gift.
   - The process of selecting and procuring books, periodicals, and other materials by purchase, exchange, gift or deposit; of processing invoices for payment where required; and of keeping the necessary records of these acquired items.

6. **Active records**
   Records which are needed by the records' creator for the purposes of carrying out the actions for which they were created.

   **[9]**

7. **Active Server Pages (ASP)**
   A specification for a dynamically created Web page with a .ASP extension that contain either Visual Basic or Jscript code. When a browser requests an ASP page, the Web server generates a page with HTML code and sends it back to the browser. So ASP pages are similar to CGI scripts, but they enable Visual Basic programmers to work with familiar tools.

   **<http://www.aspdeveloper.net/iasdocs/aspdocs/roadmap.asp>**

?? **Aggregates**
   See Components.

8. **American National Standards Institute (ANSI)**
   The organisation that acts as administrator and co-ordinator of the United States private sector voluntary standardisation system. ANSI is a private, non-profit membership organisation supported by a diverse constituency of private and public sector organisations. It represents the interests of its nearly 1,400 company, organisation, government agency, institutional, and international members.

   **<http://www.ansi.org>**

9. **American Standard Code for Information Interchange (ASCII)**
   An ANSI standard designed for representing (English) characters as numbers from 0 to 127.

   *<http://www.bbsinc.com/symbol.html>*

10. **Applet**
    Java application that can be downloaded from a server and run on a local computer with a Java virtual machine (which can be done using for example a Java-compatible browser, such as Netscape Navigator or Microsoft Internet Explorer).

    **<http://java.sun.com/applets/index.html>**

11. **Archival Information Package (AIP)**
An information packaging concept that requires the presence of Content Information and all the associated Preservation Description Information that is needed to preserve the Content Information over the long term. It has associated Packaging Information.

**[13]**

12. **Archival records**
Permanent records determined to be of sufficient additional historical, continuing or enduring value as to warrant the added cost of storage, conservation and preservation in an archival facility.
**<http://www.lva.lib.va.us/state/records/MANUALS/RM-GLOSS.HTM>**

13. **Archive**
- <u>Documents</u> of the same provenance accumulated by an organisation or person in the course of the conduct of affairs, and preserved because of their continuing value.
**ISO/DIS 5127-9**
- Organisation or part of an organisation responsible for selection, acquisition, <u>preservation</u> and availability of one or more <u>archives</u>.
**ISO/DIS 5127-9**
- A repository specifically designed for <u>preservation</u>, storage, display and use of archival records.
**<http://leo.vsla.edu/gloss/glossary.html>**
- Repository that intend to preserve information for <u>access</u> and use by one or more designated communities
**[12]**
- The whole of the <u>records</u> created by an agency and preserved.
**[9]**
- Long-term, off-line electronic storage, generally on some form of disc or magnetic tape.
**<http://info.wgbh.org/upf/glossary.html>**
- An organisation that intends to preserve information for access and use by one or more designated communities
**[13]**

14. **Authentication**
- A process for confirming that a user, service provider, documentary resource or information is bona fide .
**<http://www.nla.gov.au/download/dsp/appendices.pdf>**
- (Archives) The act of determining that a document, or a reproduction of a document, is what it purports to be.
- (Databases) Confirmation that a record entered on a database is of the approved standard.
- (Security) Process whereby the receiver of a digital message can be confident of the identity of the sender and the integrity of the message.
**<http://hosted.ukoln.ac.uk/biblink/wp6/d6.1/doc0003.html>**
- See <u>User Authentication</u> and <u>Publication Authentication</u>.

15. **Authenticity**
Of a document, that it is the same as that which a user expected based on prior reference
**<http://www.leeds.ac.uk/cedars/documents/PSW01.htm>**

16. **Authority control**
- The process of verifying and authorising the choice of unique access points, such as personal names and subjects, and ensuring that the access points are consistently applied.
**<http://info.wgbh.org/upf/glossary.html>**
- Process of determining whether an identity is permitted to perform some action, such as accessing a resource. Requires prior <u>authentication</u> of the identity. A single user may have several identities with differing permissions.

?? **Authorisation**
See <u>Authority Control</u>.

17. **Automatic indexing**
- Indexing of a text done by computer without human intervention (usually by finding the words occurring most frequently within the <u>document</u>).
**<http://info.wgbh.org/upf/glossary.html>**
- Indexing of a document done by computer without human intervention. In multimedia documents it can consist in the building of different indexes, according the media and the indexing purpose (such as for example the

indexing of specific words in textual contents, sound patterns in sound contents, regions with specific characteristics in still images, scene transitions in moving images, etc.).

18. **Bibliographic description**
   - A set of bibliographic <u>data</u> recording and identifying an item.

   **[6]**

   - A <u>record</u> composed by a set of formalised data elements describing a <u>document</u> using only bibliographic categories, such as for example author, title, publisher and date of publication.

19. **Bibliographic Element**
   A word or phrase, or a group of characters representing a distinct unit of bibliographic information and forming part of an area of the <u>bibliographic description</u>.

   **[6]**

20. **Bibliographic record**
   Standardised format for a <u>bibliographic description</u>.

21. **BIC SGML DTD for non-serial publications**
   <u>SGML</u> <u>DTD</u> intended for use throughout the "book" supply chain where detailed bibliographic, trade and promotional information must be communicated. Although this is commonly referred to as a book DTD it is intended to cover a wide range of non-serial electronic and print publications.

   **[4]**

22. **Bitmapped graphics format**
   A representation, consisting of rows and columns of dots, of a graphics image. The value of each dot is stored in one or more bits of data. The density of the dots, known as the resolution, determines how sharply the image is represented. This is often expressed in dots per inch (dpi) or simply by the number of rows and columns, such as 640 by 480 (or 640x480).

   *<http://www.bergen.org/AAST/ComputerAnimation/Graph_Bitmap.html>*

23. **Bulletin Board System (BBS)**
   An electronic message centre. Most bulletin boards serve specific interest groups. They allow dialling in with a modem, review messages left by others, and leave messages if wanted.

   *<http://www.thedirectory.org/zqrym2xq.sht>*

24. **Cartridge**
   A removable module, usually containing a read only memory (ROM) with code and/or data, that is inserted into a slot in a game console, computer or printer.

25. **Catalogue**
   - A list of items that records, describes, and indexes the resources of a <u>collection</u>, a <u>library</u>, or a group of libraries. The physical form of the catalogue can be, among others, a group of cards, a printed book or a computer file or <u>database</u>.

   **<http://leo.vsla.edu/gloss/glossary.html>**

26. **Cataloguing**
   - The process of compilation of sufficient information for use in a <u>catalogue</u>, to afford access to <u>documents</u>. The process may include, in addition to <u>bibliographic descriptions</u>, the choice and form of author headings and subject cataloguing (which can result in the assignment of <u>classification</u> numbers and subject headings).

27. **CIMI records**
   A <u>DTD</u> developed by the Consortium for the Computer Interchange of Museum Information. The CIMI DTD was developed as a domain-specific application of the generic <u>TEI</u> framework. As such, it uses the standard features of the TEI Header to encode core <u>metadata</u> about each document. Particular emphasis is placed on bibliographic information and on access information and conditions (copyright statements, credit lines, etc.)

   **<http://www.cimi.org/downloads/CIMI_SGML/cimidtd.pdf>**

28. **Classification**
   - The process of determining the sequence or order in which to arrange documents.
   - The act of indexing with a classification schedule.

29. **Classification system**
   The set of hierarchical relations indicated as paradigmatic relations within a <u>documentary language</u>.

30. **Collection**
    - The entire holdings of a <u>library</u> or the works by one author or items on a particular subject.
    - Gathering of documents assembled on the basis of some common characteristic, without regard to their provenance.

    **ISO/DIS 5127-9**

31. **Commodore Dynamic Total Vision (CDTV)**
    Compact disc based multimedia system carrying programs that combine computer graphics and data with photographic images, text, and sound.

32. **Common Gateway Interface (CGI)**
    A specification for transferring information between an <u>HTTP</u> server and a local program running in the same machine designed to accept, process and/or return data. CGI programs are a common way for Web servers to interact dynamically with users. For <u>HTML</u> pages that contain forms, for example, a CGI program is used to process the form's data once it is submitted.

    **<http://hoohoo.ncsa.uiuc.edu/cgi/>**
    *<http://www.cgi-resources.com/>*

33. **Compact Disc (CD)**
    Laser-readable optical discs able to store multiple forms of digital information.

34. **Compact Disc-AUDIO (CD-Audio)**
    The digital representation of sound on <u>CD-ROMs</u>. Sometimes called "Redbook audio".

35. **Compact Disc Digital Audio (CDDA)**
    Launched in 1982 as a joint development by Philips and Sony, CDDA was the first audio medium to carry digital-optical recording in a "compact" form. Also called Compact Digital Audio Disc (CDAD).

36. **Compact Disc Interactive (CD-I)**
    Interactive multimedia <u>CD-ROM</u> standard developed by Philips and Sony. CD-I players are designed to be plugged into television sets and stereo systems and will also play <u>Photo-CDs</u> and audio CDs.

37. **Compact Disc-PLUS (CD-PLUS)**
    A format for audio CD players to skip over the first track on CDs. Created by Sony and Philips, the standard enables audio players to read multimedia discs, where all non-audio data is stored in the first track.

38. **Compact Disc-Read Only Memory (CD-ROM)**
    CD designed for data storage, holding 650 Megabytes.

39. **Compact Disc-Read Only Memory eXtended Architecture (CD-ROM XA)**
    A pseudo-standard developed by Microsoft to mix audio and data information on multimedia <u>CD-ROMs</u>.

40. **Compact Disc-Recordable (CD-R)**
    Recordable CD, where the information may be recorded on the disc once. Used to produce masters of <u>CD-ROM</u>-based applications and for archiving data. Also called Compact Disc-Write Once (CD-WO).

41. **Compact Disc ReWritable (CD-RW)**
    A type of <u>CD-R</u> disk that enables to write onto it in multiple sessions.

42. **Compact Disc Video (CD-V)**
    A dying standard for storing video on CD. This format is being superseded by <u>CD-XA</u>.

?? **Compact Disc-Write Once (CD-WO)**
    See Compact Disc-Recordable (CD-R).

43. **Components**
    A <u>work</u> may be an integral unit or it may represent an aggregate of individual component works (e.g., a compilation), a set of individual <u>monographs</u> brought together by a common theme or topic (e.g., a series), or a group of private papers organised by an <u>archive</u> as a single collection. A work may also represent an intellectually or artistically discrete component of a larger work, e.g., an article in a journal, a monograph in a series. Entities at the aggregate or component level are seen as the same as entities at the integral unit level.

44. **Compression**
    The process of reducing the number of bits required to store or transmit information in digital form. Programs that perform video and audio compression usually offer a choice of compression ratios, depending on how much of the original quality it is acceptable.

45. **Computer Based Training (CBT)**
   A type of education in which the student learns by executing special training programs on a computer. CBT is especially effective for training people to use computer applications because the CBT program can be integrated with the applications so that students can practice using the application as they learn.

   *<http://www.unn.ac.uk/~buu504/comp_bt.htm>*

46. **Computer Graphics Metafile (CGM)**
   A vector graphics file format designed by several standards organisations and formally ratified by ANSI and ISO.

   **ISO 8632**
   **<http://www.itl.nist.gov/div897/pubs/fip128-2.htm>**

47. **Console**
   The term used to characterise a dedicated hardware system to run games. Also referred as "game console", the most common are produced by Nintendo, Sega and Sony.

48. **Consumer**
   The role played by those persons, or client systems, who interact with OAIS services to find preserved information of interest and to access that information in detail

   **[13]**

49. **Container**
   Any housing for an item, a group of items, or part of an item, which is physically separable from the material being housed (a box or folder for a set of disks/discs is a container, a cassette or cartridge is not).

   **[6]**

50. **Content Information**
   That set of information that is the primary target for preservation.

   **[13]**

51. **Context Information**
   Information that documents the relationships of the Content Information to its environment. This includes why Content Information was created and how it relates to other Content Information objects existing elsewhere

   **[13]**

52. **Copyright**
   A form of protection provided by law to the authors of "original works of authorship", including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is usually available to both published and unpublished works.

   **<http://www.wipo.int/>**

53. **Copyright Library**
   Legal Deposit Library in a country in which copyright depends or formerly depended upon the formal act of deposit in the designed library.

   **ISO/DIS 5127-9**

54. **Data**
   - Representation of facts, concepts, or instructions in a formal manner suitable for communication, interpretation or processing by manual or automated means.
   - Basic units of information.

   **[3]**

   - The documents received, stored and retrieved by an information system.

   **[8]**

   - The representation forms of information. Examples of data include a sequence of bits, a table of numbers, the characters on a page.

   **[13]**

55. **Database**
   - A set of data structured to facilitate retrieval and further processing.

   **[3]**

   - In electronic records , a set of data , consisting of at least one file or of a group of integrated files, usually stored in one location and made available to several user s at the same time for various application s.

   **<http://info.wgbh.org/upf/glossary.html>**

56. **Deposit Library**
A library in which documents are deposited continually under special conditions.

57. **Descriptive Information**
That set of information, consisting primarily of Package Descriptions, which is provided to Data Management to support the finding of preserved information by Consumers.

**[13]**

58. **Desktop publishing**
Electronically designing, laying out, editing, and producing a document using a personal computer and word-processing, graphics, and page layout software.

*<http://leo.vsla.edu/gloss/glossary.html>*

59. **Descriptor**
Each single terms or phrase of an indexing language which may be used as an index term.

60. **Designated Community**
An identification of a set of potential Consumers who should be able to understand a particular set of information,

**[13]**

61. **Digital archive**
 - Records maintained or preserved by means or methods of digitalisation aiming to provide access to information, and contribute to solve concerns of preservation.
 - A system ensuring the preservation for future access of electronic documentary resources
**<http://www.nla.gov.au/download/dsp/appendices.pdf>**
 - Long-term, off-line electronic storage, generally on some form of disc or magnetic tape.
**<http://info.wgbh.org/upf/glossary.html>**

62. **Digital data**
Representation of data suitable for communication, interpretation or processing by digital means.

63. **Digital document**
A document existing in a digital format.

64. **Digital object**
An object composed of a set of bit sequences.

**[13]**

65. **Digital Object Identifier (DOI)**
An identification system to be used for digital content. The Digital Object Identifier (DOI) system provides a unique identification for that content, as also a way to link users of the materials to the rights holders themselves to facilitate automated digital commerce in a digital environment.

**<http://www.doi.org>**

66. **Digital publication**
The act of disseminating a document to the public by means of digital processes and methods.

67. **Digital publishing**
Computerised publication of documents, books, periodicals, that delivers text directly to a user's computer screen.

**<http://leo.vsla.edu/gloss/glossary.html>**

68. **Digital record**
A record where the information is recorded in a form that is suitable for retrieval, processing and communication by a digital computer.

**[3]**

69. **Digital signature**
A digital code that can be attached to an electronically transmitted message that uniquely identifies the sender. Like a written signature, the purpose of a digital signature is to guarantee that the individual sending the message really is who he or she claims to be.

*<http://www.abanet.org/scitech/ec/isc/dsg-tutorial.html>*
*<http://www.commerce.state.ut.us/web/commerce/digsig/tutorl.htm>*

70. **Digital Versatile Disc (DVD)**

A standard for compact discs supporting audio, video and data and capable of storing a maximum of ten Gigabytes. Maximum playtime is 280 minutes of full motion video, and the data rate is 4.94 MBPS. DVD is also often called Digital Video Disc.

71. **Digital Watermark**

A pattern of bits inserted into a digital file that identifies the file's copyright information (author, rights, etc.).

? ? **Direct Access**

See Local Access.

? ? **Discussion Group**

See Usenet

? ? **Discussion List**

See Mailing List

72. **Dissemination Information Package (DIP)**

An information package that contains parts or all of one or more Archival Information Packages and that is distributed to the Consumer as requested.

**[13]**

73. **Document**

- A consistent and coherent set of data structured to present a line of reasoning or to report on an activity.

**[3]**

- A stored data record in any form.

**[8]**

- Information consigned to a medium.

**[9]**

- The physical embodiment of an expression of a work; as an entity, manifestation represents all the physical objects that bear the same characteristics, in respect to both intellectual content and physical form; when a work is realised, the resulting expression of the work may be physically embodied on or in a medium such as paper, audio tape, video tape, etc.; the physical embodiment constitutes a manifestation of the work; in some cases there may be only a single physical exemplar produced of that manifestation of the work (e.g., an author's manuscript, a tape recorded for an oral history archive, an original oil painting, etc.); in other cases there are multiple copies produced in order to facilitate public dissemination or distribution.

**[4] [10]**

- A manifestation of a work.
- A bibliographically identifiable unit consisting of data and the meaning assigned to the data.

74. **Document identifier**

A number or other code uniquely identifying a document.

**[8]**

75. **Document Style Semantics and Specification Language (DSSSL)**

Language used to associate formatting rules with the elements of a structured document encoded using SGML. Consists of two parts, a tree transformation language that can be used to reorder structured documents prior to presentation, and a formatting process that associates formatting instructions with specific "tree nodes" in the document to be presented.

**<ftp://ftp.ornl.gov/pub/sgml/WG8/DSSSL/>**
*<http://www.jclark.com/dsssl/>*
**[8]**

76. **Document Type Definition (DTD)**

The formal definition of the elements, structures, and rules for marking up a given type of SGML document. A DTD can be stored at the beginning of the document or externally in a separate file.

77. **Documentary Language**

See Indexing Language.

78. **Dossier**

The smallest interrelated aggregation of records, usually named after the person, activity, or subject to which it refers. A dossier should not be confused with a folder. A dossier is a conceptual unit aggregated on the basic of the action or matter with which it deals.

**[9]**

79. **Dots Per Inch (DPI)**

Measurement of the number of dots per linear inch on a computer display screen. The larger the dpi, the better the screen resolution, or clarity.

**<http://leo.vsla.edu/gloss/glossary.html>**

80. **Download**

The act of copying a piece of data and/or code from a remote computer to a disk on a local computer.

81. **Dublin Core (DC)**

A metadata format defined on the basis of international consensus that has defined a minimal information resource description, generally for use in a WWW environment.

**<http://purl.oclc.org/metadata/dublin_core/>**

82. **Dynamic document**

A document regarded as likely to change over time. There may be changes in content and information may be added and/or deleted. Bibliographic details such as the title and copyright information may also change. Databases are examples of dynamic documents.

?? **E-mail**

See Electronic mail

83. **Edition**

- All the copies of a resource produced from substantially the same master copy and published or issued by a particular agency or group of agencies. An edition may be identified by an edition statement in the resource or may be inferred by the cataloguer by the presence of significant differences in the content or by information provided by the publisher.

**[6]**

- Act of creation of a document.
- All those copies of a document produced from one unchanged type whether by direct contact, photographic, digital or other methods.

84. **Electronic Data Interchange For Administration, Commerce and Transport (EDIFACT)**

Rules that comprise a set of internationally agreed standards, directories and guidelines for the electronic interchange of structured data, and in particular that related to trade in goods and services between independent, computerised information systems.

**ISO/IEC 9735**

85. **Electronic document**

- A manifestation of a work encoded in a format for access and manipulation by using electronic devices. In the case of a digital encoded format, it is also referred as a digital document.
- See Electronic Publication

86. **Electronic mail**

A messaging service between computer users.

87. **Electronic publication**

A document disseminated in machine-readable form. It includes off-line (physical format) publications such as CD-ROMs and computer disks, and online publications stored using digital technology. Some electronic publications are 'born digital' (i.e. are created in digital form) and some are created originally in another form e.g. print on paper, photograph, LP and have subsequently been digitised.

88. **Emulation**

- The imitation of a computer system, performed by a combination of hardware and software, that allows programs to run between incompatible systems.

**<http://info.wgbh.org/upf/glossary.html>**

- Ability of a program or device to imitate another program or device.
- The process of setting up a system to perform in the same way as another system of a different type in order to run its programs.

**<http://www.nla.gov.au/download/dsp/appendices.pdf>**

89. **Encoding Archival Description (EAD)**

An <u>SGML</u>-based <u>metadata</u> format developed for the description of <u>archives</u>. Development of the EAD <u>DTD</u> began with a project initiated by the University of California, Berkeley, Library in 1993. The goal of the Berkeley project was to investigate the desirability and feasibility of developing a nonproprietary encoding standard for machine-readable finding aids such as inventories, registers, indexes, and other documents created by archives, libraries, museums, and manuscript repositories to support the use of their holdings.

**<http://lcweb.loc.gov/ead/>**
*<http://sunsite.berkeley.edu/FindingAids/EAD/eadmodel.html>*

90. **Encryption**

The process of converting a message into a secret code and changing the encoded message back to regular text.

**<http://leo.vsla.edu/gloss/glossary.html>**
*<http://www.scs.carleton.ca/~csgs/resources/crypt.html>*

91. **Ephemeral document**

<u>Documents</u> created specifically for a transitory purpose, such as advertisements, calling cards, notices, and tickets.

**<http://leo.vsla.edu/gloss/glossary.html>**

92. **European Computer Manufacturers Association (ECMA)**

ECMA is an international, Europe-based industry association dedicated to the standardisation of information and communication systems

**<http://www.ecma.ch>**

93. **Expression**

The intellectual or artistic realisation of a <u>work</u> in the form of alpha-numeric, musical, or choreographic notation, sound, image, object, movement, etc., or any combination of such forms; an expression is the specific intellectual or artistic form that a work takes each time it is "realised"; inasmuch as the form of expression is an inherent characteristic of the expression, any change in form (e.g., from alpha-numeric notation to spoken word) results in a new expression; similarly, changes in the intellectual conventions or instruments that are employed to express a work (e.g., translation from one language to another) result in the production of a new expression.

**[4] [10]**

94. **Extended Binary-Coded Decimal Interchange Code (EBCDIC)**

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 traditionally <u>ASCII</u> codes.

95. **eXtensible Markup Language (XML)**

Subset of <u>SGML</u> designed to be transmissible over the <u>Internet</u> in such a way that document browsers do not need to access the <u>document type definition</u> to validate the document before display. As well as requiring all elements to be "well-formed", e.g. have both start and end tags present, the specification provides XML specific attributes and processing instructions that can be used to control the way <u>documents</u> are presented to users.

**<http://www.w3.org/TR/PR-xml.html>**
*<http://www.geocities.com/SiliconValley/Peaks/5957/xml.html>*

96. **Extranet**

An extranet is a use of <u>Internet/intranet</u> technology to serve an extended enterprise, including defined sets of customers or suppliers or other partners. It is typically behind a <u>firewall</u>, just as an intranet usually is, and closed to the public (a "closed user group"), but is open to the selected partners, unlike a pure intranet. More loosely, the term may apply to mixtures of open and closed networks.

*<http://www.netg.se/~kerfor/extranet.htm>*

97. **Fair use**

Provision of the <u>copyright</u> law stipulating the allowable and legal use of short passages of copyrighted material without permission, for instance, as quotations in a magazine or book.

**<http://leo.vsla.edu/gloss/glossary.html>**

98. **File Transfer, Access, and Management (FTAM)**

A <u>protocol</u> that provides a full service environment for the transfer of whole or partial files, different file types (flat or hierarchical structured), and file manipulations such as file access (eg locate,erase,) and file management (eg create, delete, read, write). Two systems do not need to share the same internal file structure but communicate through a neutral structure, the virtual file. FTAM allows document types to be defined - default

ones are unstructured text, unstructured binary, and sequential text. <u>Data</u> representation is not an issue since communications services such as X.400 handle data transparently.

**ISO 8571**
*<http://www.nethotel.dk/EPHOS/en/book6/ii6ii1.htm>*

99. **File Transfer Protocol (FTP)**

A <u>protocol</u> that defines the way in which files are exchanged around the <u>Internet</u>.

**<ftp://nic.merit.edu/documents/rfc/rfc0959.txt>**
*<http://www.scit.wlv.ac.uk/~jphb/comms/ftp.html>*

100. **Finding aid**

Catalogues, classification schemes, descriptive lists, and indexes of various kinds which have been devised to enable information and materials to be located and retrieved.

101. **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 unauthorised <u>Internet</u> users from accessing private networks connected to the Internet, especially <u>intranets</u>.

*<http://www.zeuros.co.uk/firewall/>*

102. **Fixity Information**

This information documents the authentication mechanisms and provides authentication to ensure that the Content Information object has not been altered in an undocumented manner.

**[13]**

103. **Floppy disk**

A small, portable plastic disk coated in a magnetisable substance used for storing computer <u>data</u>. The physical size of disks has shrunk from the early 8 inch, to 5 1/4 inch ("minifloppy") to 3 1/2 inch ("microfloppy") while the data capacity has risen. These disks are known as "floppy" disks (or diskettes) because the disk is flexible and the read/write head is in physical contact with the surface of the disk in contrast to hard disk (or Winchester) which are rigid and rely on a small fixed gap between the disk surface and the heads. Floppies may be either single-sided or double-sided.

*<http://www.dixie.edu/CS101/media.html>*

104. **Form**

The <u>record's</u> physical form and intellectual form.

**[9]**

105. **Form of transmission**

The <u>form</u> that the record has when it is received.

**[9]**

106. **Format**

- The logical and technical formats of a publication, such as for example the file formats and encoding, the hypertext structures, etc.
- The sequential organization of data in terms of its components.

**<http://info.wgbh.org/upf/glossary.html>**

- The arrangement of data for computer input or output, such as the number and size of data fields in a logical record or the spacing and letter size used in a document.

**<http://info.wgbh.org/upf/glossary.html>**

107. **Formatting Output Specification Instance (FOSI)**

A FOSI is used for formatting <u>SGML</u> <u>documents</u> for printing and other outputs. It is a separate file that contains formatting information for each element in a document.

108. **Freeware**

Copyrighted software given away for free by the author. Although it is available for free, the author retains the <u>copyright</u>, which means that the user cannot do anything with it that have not been expressly allowed by the author.

109. **Generic Record Syntax (GRS)**

A GRS structure is a retrieval record representing a database record. Its logical content is a tree representing the hierarchical structure of the abstract database record, or a sequence of trees if the abstract record itself does not have a root.

**<http://207.103.105.3/NewsAndInfo/FAQs/glossary.htm>**

110. **Genre**

A class or category of documents characterised by properties, belonging to multiple technical and contextual dimensions, and imposing a common set of requirements that impacts on one or more core areas of their management and handling in deposit collections (namely, acquisition, verification, registration, access and preservation).

111. **Gopher**

A distributed information service that makes available hierarchical <u>collections</u> of <u>information</u> across the <u>Internet</u>. Gopher uses a simple <u>protocol</u> that allows a single Gopher client to access information from any accessible Gopher server, providing the user with a single "Gopher space" of information. <u>Public domain</u> versions of the client and server are available.

*<http://www.terena.nl/libr/gnrt/explore/gopher.html>*

112. **Graphics Interchange Format (GIF)**

A file format developed in 1987 by CompuServe Information Service for storing 256 colour graphical images. It allows high-quality, high-<u>resolution</u> graphics to be displayed on a variety of hardware and is intended as an exchange and display mechanism for graphics images.

113. **Handle**

A name used to identify items and other Internet resources.

**<http://hosted.ukoln.ac.uk/biblink/wp2/d2.1/doc0003.htm>**

114. **Handle System**

The Handle System is a distributed computer system which stores these names and provides the information that is needed to locate and access these items.

**<http://hosted.ukoln.ac.uk/biblink/wp2/d2.1/doc0003.htm>**
**<http://www.handle.net>**

115. **Harvesting**

- The automatic retrieval of WWW pages as performed by robots.
- The automatic search of WWW sites, with a view to the retrieval of references to WWW pages, links and other information.

116. **Home Page**

- In the <u>World Wide Web</u>, a site identified with an individual user or organisation.

**[8]**

- The main or opening screen of a hypertext document for a <u>World Wide Web</u> 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, <u>URLs</u>, etc., to other related <u>documents</u> and Web sites.

**[6]**

117. **Hypermedia**

A process that organises <u>databases</u> or <u>documents</u> in a variety of media. A hypermedia document has electronic links or connections to other documents. Users can jump around in hypermedia documents and connect to other documents at will, then return to the original document. Users can connect to images, sound, graphics, video, and other texts on remote computers in this manner.

**<http://leo.vsla.edu/gloss/glossary.html>**

118. **Hypermedia Time-based Structuring Language (HyTime)**

A language for encoding the structure of <u>hypermedia</u> <u>documents</u>. It is an extension of <u>Standard Generalised Markup Language</u> (SGML), which encodes the structure of text documents. HyTime is defined as an SGML document architecture. As such, it extends SGML by defining how composites of SGML constructs can be built to represent hypermedia structure.

**ISO/IEC 10744**

*<http://info.admin.kth.se/SGML/Anvandarforening/Arbetsgrupper/HyTime/Reports/tr1v1.html>*

119. **Hypertext**

A system of linking a portion of a <u>document</u> to related portions of the same or different documents through direct pointers.

**[8]**

120. **Hypertext Markup Language (HTML)**
Markup language used to create hypertext documents that are platform independent. HTML documents are SGML documents with generic semantics that are appropriate for representing information from a wide range of domains.

**<http://www.w3.org/TR/WD-html40>**

121. **HyperText Transfer Protocol (HTTP)**
Protocol used to request and transfer HTML documents on the World Wide Web.

**<http://www.w3.org/hypertext/WWW/Protocols/HTTP/AsImplemented.html>**
*<http://pclt.cis.yale.edu/pclt/webapp/http.htm>*

122. **IAFA templates**
IAFA (Internet Anonymous FTP Archive) templates were originally used to provide some bibliographic control over FTP archives. When the templates were designed many organisations were making information available using FTP archives, and the IAFA template allowed the archive to be described from a number of aspects (documents contained there, logical collections of documents, site and configuration details and so on.). The original design came from the IAFA working group of the IETF (Internet Engineering Taskforce). With the emergence and increasing information being made available on web servers, the IAFA templates have been used to fulfil a similar function and they are now used to describe a variety of networked resources.

**[4]**

123. **Inactive records**
Records which are no longer needed for ongoing agency business.

**[9]**

124. **Identifier**
A character or sequence of characters designed to uniquely designate a document. Examples of identifiers are URN (Uniform Resource Name), DOI (Digital Object Identifier), ISBN (International Standard Book Number), SICI (Serial Item and Contribution Identifier). For fuller information see: Identification : Work Package 2 of Telematics for Libraries project BIBLINK (LB 4034) **<http://hosted.ukoln.ac.uk/biblink/wp2/d2.1/doctoc.htm>**

125. **Indexed Sequential Access Method (ISAM)**
A method for managing how a computer accesses records and files stored on a hard disk. While storing data sequentially, ISAM provides direct access to specific records through an index. This combination results in quick data access regardless of whether records are being accessed sequentially or randomly.

126. **Indexing**
- The act of creating an index for a document or a document collection.
- The creation of a table or list of the contents of a storage medium, file, document, or database, together with keys or references for locating the contents. An index includes physical location information (i.e., which files on which disk) and document identification information (e.g., date, creator, contents). In full-text indexing, every word from a document is extracted by program and used as an access point to that document. A list of frequently occurring words (a, the it etc.) may be used to exclude certain entries (stop-list). Full-text indexing is usually carried out without human intervention. It may also be termed automatic or key-word indexing. In subject indexing, a document is examined and its main topics are determined. Words or phrases from a closed, pre-defined list (controlled vocabulary, Subject Heading Language, thesaurus) which are considered to reflect the topic(s) discussed in that document are assigned manually according to rules for their application and number.

127. **Indexing language**
An artificial language, particularly the set of terms, used by documentation systems for purposes of indexing. *Quasi-synonym* to documentary language.

128. **Indexing Term**
A term, from an indexing language, used to identify a concept in a document.

129. **Information**
- An indication or an event brought to the knowledge of a person or a group.

**[3]**

- Data that has been assembled to enable someone to make a decision, to distinguish between alternatives, or to narrow a range of possibilities.

**<http://leo.vsla.edu/gloss/glossary.html>**

130. **Information Object**

A Data Object together with optional Representation Information.

**[13]**

131. **Information Package**

An information packaging concept that distinguishes Content Information from associated Preservation Description Information where the Preservation Description Information applies to the Content Information and is needed to aid in the preservation of the Content Information. It has associated Packaging Information used to delimit and identify the Content Information and Preservation Description Information

**[13]**

132. **Ingest**

An entity containing the services and functions that accepts Submission Information Packages from Producers, prepares Archival Information Packages for storage, and ensures that Archival Information Packages and their supporting descriptive Information become established within the OAIS

**[13]**

133. **Integrity**

The validity of data, either its intellectual validity (content has not been changed) or its physical validity (bits have not been altered e.g. during migration from one format to another, or during transmission from one system to another, or by a virus).

134. **Inter Library Loan protocol (ILL)**

A protocol that allows parties to exchange Interlibrary Loan communication for the management of document delivery services. The ILL service provides capabilities to request the loan of returnable items, such as books, or to request non-returnable items, such as photocopies of journal articles. Related procedures, such as loan renewal, item recall, overdue notification etc. are also supported by this service.

**<http://www.nlc-bnc.ca/iso/ill/main.htm>**

135. **International Federation of Library Associations and Institutions (IFLA)**

IFLA is a world-wide, independent organisation created to provide librarians around the world with a forum for exchanging ideas, promoting international co-operation, research and development in all fields of library activity. IFLA's objectives are: to represent librarianship in matters of international interest, to promote the continuing education of library personnel, and to develop, maintain and promote guidelines for library services.

**<http://www.ifla.org>**

136. **International Organisation for Standardisation (ISO)**

ISO is a non-governmental world-wide federation of national standard bodies who's mission is to promote the development of standardisation and related activities in the world with a view to facilitating the international exchange of goods and services, and to developing co-operation in the spheres of intellectual, scientific, technological and economic activity. ISO's work results in international agreements that are published as International Standards.

**<http://www.iso.ch>**

137. **International Standard Bibliographic Description (ISBD)**

The name of a group of standards officially cited as "ISBD;" developed by IFLA to standardise, as much as possible, the descriptive portion of catalogue and bibliographical records produced in different countries. Prescribes the bibliographic elements constituting the description, their order, and the punctuation between them.

138. **International Standard Bibliographic Description (Computer Files) (ISBD (CF))**

Former designation for International Standard Bibliographic Description (Electronic Resources).

139. **International Standard Bibliographic Description (Electronic Resources) (ISBD(ER))**

Standard developed by IFLA to describe material (data and/or program(s)) encoded for manipulation by computer, including materials that require the use of a peripheral (e.g. a CD-ROM player) attached to a computer, and on-line service(s) (e.g. bulletin boards, discussion groups/lists, World Wide Web sites). Formerly known as ISBD (CF) (International Standard Bibliographic Description (Computer Files))

140. **International Standard Book Number (ISBN)**

A system of numerical identification for books, pamphlets, educational kits, microforms, CD-ROM and Braille publications. By assigning a unique ten-digit number to each published title, the system provides that title with its own, unduplicated, internationally recognised "identity".

**ISO 2108:1992**

141. **International Standard Music Number (ISMN)**
A unique code for the identification of printed music publications.

**ISO 10957:1993**

142. **International Standard Serial Number (ISSN)**
The standardised international code which allows the identification of any serial publication independently of its country of publication, of its language or alphabet, of its frequency, medium, etc. The ISSN is a numeric code that is used as an identifier: it has no signification in itself and does not contain in itself any information referring to the origin or contents of the publication.

**ISO 3297:1986**
**<http://www.issn.org>**

143. **International Telecommunications Union (ITU)**
The ITU is an intergovernmental organisation, within which the public and private sectors co-operate for the development of telecommunications. The ITU adopts international regulations and treaties governing all terrestrial and space uses of the frequency spectrum as well as the use of the geo-stationary satellite orbit, within which countries adopt their national legislation. It also develops standards to facilitate the interconnection of telecommunication systems on a worldwide scale regardless of the type of technology used.

**<http://www.itu.ch>**

144. **Internet**
The Federal Networking Council (USA) passed a resolution in 1995 defining the term Internet. That resolution stands that: Internet refers to the global information system that (i) is logically linked together by a globally unique address space based on the Internet Protocol (IP) or its subsequent extensions/follow-on, (ii) is able to support communications using the Transmission-Control Protocol/Internet Protocol (TCP/IP) suite or its subsequent extensions/follow-on and/or other IP-compatible protocols, and (iii) provides, uses, or makes accessible, either publicly or privately, high-level services layered on the communications and related infrastructure described herein.

**[9]**

145. **Internet Engineering Task Force (IETF)**
The Internet Engineering Task Force is the protocol engineering and development arm of the Internet Society (ISOC). The IETF is a large open international community of network designers, operators, vendors, and researchers concerned with the evolution of the Internet architecture and the smooth operation of the Internet. It is composed of several working groups, which are open to any interested individual.

**<http://www.ietf.cnri.reston.va.us>**

146. **Internet Message Access Protocol (IMAP)**
A protocol for retrieving e-mail messages. The latest version, IMAP4, is similar to POP3 but supports some additional features. For example, with IMAP4, you can search through your e-mail messages for keywords while the messages are still on mail server. You can then choose which messages to download to your machine. Like POP, IMAP uses SMTP for communication between the e-mail client and server. IMAP was developed at Stanford University in 1986.

**<http://www.imap.org>**

147. **Internet Relay Chat (IRC)**
A chat system, based in the protocol with the same name, developed by Jarkko Oikarinen in Finland in the late 1980s. It enables people connected anywhere on the Internet to join in live discussions. Unlike older chat systems, IRC is not limited to just two participants. To join an IRC discussion, one needs an IRC client and an Internet access. The IRC client is a program that runs on a client computer and sends and receives messages to and from an IRC server. The IRC server, in turn, is responsible for making sure that all messages are broadcast to everyone participating in a discussion. There can be many discussions going on at once; each one is assigned a unique channel.

**<ftp://ds.internic.net/rfc/rfc1459.txt>**
*<http://www.arch.unsw.edu.au/helpdesk/netguide/chapt7/7intro.htm>*

148. **Internet Society (ISOC)**
The Internet Society is a non-governmental International organisation for global co-operation and co-ordination for the Internet and its internetworking technologies and applications.

**<http://www.isoc.org>**

149. **Intranet**

A network based on <u>TCP/IP</u> <u>protocols</u> (an <u>Internet</u>) belonging to an organisation, usually a corporation, accessible only by the organisation's members, employees, or others with authorisation. An intranet's Web sites look and act just like any other Web sites, but the <u>firewall</u> surrounding an intranet fends off unauthorised access.

*<http://www.intrack.com/intranet/>*

150. **IP Security (IPsec)**

A set of <u>protocols</u> being developed by the <u>IETF</u> to support secure exchange of packets at the IP layer.

**<http://www.ietf.cnri.reston.va.us/html.charters/ipsec-charter.html>**

151. **Item**

A single exemplar of a manifestation; an item is a concrete entity; it is in many instances a single physical object (e.g., a copy of a one-volume monograph, a single audio cassette, etc.); with respect to intellectual content and physical form, an item exemplifying a manifestation is normally the same as the manifestation itself; however, variations may occur from one item to another, even when the items exemplify the same manifestation, where those variations are the result of actions external to the intent of the producer of the manifestation (e.g., damage occurring after the item was produced, binding performed by a library, etc.)

**[4] [10]**

152. **Java**

An interpreted <u>programming language</u>. Separate Java applications called <u>applets</u>, do not have to be compiled for each different <u>operating system</u>. An applet will run identically and without modification in virtually any existing environment

**<http://java.sun.com>**
*<http://users.neca.com/vmis/java.html>*

153. **JavaScript**

A scripting language developed by Netscape (and supported by their browsers) to enable Web authors to design interactive sites. Although it shares many of the features and structures of the full <u>Java</u> language, it was developed independently. Javascript can interact with <u>HTML</u> source code, enabling Web authors to spice up their sites with dynamic content. JavaScript is endorsed by a number of software companies and is an open language that anyone can use without purchasing a license. Internet Explorer supports only <u>JScript</u>, a subset of JavaScript.

**<http://developer.netscape.com/library/documentation/communicator/jsref/index.htm>**
*<http://rummelplatz.uni-mannheim.de/~skoch/js/tutorial.htm>*

154. **Joint Photographic Experts Group (JPEG)**

A standardised compression method for full-colour and grey-scale images. JPEG is intended for compressing "real-world" scenes; cartoons and other non-realistic images are not its strong suit. JPEG is lossy, meaning that the output image is not necessarily identical to the input image.

**<http://www.jpeg.org/>**

155. **JScript**

Microsoft's version of <u>JavaScript</u>, which is built into Internet Explorer (IE) browsers.

**<http://www.microsoft.com/jscript/>**

156. **Layer Two Tunneling Protocol (L2TP)**

An extension to the PPP protocol that enables ISPs to operate Virtual Private Networks (VPNs). L2TP merges the best features of two other tunneling protocols: PPTP from Microsoft and L2F from Cisco Systems. Like PPTP, L2TP requires that the ISP's routers support the protocol

*<http://www.totalb.com/~l2tp/>*

157. **Legal Deposit**

A system in operation in most countries, usually legally enforced, whereby publishers must deposit one or more copies of every publication with nominated <u>libraries</u>.

158. **Legal deposit library**

A <u>library</u> receiving by law or under other arrangements free copies of all or all required national <u>publications</u>.

159. **Library**

- Organised <u>collection</u> of <u>documents</u> selected and processed for use by a predefined target group.

**ISO/DIS 5127-9**

- Organisation, or part of an organisation, in which libraries are built up, maintained and made available by the services of a staff.

**ISO/DIS 5127-9**

160. **Local access**

The term used to characterise <u>access</u> to an electronic resource resident in a carrier such as a computer disk or a <u>CD-ROM</u> that a user physically inserts into a computer, typically a microcomputer (also referred as "direct access").

**[10]**

161. **MacOS**

Apple Computer proprietary <u>operating system</u> for their Macintosh family of personal computers.

**<http://www.apple.com/macos/>**

162. **MAchine Readable Cataloguing (MARC)**

A family of formats based on ISO 2709 for the exchange of bibliographic and other related information in machine-readable form (such as, for example, USMARC, UKMARC and UNIMARC).

**<http://lcweb.loc.gov/marc/>**

163. **Magneto Optical disk (MO disk)**

A technology that combines magnetic disk and optical technologies. The information is stored in magnetic spots, which can be recorded only by means of a combination of a laser beam and magnetic fields (making it very stable and difficult to change by hazard means).

164. **Mailing List**

A mailing list is a like a large discussion group devoted to a specific topic. Only in this kind of discussion group, the conversations are carried out through e-mails. To get on a mailing list, it is required to subscribe to it by sending e-mail to a central clearinghouse for the discussions.

165. **Management**

Those who set overall OAIS policy as one component in a broader policy domain.

**[13]**

?? **Manifestation**

See <u>Document</u>

166. **Markup Language**

A language used to specify <u>document</u> formats by embedding tags within the document. Those tags can be processed by applications, to convert the document to another specific format, or interpreted by <u>viewers</u> or browsers in order to display the document properly.

?? **Medium**

See <u>Publication medium</u>

167. **Metadata**

- <u>Data</u> about <u>data</u> required to perform specific functions in a given environment (for example, terms and conditions, archival management, administrative metadata, and many others).

*<http://metadata.net>*
*<http://www.nlc-bnc.ca/ifla/II/metadata.htm>*

- Structured information, perhaps contained in an attached header, that describes other resources. Catalogue records for library materials are a common example of metadata. While the resources are interesting to the end user, the metadata is interesting to the people or program s that have to manage the information. Metadata assists in the process of retrieving information by enabling user s to initially discover the existence of the information, to locate it and then to determine if it is the information that the user wants. Usually the metadata describes the contents, physical description, location, type and form of the information, and information necessary for management including migration history, expiry dates, security, authentication, and file formats.

**<http://info.wgbh.org/upf/glossary.html>**

- <u>Data</u> about other data or <u>document</u>. Increasingly the term refers to any data used to aid the identification, description and location of networked electronic resources.

- Metadata is <u>data</u> about <u>data</u>. Increasingly the term refers to any data used to aid the identification, description and location of networked electronic resources. In this context there now exists a variety of metadata formats from the basic proprietary records used in global internet search services, through a continuum encompassing simple attribute/value records such as the ROADS templates used in eLib subject services,

the more structured TEI and MARC formats, and at the richest level detailed formats such as CIMI and EAD, typically applied to archival material.

**<http://www.ukoln.ac.uk/metadata>**

- METADATA are structured, encoded data that describe characteristics of information-bearing entities to aid in the identification, discovery, assessment, and management of the described entities

**<http://www.ala.org/alcts/organization/ccs/ccda/tf-meta3.html>**

168. **MicroSoft-Disk Operating System (MS-DOS)**
Originally developed by Microsoft for IBM, MS-DOS was the standard <u>operating system</u> for IBM-compatible personal computers. The initial versions of DOS were very simple and resembled another operating system called CP/M. Subsequent versions have became increasingly sophisticated as they incorporated features of minicomputer operating systems. However, DOS is still a 16-bit operating system, does not support multiple users or multitasking, and has a built-in limitation of 1MB of memory. To exceed this limit, it requires a special memory system called EMS (Expanded Memory Specification).

169. **Migration**
- Set of organised tasks designed to achieve the periodic transfer of digital materials from one hardware or software configuration to another, or from one generation of computer technology to a subsequent generation.
- The periodic transfer of digital materials from one Hardware/software configuration to another or from one generation of Computer technology to a subsequent generation. The purpose of migration is to preserve the integrity of digital objects and to retain the ability for clients to retrieve, display, and otherwise use them in the face of constantly changing technology. Migration includes <u>refreshing</u> as a means of <u>digital preservation</u> but differs from it in the sense that it is not always possible to make an exact digital copy or replica of a data base or other information object as hardware and software change and still maintain the compatibility of the object with the new generation of technology.

**<http://info.wgbh.org/upf/glossary.html>**

170. **MiniDisc**
MiniDiscs were introduced by Sony in 1992 as a disc based digital medium for recording and distributing consumer audio that is "near CD" in quality. There are two physically distinct types of discs: Premastered MDs, similar to CDs in operation and manufacture, and Recordable MDs, which can be recorded on repeatedly and employ magneto-optical technology. The disc itself is enclosed in a small (7cm x 7cm) <u>cartridge</u>

**<http://www.sel.sony.com/SEL/consumer/md/md_tech.html>**
*<http://www.minidisc.org>*

?? **Modified refreshing**
See <u>Refreshing</u>.

?? **MO disk**
See <u>Magneto Optical disk</u>.

171. **Modular Application for Journals (MAJOUR)**
A <u>DTD</u> for journal article headers developed by a European Workgroup on <u>SGML</u> linked to the Scientific, Technical and Medical Publishers group, Amsterdam and published in 1991. The group consisted of Elsevier Science Publishers, Kluwer, Springer, Thieme, Fachinformationszentrum Karlsruhe, Stuertz, MID/Information Logistics Group and Satzrechenzentrum Berlin.

**[4]**

172. **Monograph**
A non-serial <u>publication</u> either completed in one part or intended to be completed in a finite number of separated parts.

173. **Moving Picture Experts Group (MPEG)**
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.

**<http://drogo.cselt.stet.it/mpeg/>**
*<http://www.mpeg.org>*

174. **Multi-level bibliographic description**
A method of <u>bibliographic description</u> based on the division of descriptive <u>information</u> into two or more levels. The first level contains information common to the whole or main <u>item</u>. The second and subsequent levels contain information relating to the individual unit.

**[6]**

175. **Multi-part resource**

A monographic resource in a finite number of physically parts known to have been conceived or published as an entity; the separate parts may have their own titles and statements of responsibility.

**[6]**

In generic terms, it can define a publication in a finite number of physically parts known to have been conceived or published as an entity; the separate parts may have their own titles and statements of responsibility

176. **Multimedia Document**

A document that may contain text, images and sound.

177. **Multipurpose Internet Mail Extensions (MIME)**

A 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.

178. **Musical Instrument Digital Interface (MIDI)**

A hardware specification and protocol used to communicate note and effect information between synthesisers, computers, music keyboards, controllers and other electronic music devices.

**<http://www.midi.org>**

179. **National archives**

Central archives or archives in a national archival system.

**ISO/DIS 5127-9**

180. **National Information Standards Organisation (NISO)**

NISO develops and promotes technical standards. NISO is a non-profit association accredited as a standards developer by the American National Standards Institute. NISO has developed standards such as for Information Retrieval (Z39.50), Information Interchange (Z39.2), Codes for Languages and Countries, for Scientific and Technical Reports (Z39.18), etc.

**<http://www.niso.org>**

181. **National Library**

Library responsible for acquiring and conserving copies of all significant publications published in a country. It may function as a Legal Deposit Library.

**ISO/DIS 5127-9**

182. **Network News Transfer Protocol (NNTP)**

A protocol defined in RFC 977 for the distribution, inquiry, retrieval, and posting of Usenet articles.

**<http://info.internet.isi.edu/in-notes/rfc/files/rfc977.txt>**

?? **Newsgroup**

See Usenet.

183. **Off-line publication**

- A digital publication, which is stored on a digital storage medium (such as a CD-ROM), suitable to be read using a computer or a similar device.
- An electronic publication, which is disseminated to its target audience using a digital storage medium (such as a CD-ROM), suitable to be read using a computer or a similar device. It may subsequently be transmitted on-line over a network.

184. **On-line Public Access Catalogue (OPAC)**

An automated library catalogue directly available to users. The OPAC contains the library's catalogue of bibliographic records and usually provides a variety of other features and information such as circulation status and periodical check-in records. The OPAC often provides access to other on-line resources and services made available to users by the library.

**<http://leo.vsla.edu/gloss/glossary.html>**

185. **On-line publication**

- A digital document, which is available in a digital network from a remote computer connected to that network.
- An electronic publication, which is disseminated to its target audience over a computer network such as the Internet.

186. **Open Archival Information System (OAIS)**

An archive, consisting of an organization of people and systems, that has accepted responsibility to preserve information and make it available for one or more Designated Communities.

**[13]**

187. **Open Document Architecture (ODA)**

An internationally standardised electronic representation for <u>document</u> content and structure designed to facilitate inter-operability between different document processing systems.

**ISO 8613**
*<http://www.sil.org/sgml/odanovl0.html>*

188. **Open standards**

Specifications for computer system components that are proposed, defined, and maintained through public processes, and that enable hardware and software produced by different manufacturers to operate together to provide ready access to digitally stored information.

189. **Operating System**

A program, or a set of programs, that controls a computer, namely the use of the CPU (through a scheduler), memory, and peripheral devices (through device drivers).

190. **Optical Character Recognition (OCR)**

The ability of a computer input device or other machine to optically read individual characters (letters, numbers and symbols) from a page and convert the information into an electronically stored text file.

**<http://leo.vsla.edu/gloss/glossary.html>**

191. **OS/2**

An <u>operating system</u> for PCs developed originally by Microsoft Corporation and IBM, but now sold and managed solely by IBM. OS/2 is compatible with <u>MS-DOS</u> and <u>Windows</u>, which means that it can run all MS-DOS and Windows programs. However, programs written specifically to run under OS/2 will not run under MS-DOS or Windows.

**<http://www.software.ibm.com/os/warp/index.html>**

192. **Packaging Information**

The information used to bind and identify the components of an Information Package

**[13]**

?,? **Periodical publication**

See <u>Serial publication</u>.

193. **Persistent Uniform Resource Locator (PURL)**

Functionally, a PURL is a <u>URL</u>. Instead of pointing directly to the location of an <u>Internet</u> resource, a PURL points to an intermediate resolution service. The resolution service associates the PURL with the actual URL and returns that URL to the client, which can then complete the transaction in the normal fashion.

**<http://purl.oclc.org/>**

194. **Photo-CD**

A CD format for storing high-resolution images and multimedia programs.

*<http://www.cd-info.com/CDIC/Bibliography.html>*

195. **PICA**

<u>MARC</u> format developed in Holland by the Pica Foundation.

**<http://www.pica.nl>**

196. **Plug-in**

A hardware or software module that adds a specific feature or service to a larger system. For example, there are number of plug-ins for <u>Internet</u> browsers, based on <u>MIME</u> file types, that enable them to display different types of audio or video messages.

197. **Portable Document Format (PDF)**

Proprietary standard developed by Adobe Systems Inc. Allows preformatted pages to be interchanged over a network. Key features in PDF are a set of hot links, thumbnail icons of pages, chapter outlines and page annotations. The chapter outlines feature enables information to be added to a document, e.g. summaries, indexing information. Thumbnail icons of document pages facilitate fast browsing and random access. Page annotations act as electronic Post-Its and are user specific; they are not integrated with the document.

**<http://www.adobe.com/prodindex/acrobat/adobepdf.html>**

198. **Portable Network Graphics (PNG)**

An extensible file format for portable, well-compressed storage of raster images. PNG provides a patent-free replacement for the GIF format and can also replace many common uses of TIFF. Indexed-colour, greyscale, and true colour images are supported, plus an optional alpha channel. Sample depths range from 1 to 16 bits.

**<http://www.w3.org/TR/REC-png.html>**

199. **Portable Operating System Interface for UNIX (POSIX)**

A set of IEEE and ISO standards that define an interface between programs and operating systems. By designing their programs to conform to POSIX, developers have some assurance that their software can be easily ported to POSIX-compliant operating systems. This includes most varieties of UNIX as well as Windows NT. The POSIX standards are now maintained by an arm of the IEEE called the Portable Applications Standards Committee (PASC).

**<http://www.dkuug.dk/JTC1/SC22/WG15>**
**<http://www.pasc.org>**

200. **Post Office Protocol (POP)**

a protocol used to retrieve e-mail from a mail server. Most e-mail applications (sometimes called an e-mail client) use the POP protocol, although some can use the newer IMAP (Internet Message Access Protocol). There are two versions of POP. The first, called POP2, became a standard in the mid-80's and requires SMTP to send messages. The newer version, POP3, can be used with or without SMTP.

201. **Postscript**

Adobe PostScript is a computer language that describes the appearance of a page, including elements such as text, graphics, and scanned images, to a printer or other output device.

**<http://www.adobe.com/prodindex/postscript/main.html>**

202. **Practical Extraction and Report Language (PERL)**

Programming language developed by Larry Wall, especially designed for processing text. Because of its strong text processing abilities, PERL has become one of the most popular languages for writing CGI scripts.

**<http://language.perl.com/index.html>**

203. **Preservation**

- The provision of adequate facilities to protect, care for, or maintain records.

**<http://info.wgbh.org/upf/glossary.html>**

- Specific measures, individual and collective, undertaken to maintain, repair, restore, or protect records.

**<http://info.wgbh.org/upf/glossary.html>**

- Measures aimed at averting damage or reducing the rate of natural, physical or logical, ageing of documents (pro-spective preservation) or the restoration of damaged documents (retrospective preservation).
- Preservation may be physical (medium refreshing, medium migration); logical (format conversion, emulation) or intellectual (content preservation).

204. **Preservation Description Information (PDI)**

Information necessary to adequately preserve the Content Information and which can be categorized as provenance, Reference, Fixity, and Context Information

**[13]**

205. **Preserve records**

To protect records of continuing usefulness. In the course of carrying out this activity, unneeded records are destroyed.

**[9]**

206. **Pretty Good Privacy**

A technique for encrypting messages developed by Philip Zimmerman. PGP is one of the most common ways to protect messages on the Internet because it is effective, easy to use, and free. PGP is based on the public-key method, which uses two keys: one is a public key that is disseminated to anyone intending to send a message a message, the other is a private key that that the receiver uses to decrypt those messages when received.

**<http://www.nai.com/default_pgp.asp>**

207. **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 into a computerised form.

- The role played by those persons, or clients systems, who provide the information to be preserved.

208. **Programming language**

A vocabulary and set of grammatical rules for instructing a computer to perform specific tasks. Each language has a unique set of keywords (words that it understands) and a special syntax for organising program instructions.

*<http://www.utu.fi/~sisasa/oasis/>*

?? **Pro-spective preservation**

See Preservation.

209. **Protocol**

A formal description of message formats and the rules two computers must follow to exchange those messages. Protocols can describe low-level details of machine-to-machine interfaces (e.g., the order in which bits and bytes are sent across a wire) or high-level exchanges between allocation programs (e.g., the way in which two programs transfer a file across the Internet).

*<http://www.cisco.com/univercd/cc/td/doc/cisintwk/ito_doc/55165.htm>*

210. **Provenance Information**

Information that documents the source of the Content Information (e.g. Publisher) and its history (e.g. version).

**[13]**

211. **Public-domain software**

Refers to any program that is not copyrighted. Public-domain software is free and can be used without restrictions. The term public-domain software is often used incorrectly to include freeware, free software that is nevertheless copyrighted.

212. **Public records**

- Records or archives accumulated by government agencies in the conduct of public business.
- Any record created or accumulated during the course of public business, including paper, microfilm, electronic, photographic, audio, motion picture or video recordings

213. **Publication**

- A document that was disseminated to the public.
- The act of disseminating a document to the public.

214. **Publication Authentication**

Process used by an author or publisher to mark or sign a publication (for example by digital watermark, addition of a digital signature, etc.).

215. **Publication format**

The logical and technical format of a publication (files formats, encoding, etc.).

216. **Publication genre**

Conceptual classes of publications identified by multiple dimension factors, such as for example the publication medium, the publication format, the publication type, and the publication characteristics.

217. **Publication legal status**

An indicator of the copyright status of a publication, and of any other legal conditions imposed on the publication by its author or publishing source.

**[11]**

218. **Publication medium**

The media in which a publication exists or is disseminated. A media can be physical, defining an off-line publication (CD-ROM, diskettes, etc.) or virtual, defining an on-line publication or referring to a broadcasted work.

?? **Publication source**

See publisher.

219. **Publication type**

Classes of publications, independent or not of their media and formats, but related with specific contents, cultural or commercial practices or activities of organisations, institutions, communities, groups, etc. The traditional examples are the common types of newspapers, scholarly journals, financial reports, etc.

220. **Publisher**

A person or organisation responsible for the publication of documents.

221. **Pro-active acquisition**
Acquisition process based on tracing and selection procedures, initiated by the <u>library</u>. Some deposit libraries with no <u>legal deposit</u> framework act on a pro-active acquisition basis, which implies that sometimes the library has to buy the <u>publication</u> in the lack of agreements with the <u>publishers</u>.

222. **Python**
Portable, interpreted, object-oriented <u>programming language</u>.

**<http://www.python.org>**

223. **QuickTime**
Industry standard multimedia architecture used by software tool vendors and content creators to store, edit and play synchronised graphics, sound, video, and music. The QuickTime File Format it will be the starting point for the MPEG-4 specification.

**<http://www.quicktime.apple.com>**

224. **Received record**
Incoming <u>document</u> that has been set aside.

**[9]**

225. **Record**
- <u>Document</u> created or received and maintained by an organisation or individual in pursuance of legal obligations or in transaction of business.

**ISO/DIS 5127-9**
- A specific piece of recorded information generated, collected or received in the initiation, conduct or completion of an institutional or individual activity an that comprises sufficient content, context and structure to provide proof of evidence of that activity.

**[3]**
- Recorded information produced or received in the initiation, conduct or completion of an institutional or individual activity and that comprises content, context and structure sufficient to provide evidence of the activity.

**[7]**
- <u>Document</u> created by a physical or juridical person in the course of practical activity.

**[9]**
- Archives: A specific piece of recorded information generated, collected or received in the initiation, conduct or completion of an institutional or individual activity and that comprises sufficient content, context and structure to provide proof of evidence of that activity.

**<http://data1.archives.ca/ica/archives/cer/english_970821.html#top>**
- Database: A collection of related items of data that is treated as a unit in a database.

**<http://www.mbakercorp.com/environmental/whatdata.htm>**

226. **Record keeping system**
- An information system that has been developed for the purpose of storing and retrieving <u>records</u>, and is organised to control the specific functions of creating, storing, and accessing records to safeguard their authenticity and reliability. Thus, it is a main tool to preserve records and make them available for use. But, the record keeping system is also part of the context of a record. It provides contextual information that may be crucial to "prove" the records authenticity, and it also may provide contextual information that is necessary for the right understanding of the content.

**[7]**
- A set of internally consistent rules governing <u>record</u> keeping, i.e., the making, receiving, setting aside, and handling of active and semiactive records by the records creator, and record-preservation, i.e., the intellectual and physical maintenance of semiactive and inactive records by the records creator, and the tools and mechanisms used to implement those rules.

**[9]**

?? **Record-preservation system**
See <u>Record keeping system</u>

227. **Records system**
The system that comprises the creator's <u>records</u>, its record keeping and record-preservation system and is controlled by the creator's records management function.

**[9]**

228. **Reference Information**
Information that identifies, and if necessary describes, one or more mechanisms used to provide assigned identifiers for the Content Information e.g. ISBN, DOI

**[13]**

229. **Refreshing**
- The periodic re-recording of data onto the same support (such as a magnetic tape) or the copy to a new support. Some times also referred as restoration, or transcription.
- To copy digital information from one long-term storage medium to another of the same type, with no change whatsoever in the bit -stream (e.g. from a decaying 800bpi tape to a new 800bpi tape, or from an older 5 1/4" floppy to a new 5 1/4" floppy). "Modified refreshing" is the copying to another medium of a similar enough type that no change is made in the bit-pattern that is of concern to the application and operating system using the data, e.g. from an 800bpi tape to a 1600bpi tape or to a "square", cartridge, tape; or from a 5 1/4" floppy disk to a 3 1/2" floppy disk.

**<http://info.wgbh.org/upf/glossary.html>**

230. **Registration**
The act of recording the acquisition and arrival of a document (electronic or otherwise). Not to be confused with cataloguing or the preparation and storage of metadata.

231. **Reliable received records**
Received records that have been registered.

**[9]**

232. **Remote access**
The term used to characterise access to an electronic resource resident in a carrier that a user cannot physically handle, i.e., a resource accessed, processed, executed, etc. remotely. Frequently this involves connection through a computer network. This type of access is also often referred to as "on-line" access.

**[10]**

233. **Report**
An intellectual form of record including a title and a table of contents and used to render an account of, or make a statement about, something heard, seen, done, or researched.

**[9]**

234. **Repository**
A network-accessible storage system in which digital objects may be stored for possible subsequent access or retrieval

235. **Representation Information**
Information that maps data into more meaningful concepts. An example is the ASCII definition which describes how bits (i.e. Data) are mapped into numbers. Another example is a description of the numbers (i.e. Data) of a table as being the coordinates of a location on the Earth measured in East longitude and latitude.

**[13]**

236. **Reproduction**
A reproduction is a manifestation that replicates an item or a group of items or another manifestation (e.g., a reprint with no changes) and that is intended to function as a substitute. The reproduction may be in a different physical format from the original. Reproduction is a mechanical rather than an intellectual process. The physical characteristics of the reproduction such as colour, image resolution, sound fidelity are influenced by the particular mechanical process used to create it, and therefore may differ from those of the original. Reproductions are usually made for such reasons as the original's limited availability, remote location, poor condition, high cost, or restricted utility.

**[10]**

237. **Request for Comments (RFC)**
Documents describing some aspect of the Internet, numbered sequentially (start in RFC 1). Initially, those documents intended to be used for public discussion of ideas and proposals, but with the time they have been recognised as unofficial specifications, especially for the documents describing protocols.

*<http://www.cis.ohio-state.edu/htbin/rfc/rfc-u.index.html>*

238. **Resolution**
A measure of sharpness or detail in screens, monitors or printed images.

<http://leo.vsla.edu/gloss/glossary.html>

239. **Resource Description Framework (RDF)**

A framework for <u>metadata</u>; it provides interoperability between applications that exchange machine-understandable information on the Web. RDF emphasises facilities to enable automated processing of Web resources. RDF with digital signatures will be expected to be key to building the "Web of Trust" for electronic commerce, collaboration, and other applications.

**<http://www.w3.org/RDF/Overview.html>**

240. **Retrieval**

The process of locating and withdrawing books and <u>documents</u> from where they are stored.

**<http://leo.vsla.edu/gloss/glossary.html>**

?? **Retrospective preservation**

See <u>Preservation</u>.

241. **Reviewed records**

<u>Records</u> that have been subjected to examination for the purpose of determining whether they need to be converted, maintained as they are, transferred, or destroyed.

**[9]**

242. **Rich Text Format (RTF)**

A standard developed by Microsoft Corporation for the interchange of formatted text and graphics using the standard <u>ASCII</u> character set.

*<http://www.sunpack.com/RTF/RTF114.htm>*

243. **Robot**

A program that scans the web looking for <u>URLs</u>. It is started at a particular web page, and then access all the links from it. In this manner, it traverses the graph formed by the <u>WWW</u>. It can record information about those servers for the creation of an index or search facility. Most search engines are created using robots.

*<http://info.webcrawler.com/mak/projects/robots/robots.html>*

244. **Scenario**

The description of a case in a deposit library comprising the identification of a (real or theoretical) related set of digital document genres, the description of their requirements, plus an approach to their management and handling

245. **Secure Sockets Layer (SSL)**

A <u>protocol</u> developed by Netscape for transmitting private documents via the <u>Internet</u>. SSL works by using a private key to encrypt data that's transferred over the SSL connection.

**<http://home.netscape.com/newsref/std/SSL.html>**

246. **Secure Hypertext Transfer Protocol (S-HTTP)**

An extension to <u>HTTP (Hypertext Transfer Protocol)</u> that provides security services. S-HTTP is designed to provide confidentiality, authenticity, integrity, and non-repudiability while supporting multiple key management mechanisms and cryptographic algorithms via option negotiation between the parties involved in each transaction.

247. **Secure Multipurpose Internet Mail Extensions (S/MIME)**

A new version of the <u>MIME</u> <u>protocol</u> that supports <u>encryption</u> of messages. S/MIME is based on RSA's public-key encryption technology.

**<http://www.rsa.com/smime/html/resources.html>**

248. **Serial publication**

A <u>publication</u> issued in separate and successive parts, usually in a uniform format with constant title and intended to be continued.

249. **Shareware**

Software distributed on the basis of an honour system. Most shareware is delivered free of charge, but the author usually requests the payment of a small fee for using the program. By sending the small fee, the user becomes registered with the <u>producer</u> so that he/she can receive service assistance and updates.

*<http://www.asp-shareware.org/>*

250. **Simple Mail Transfer Protocol (SMTP)**

A <u>protocol</u> defined in RFC 821, used to transfer <u>electronic mail</u> between computers. It is a server to server protocol, so other protocols are used to access the messages.

251. **Simple Unstructured Text Record Syntax (SUTRS)**

A record syntax defined by the ISO23950 standard. If a server transfers a record via ISO23950, there are a number of potential record syntaxes available, including GRS- 1, SUTRS, MARC, and HTML. GRS-1 is for structured information where it is intended that the information be processible by the client. SUTRS is at the other end of the spectrum -- SUTRS should be used only when the server has formatted the information as text for direct screen display. SUTRS should never be used when it is intended that a client be able to process the information, even minimally, except to display it as text to the user.  SUTRS should not be used to carry html (ISO23950 provides a record syntax for html).

**<http://207.103.105.3/NewsAndInfo/FAQs/glossary.htm>**

252. **Simplified SGML for Serial Headers (SSSH)**

A <u>DTD</u> used by journal publishers in all fields, particularly for the purpose of communication from publishers to users.

**[4]**

253. **SIT**

<u>Data</u> <u>compression</u> format used on Apple Macintosh.

254. **Sound Description Interchange Format (SDIF)**

A standard to encode sound.

**ISO/IEC 9069**
*<http://cnmat.cnmat.berkeley.edu/SDIF/>*

₂? **Spider**

See <u>Robot</u>.

255. **Standard Generalised Markup Language (SGML)**

A broad term used to encompass a series of specific <u>markup languages</u>. <u>HTML</u> is a particular application of SGML.

**<http://www.iso.ch/cate/d16387.html>**
*<http://www.pineapplesoft.com/reports/sgml/index.html>*

256. **Standard Multimedia/Hypermedia Scripting Language (SMSL)**

SMSL is considered an application of <u>HyTime</u> (which is, in turn, considered an application of <u>SGML</u>). SMSL is a standardised mechanism for embedding scripts in SGML hyper-documents

*<http://www.permwave.com/smsl.html>*

257. **Standard Page Description Language (SPDL)**

SPDL has its origins in the desire to provide a complete set of standard interchange languages for all stages of the traditional publishing process. <u>SGML</u> provides the language used in interchange at the authoring and editorial stages. <u>DSSSL</u> provides the language for specifying to the typesetter (formatter) how the document is to be composed and presented. SPDL provides the language that enables the style and layout decisions of the formatter to be realised on a variety of imaging surfaces (screen, paper, film, etc).

**ISO/IEC 10180**
**<ftp://ftp.ornl.gov/pub/sgml/WG8/SPDL>**

258. **Static publication**

<u>Publication</u> not regarded as likely to change over time (contents, title or <u>copyright</u>). <u>Monographic</u> works which are currently available in physical forms (books, <u>CD-ROMs</u>, etc.) are examples of static publications.

259. **Submission Information Package (SIP)**

An agreement reached between an OAIS and the Producer that specifies a data model for Data Submission Session. This data model identifies format / contents and the logical constructs used by the Producer and how they are represented on each media delivery or in the telecommunication session.

**[13]**

260. **Summary Object Interchange Format (SOIF)**

The Summary Object Interchange Format (SOIF) was designed as part of the Harvest Architecture developed at the University of Colorado at Boulder. Records in SOIF are designed to be generated by Harvest gatherers and then used for user searches by Harvest brokers. They provide a summary of the resources that a Harvest gatherer has found. The Harvest distribution contains a number of stock gatherer programs that can generate SOIF summaries from plain text, <u>SGML</u> (including <u>HTML</u>), <u>PostScript</u>, MIF and <u>RTF</u> formats.

**[1]**

**<http://harvest.transarc.com/afs/transarc.com/public/trg/Harvest/user-manual/node151.html>**

261. **Surrogate**
     - A limited representation of a full document (usually for purpose of automatic indexing or classification).
     - A representation of a document . It may include metadata such as title information, author, date, subject terms, keywords or consist of an abstract. It may be linked to the full-text of the document itself.  A surrogate may be generated by a search engine from a document or created manually (i.e. cataloguing).
     - A version that stands for an original -- not necessarily an exact reproduction. A copy on microfilm is an example of a surrogate. This use of the word includes lesser versions (e.g., thumbnail images) and reformatted versions (e.g., a digital audio version of an analog recording), but not a part of the whole (e.g., a detail from a photograph). See also <http://www.dascorp.com/products/embark/embarkspec> and <http://www.bodley.ox.ac.uk/icsu/mischoppr.htm> or <http://www.ualberta.ca/~nfriesen/536/wwwsrcht.htm> for uses of the term in the different senses.

     **<http://www.ohio.rlg.org/metawg.html >**

262. **Tag Image File Format (TIFF)**
     File format for storing bit-mapped images. TIFF graphics can be any resolution, and they can be black and white, grey-scaled, or colour. Files in TIFF format often end with a .TIF extension.

     *<http://home.earthlink.net/~ritter/tiff/>*

263. **Tape**
     A magnetically coated strip of plastic on which data can be stored. Storing data on tapes is considerably cheaper than storing data on disks. Tapes also have large storage capacities, ranging from a few hundred kilobytes to several gigabytes. Accessing data on tapes, however, is much slower than accessing data on disks. That's why tapes are generally used only for long-term storage and backup. Typical formats include half inch, quarter inch (QIC), 8mm helical-scan and 4mm DAT cartridges.

264. **tar**
     Short for "tape archive", a UNIX utility that combines a group of files into a single file. The resulting file has a .tar extension. The tar command does not compress files.

265. **Text Encoding Initiative (TEI)**
     Major international initiative within the academic community to provide a standard set of SGML tag definitions that can be used to represent all kinds of electronic information, in particular the datasets generated and used by research projects in linguistics, literature and the humanities in general.

     **<http://www.uic.edu/orgs/tei/>**

266. **Telnet**
     Telnet is the Internet standard protocol for remote terminal connection service. It is originally defined in RFC 854 and extended with options by many other RFCs.

     *<http://www.rad.com/networks/1997/telnet/index.htm>*

?,? **Transcription**
     See Refreshing.

267. **Transmission Control Protocol/Internet Protocol (TCP/IP)**
     A set of protocols developed to allow co-operating computers to share resources across a network. The Internet is an example of a TCP/IP network.

     *<http://pclt.cis.yale.edu/pclt/comm/tcpip.htm>*

268. **Trivial HyperText Transfer Protocol (THTTP)**
     A trivial convention for encoding resolution service requests and responses as HTTP 1.0 or 1.1 requests and responses. The primary goal of THTTP is to be simple to implement so that existing HTTP servers may easily add support for URN resolution.

269. **Unicode**
     A standard for representing characters as integers. Unlike ASCII, which uses 8 bits for each character, Unicode uses 16 bits, which means that it can represent more than 65,000 unique characters.

     **<http://www.unicode.org>**

270. **Uniform Resource Characteristics (URC)**
     A set of attribute/value pairs describing a resource. Some of the values may be URIs of various kinds. Others may include, for example, authorship, publisher, datatype, date, and copyright status

     *<http://www.acl.lanl.gov/URC/>*

271. **Uniform Resource Identifier (URI)**

The generic term for all types of names and addresses that refer to objects on the <u>World Wide Web</u>. A <u>URL</u> is one kind of URI.

**<http://is.internic.net/usv/uri-charter.html>**
*<http://www.acl.lanl.gov/URI/uri.html>*

272. **Uniform Resource Locator (URL)**

A standard addressing scheme used to locate or reference files on the Internet. Used in World Wide Web document s to locate other files. A URL gives the type of resource (scheme) being accessed (e.g., gopher, ftp) and the path to the file. The syntax used is: scheme://host.domain[:port]/path filename.

**<http://info.wgbh.org/upf/glossary.html>**
**<http://www.w3.org/Addressing/URL/Overview.html>**

273. **Uniform Resource Name (URN)**

A storage-independent scheme under development to name all resources on the Internet, which is likely to be adopted by the Internet Engineering Task Force by late 1996. URNs are likely to supersede URLs (Universal Resource Locators) for identification and referencing of networked resources.

**<http://info.wgbh.org/upf/glossary.html>**
*<http://www.acl.lanl.gov/URN/urn-home.html>*

274. **UNIMARC**

International <u>MARC</u> format that accepts records created in any MARC format.

*<http://www.nlc-bnc.ca/ifla/VI/3/p1996-1/unimarc.htm>*

275. **Universal Preservation Format (UPF)**

A file format that utilises a container or wrapper structure. Its framework incorporates metadata that identifies its contents within a registry of standard data types and serves as the source code for mapping or translating binary composition into accessible or useable forms. The UPF is designed to be independent of the computer applications that created them, independent of the operating system from which these application s originated, and independent of the physical media upon which it is stored. The UPF is characterised as "self-described" because it includes within its metadata all the technical specification s required to build and rebuild appropriate media browsers to access its contained material throughout time.

**<http://info.wgbh.org/upf/glossary.html>**

276. **UNIX**

A multi-user, multitasking <u>operating system</u> developed at Bell Labs in the early 1970s. Created by just a handful of programmers, UNIX was designed to be a small, flexible system used exclusively by programmers. Although it has matured considerably over the years, UNIX still betrays its origins by its cryptic command names and its general lack of user-friendliness. This is changing, however, with graphical user interfaces such as MOTIF.

*<http://www.geek-girl.com/unix.html>*

277. **UNIX-to-UNIX CoPy (UUCP)**

A program run under the <u>UNIX</u> <u>operating system</u> that allows one UNIX system to send files to another UNIX system via dial-up phone lines.

278. **Upload**

The act of copying a piece of <u>data</u> and/or code from a local computer to a disk on a remote computer.

279. **Usenet**

<u>Internet</u> facility for public dialog in the form of topical discussion groups ("newsgroups").

**<http://leo.vsla.edu/gloss/glossary.html>**

280. **User Authentication**

Process where a user establishes a right to identity. Usually based on credentials (user ID and password or certificate).

281. **Vector Graphics Format**

Graphics format that use geometrical formulas to represent images. Vector-oriented images are more flexible than bit maps because they can be resized and stretched. In addition, images stored as vectors look better on devices (monitors and printers) with higher resolution, whereas bit-mapped images always appear the same regardless of a device's resolution. Another advantage of vector graphics is that representations of images often require less memory than bit-mapped images do.

282. **Verification**

The act of checking of the physical and logical consistency of a document (are all bits, files correct; are all files present). Checking of the physical medium aims at testing the integrity of the support and the data stored on it. Content checking is concerned with the logical integrity of a document and the authentication of its source.

283. **Version**

A related term for edition. Versions may indicate major or minor changes and, as such, may not constitute a reliable guide to indicate a new edition.

**[6]**

284. **Video for Windows (AVI)**

A format developed by Microsoft Corporation for storing video and audio information. Files in this format have a .AVI extension. AVI files are limited to 320x240 resolution, and 30 frames per second, neither of which is adequate for full-screen, full-motion video. However, Video for Windows does not require any special hardware, making it the lowest common denominator for multimedia applications.

*<http://www.rahul.net/jfm/avi.html>*

285. **Viewer**

A utility program that enables the read of a file in its native format.

286. **Virtual Private Network (VPN)**

A network that is constructed by using public wires to connect nodes. For example, there are a number of systems that enable you to create networks using the Internet as the medium for transporting data. These systems use encryption and other security mechanisms to ensure that only authorized users can access the network and that the data cannot be intercepted.

287. **Virtual Reality Modelling Language (VRML)**

A developing standard for the description of three-dimensional interactive scenes delivered across the Internet.

**ISO/IEC 14772-1:1997**
**<http://www.vrml.org/>**

288. **Volume**

An aggregation of records bound together physically by the creating office for purposes of maintenance and use. The records usually relate to the same subject, derive from the same activity, and/or are arranged in chronological order.

**[9]**

289. **Voluntary deposit**

A system in operation in several countries, usually based on agreements, where publishers deposit voluntary one or more copies of every publication with the deposit libraries.

290. **Warwick Framework**

Container architecture for aggregating metadata objects for interchange.

**[1]**
**<http://cs-tr.cs.cornell.edu:80/Dienst/Repository/2.0/Body/ncstrl.cornell%2fTR96-1593/html>**

291. **WAV**

Format for storing sound in files developed jointly by Microsoft and IBM. Support for WAV files was built into Windows 95.

292. **Wide Area Information Servers (WAIS)**

A distributed information service which offers simple natural language input, indexed searching for fast retrieval, and a "relevance feedback" mechanism which allows the results of initial searches to influence future searches. Public domain implementations are available.

293. **Windows**

A family of Microsoft operating systems for personal computers. Windows operating systems provide graphical user interface (GUI), virtual memory management, multitasking, and support for many peripheral devices.

**<http://www.microsoft.com/windows>**

294. **Work**

A distinct intellectual or artistic creation; a work is an abstract entity.

**[4] [10]**

295. **World Wide Web (WWW)**

A <u>hypertext</u>-based, distributed information system originally created by researchers at CERN in Switzerland.

**<http://www.w3.org/WWW/>**

296. **World Wide Web Consortium (W3C)**

The W3C aims to lead the <u>World Wide Web</u> to its full potential by developing common <u>protocols</u> that promote its evolution and ensure its interoperability. Services provided by the Consortium include: a repository of information about the World Wide Web for developers and users; reference code implementations to embody and promote standards; and various prototype and sample applications to demonstrate use of new technology.

**<http://www.w3c.org>**

297. **WORM**

Acronym for Write Once, Read Many, a generic optical disk technology that allows writing data onto a disk just once. WORM disks can store from 600 MB to over 3 GB of data (unlike <u>CD-ROMs</u>, there is no single standard for WORM disks).

298. **Z39.50**

Z39.50 is an <u>ANSI</u> standard for network information search and retrieval. It allows the user to access remote <u>database</u> records by specifying criteria to identify appropriate <u>records</u>, and then requesting the transmission of some or all of the identified records. It is not limited to the search and retrieval of bibliographic data, but in principle it can be used to search virtually any kind of data.

**<http://lcweb.loc.gov/z3950/agency/>**

299. **Ziv-Lempel**

Algorithm to <u>compress</u> files, which depending of the toll have usually the extensions "ZIP", "Z" (if generated by the Unix command "compress") or "GZIP" (if generated by the GNU tool "gzip"). The GNU tool "gunzip" decompresses also .Z and .ZIP files.

**[14]**

## 1.4 Acronyms

| | |
|---|---|
| ANSI | American National Standards Institute (standardising organisation) |
| ASCII | American Standard Code for Information Interchange (standard) |
| AVI | File extension for "Video for Windows" |
| BBS | Bulletin Board System |
| CBT | Computer Based Training |
| CD | Compact Disc (media format) |
| CD-AUDIO | Compact Disc-AUDIO (media format) |
| CDDA | Compact Disc Digital Audio (media format) |
| CD-I | Compact Disc Interactive (media format) |
| CD-PLUS | Compact Disc-PLUS (media format) |
| CD-R | Compact Disc-Recordable (media format) |
| CD-ROM | Compact Disc-Read Only Memory (media format) |
| CD-ROM-R | Compact Disc-Recordable (media format) |
| CD-ROM XA | Compact Disc-Read Only Memory eXtended Architecture (media format) |
| CD-RW | Compact Disc-ReWritable (media format) |
| CDTV | Commodore Dynamic Total Vision (media format) |
| CD-V | Compact Disc Video (media format) |
| CD-WO | Compact Disc-Write Once (media format) |
| CGI | Common Gateway Interface (application protocol) |
| CGM | File extension for "Computer Graphics Metafile" |
| DC | Dublin Core (metadata specification) |
| DOI | Digital Object Identifier (an URI implementation) |
| DPI | Dots per Inch (measure for graphical resolution) |

| | |
|---|---|
| DSSSL | Document Style Semantics and Specification Language |
| DTD | Document Type Definition |
| DVD | Digital Video Disc (media format) |
| EAD | Encoding Archival Description |
| EBCDIC | Extended Binary-Coded Decimal Interchange Code |
| ECMA | European Computer Manufacturers Association |
| EDIFACT | Electronic Data Interchange For Administration, Commerce and Transport |
| FOSI | Formatting Output Specification Instance |
| FTP | File Transfer Protocol (communication protocol) |
| GIF | File extension for "Graphics Interchange Format" |
| GRS | Generic Record Syntax (Z39.50 syntax) |
| GZ | File extension for "GZIP file" (Ziv-Lempel encoding by GNU tool) |
| GZIP | File extension for "GZIP file" (Ziv-Lempel encoding by GNU tool) |
| HTM | File extension for "HyperText Markup Language" |
| HTML | File extension for "HyperText Markup Language" |
| HTTP | HyperText Transfer Protocol (communication protocol) |
| Hytime | Hypermedia Time-based Structuring Language (multimedia format) |
| IETF | Internet Engineering Task Force (standardising body) |
| IFLA | International Federation of Library Associations and Institutions |
| ILL | Inter Library Loan (service protocol) |
| IMAP | Internet Message Access Protocol |
| IPsec | IP Security (communication protocol) |
| ISAM | Indexed Sequential Access Method |
| ISBD | International Standard Bibliographic Description |
| ISBD(CF) | International Standard Bibliographic Description (Computer Files) |
| ISBD(ER) | International Standard Bibliographic Description (Electronic Resources) |
| ISBN | International Standard Book Number |
| ISMN | International Standard Music Number |
| ISO | International Organisation for Standardisation |
| ISSN | International Standard Serial Number |
| ITU | International Telecommunications Union (standardising organisation) |
| JFIF | File extension for "Joint Photographic Experts Group" |
| JPEG | File extension for "Joint Photographic Experts Group" |
| JPG | File extension for "Joint Photographic Experts Group" |
| MAJOUR | Modular Application for Journals (SGML DTD) |
| MID | File extension for "Musical Instrument Digital Interface" |
| MIDI | File extension for "Musical Instrument Digital Interface" |
| MIME | Multipurpose Internet Mail Extensions (message format) |
| MOOV | File extension for "QuickTime" |
| MOV | File extension for "QuickTime" |
| MOVIE | File extension for "QuickTime" |
| MP3 | File extension for "Moving Picture Experts Group" |
| MPEG | File extension for "Moving Picture Experts Group" |
| MPG | File extension for "Moving Picture Experts Group" |
| MS-DOS | MicroSoft-Disk Operating System (operating system) |
| NISO | National Information Standards Organisation (standardising organisation) |
| NNTP | Network News Transfer Protocol (service protocol) |

| | |
|---|---|
| OCR | Optical Character Recognition |
| ODA | Open Document Architecture |
| OPAC | On-line Public Access Catalogue |
| PDF | File extension for "Portable Document Format" |
| PERL | Practical Extraction and Report Language (scripting language) |
| PGP | Pretty Good Privacy (encryption technique) |
| PNG | File extension for "Portable Network Graphics" |
| POP | Post Office Protocol |
| POSIX | Portable Operating System Interface for UNIX |
| PURL | Persistent Uniform Resource Locator |
| PS | File extension for "Postscript" |
| QT | File extension for "QuickTime" (video) |
| RTF | File extension for "Rich Text Format" (ASCII coding) |
| SDIF | Sound Description Interchange Format |
| SGML | Standard Generalised Markup Language |
| S-HTTP | Secure HyperText Transfer Protocol |
| SIT | File extension for "SIT file" |
| S/MIME | Secure Multipurpose Internet Mail Extensions Protocol |
| SMSL | Standard Multimedia/Hypermedia Scripting Language |
| SMTP | Simple Mail Transfer Protocol |
| SOIF | Summary Object Interchange Format |
| SPDL | Standard Page Description Language |
| SSL | Secure Sockets Layer (communication protocol) |
| SSSH | Simplified SGML for Serial Headers (SGML DTD) |
| SUTRS | Simple Unstructured Text Record Syntax (Z39.50 syntax) |
| TAR | File extension for "Tar file" |
| TAR.GZ | File extension for "Tar file compressed with GZIP" |
| TCP/IP | Transmission Control Protocol/Internet Protocol (communication protocol) |
| TEI | Text Encoding Initiative |
| THTTP | Trivial Hypertext Transfer Protocol |
| TIF | File extension for "Tag Image File Format" |
| TIFF | File extension for "Tag Image File Format" |
| TXT | File extension for "ASCII file" |
| UPF | Universal Preservation Format |
| URC | Uniform Resource Characteristics |
| URI | Uniform Resource Identifier |
| URL | Uniform Resource Locator |
| URN | Uniform Resource Name |
| UUCP | UNIX-to-UNIX CoPy (protocol) |
| W3C | World Wide Web Consortium (standardisation organisation) |
| WAIS | Wide Area Information Servers |
| WAV | File extension for "WAV file" |
| WEB | World Wide Web |
| WWW | World Wide Web |
| Z | File extension for "compressed Z file" (Ziv-Lempel encoding) |
| ZIP | File extension for "compressed ZIP file" (Ziv-Lempel encoding) |

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**Many glossary definitions were adapted from:**

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OII Standards and Specifications List <http://www2.echo.lu/oii/en/oiistand.html>