

HARROD'S LIBRARIANS' GLOSSARY

AND REFERENCE BOOK

Sixth Edition

Compiled
by
RAY PRYTHERCH

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HARROD'S LIBRARIANS' GLOSSARY

of terms used in librarianship, documentation
and the book crafts

AND REFERENCE BOOK

Sixth Edition

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by
RAY PRYTHERCH

Gower

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Preface to the sixth edition

This *Glossary* is intended as a terminological reference source for a range of professions, trades, and crafts: librarianship, information science, archive work, authorship, publishing, the printing industry, the book trade, binding and conservation. In many of these fields developments in the last ten years have been very rapid, and have changed the character of the traditional approach to users, materials and processes.

The *Library and Information Services Council* have commented in their paper *Professional education and training for library and information work: a review* (Office of Arts and Libraries, 1985) on the wide range of skills now appropriate; these include such disparate roles as authorship, editing, printing, primary publishing, document delivery, collection management, conservation, database and catalogue production, thesaurus construction, system design and management, on-line computing and searching, the management of resources, records and archives, information analysis and repackaging, question and answer services, marketing, research, advice, brokerage, signposting and referral, exhibitions and consultancy.

These changes have necessitated a sixth edition of the *Glossary* sooner than might have been expected, and have caused the inclusion of a variety of terms from peripheral, non-traditional fields that now form part of the central ground of these professions and trades. Over 400 terms from the fifth edition have been revised or removed, and over 600 new entries included.

It had seemed likely that the *Glossary* would need a radical reappraisal, splitting the book craft and printing terms from the database jargon for example, but more mature consideration convinces me that the time for this has not yet come. A major advantage remains that the *Glossary* presents in one volume historical and current information, the older but still relevant terms, with the newest. As a reviewer of the fifth edition wrote in the *Bookseller*, 'The traditional base on which the work is built . . . has been used as a foundation for a glossary that now has a relevance beyond the already flexible boundaries of librarianship'. Other reviewers and many correspondents have urged revision rather than restructuring, and this has seemed the prevalent view.

The *Glossary* remains primarily British in its fundamental scope, but includes important American, Indian, Australian, African and European terms which should ensure its value internationally. Several countries have partial glossaries of these fields, but none matches the extent and depth of this volume.

The simplest criterion for inclusion is that a term be found regularly in the ordinary run of professional or trade literature of the field. Historical terms remain relevant and older technological terms need to fade out gradually as the equipment is discarded and references disappear, rather than excised at once. For the developing fields of computing and information technology the problem of currency is insoluble with current normal methods of production: ten to twelve months will pass between preparation of this edition and its publication. Major databases, networks, and automated systems are included; smaller-scale, local work of limited novelty is not, unless the literature regularly mentions it. As in previous editions, I have tried to strike a balance between simple definition and lengthy explanation; generally the *Glossary* should stand by itself, but for complete information the researcher will use it as an indication of subject topic and search the literature in more depth to supplement it.

I hope therefore that the *Glossary* will remain relevant to all those who work in the information handling industries, from those whose concern is with the book or manuscript as a physical item, through those in the social, recreational, educational, scientific, industrial or commercial fields, to specialists in automated methods of production and manipulation. It has been of great benefit to receive comments and advice from users of the fifth edition, and I hope again that those who find omissions or errors will advise me accordingly.

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May 1986.

Historical Note

In the mid 1930s the Library Association (which was then the only British examining body in librarianship apart from the Library School at London's University College) proposed that an examination paper in library terminology should be set. As there was no publication which was suitable for students studying for this paper, L. M. Harrod immediately set about compiling *The Librarians' Glossary* which when published in 1938 by Grafton was a rather small book of 176 pages. A decision on the setting of such a paper by the Library Association was deferred for two years and then the proposal was not accepted, but in the meantime the *Glossary* apparently filled a need, for it sold steadily and in August 1954 the copy for a revised edition (which was about twice the size of the first edition) was sent to the publisher. This edition however was not published until 1959 owing to the death of Miss Frank Hamel who was the owner of Grafton. Very soon afterwards André Deutsch took over the Grafton publications and new updated editions were called for, prepared and published in 1971 and 1977.

Ever since the end of the Second World War there had been considerable developments in library services, practices and techniques, not only in public services but also in commercial, industrial and university library provision. Not only were librarians expected to know about the various aspects of book production and library services, but also about library co-operation both national and international, all of which were developing rapidly. New technical inventions and developments in non-library fields were influencing the mechanics of library practice, and certain branches of library work were becoming more highly specialised. The *Glossary* endeavoured to cover these in each of the succeeding and greatly enlarged editions of 1971 and 1977, each of which became out of print in a shorter time than had the earlier editions. The basic content of the 4th edition was still the glossary proper, and a rough count indicated that 310 terms had been expanded and 690 more terms were defined; of other types of terms, there had been 130 amendments and 400 additions. In order to keep that edition a reasonable size physically, the Latin names of towns used on the title pages of books, the classified list of terms and

the précis of the Public Library and Museums Act of 1964 were omitted. Even so, the text occupied 903 pages compared with 694 in the third edition.

The Gower Publishing Company acquired the Grafton Series of Books in 1981. It was their wish to see a fifth edition published, with the minimum of delay and R. J. Prytherch was asked to prepare this. Some 700 entries were revised, and over 300 new terms added. L. M. Harrod was appointed Advisory Editor for the fifth edition, and took a keen interest in its preparation; his death in 1984 was a great loss to the profession, but his work on the foundations of the *Glossary* will be remembered for many years.

Advice on using the *Glossary*

The word-by-word method of filing is used; acronyms and abbreviations, whether pronounceable or not, are treated as words and filed in the alphabetical sequence in their appropriate place.

Where there is a choice between a full term and an acronym, the entry appears under whichever is likely to be more commonly sought, with a reference from the alternative expression.

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Glossary

36-LINE BIBLE. Printed in Latin anonymously at Bamberg c. 1460, probably by Heinrich Keffer. It has 882 printed leaves, two columns to a page, 36 lines in each column.

42-LINE BIBLE. See MAZARIN BIBLE.

48-LINE BIBLE. The Bible printed by Johann Fust and Peter Schöffer at Mainz on 14th August 1462. The type, a medium gothic of humanistic design, was probably cut specially for this work in which it first appears. Many copies were printed on vellum.

3M/LIBRARY ASSOCIATION LIBRARY RESEARCH BURSARY. An annual award given to develop the best research outline submitted on a given theme. The award is intended to fund a six-month programme, with a personal prize also for the winner.

A4 SIZE. A European standard size of paper, 210×297 mm (8.27×11.69 inches). See also DIN, PAPER SIZES for a complete table of sizes.

A5 SIZE. A European standard size of paper, 148×210 mm (5.83×8.27 inches). See also DIN, PAPER SIZES for a complete table of sizes.

A7 LIBRARY CARD. Standard size card of 74×105 mm (2.91×4.13 inches), eight of which can be cut from a DIN A4 sheet of 210×297 mm (8.27×11.69 inches). Also called 'A7 size card'. See also CARD, DIN, PAPER SIZES for a complete table of sizes, STANDARD SIZE CARD.

AACOBS. Acronym for the AUSTRALIAN ADVISORY COUNCIL ON BIBLIOGRAPHICAL SERVICES (*q.v.*).

AACR. Acronym for Anglo-American Cataloguing Rules; the first edition appeared in 1966 (North America) and 1967 (U.K.). A second edition (AACR 2) published in 1978, is the product of a Revision Committee including representatives from the British Library, the Library of Congress, the British and American Library Associations and the Canadian Committee on Cataloguing. AACR 2 is jointly published by the ALA, LA and Canadian LA. Documents used as a foundation include ISBD(M), ISBD(G) and the PARIS PRINCIPLES (*qq.v.*).

- AAL.** Association of Assistant Librarians (*q.v.*).
- AALL.** American Association of Law Libraries (*q.v.*).
- AAP.** Association of American Publishers, Inc. (*q.v.*).
- AASL.** American Association of School Librarians (*q.v.*).
- ABACUS.** Acronym for Association of Bibliographic Agencies of Britain, Australia, Canada and the United States. Holds annual meetings to exchange information and discuss topics of mutual concern.
- ABBREVIATED CATALOGUE ENTRY.** A catalogue entry (title, subject, translator, etc.) which does not give as much information as the main entry card. *See also* ADDED ENTRY.
- A.B.C.** *Abridged building classification for architects, builders and civil engineers.* *See* INTERNATIONAL COUNCIL FOR BUILDING RESEARCH, STUDIES AND DOCUMENTATION.
- ABERRANT COPY.** One in which binding or machining errors, and not merely defects, occur, and the correct state of which can be recognized.
- ABHB.** Abbreviation for *Annual bibliography of the printed book and libraries* which began publication by Nijhoff, The Hague, in 1973. It is issued under the auspices of the Committee on Rare and Precious Books and Documents.
- ABLISS.** Association of British Library and Information Studies Schools (*q.v.*).
- ABN.** Acronym for Australian Bibliographic Network; the National Library of Australia automated network, which began in 1981. 60 participants are expected by the end of 1985.
- ABRIDGED DECIMAL CLASSIFICATION.** An abridgement of Dewey's *Decimal Classification* intended for use in small libraries.
- ABRIDGED EDITION.** An edition in which the author's text is reduced in length, or which summarizes the original text of a work. *See also* EXPURGATED EDITION.
- ABRIDGEMENT.** *Synonymous with* EPITOME (*q.v.*).
- ABSOLUTE LOCATION.** *See* FIXED LOCATION.
- ABSOLUTE SIZE.** *See* EXACT SIZE.
- ABSORBENCY.** The ability of paper to absorb printing ink. This quality varies widely between different papers.
- ABSORBENT PAPER.** Paper having the quality of absorbing and retaining ink or other liquid.
- ABSTI.** (Canadian) Advisory Board on Scientific and Technological Information. Set up in 1969 by the National Research Council to create an information system for engineering and the natural sciences.

ABSTRACT. 1. A form of current bibliography in which sometimes books, but mainly contributions to periodicals, are summarized: they are accompanied by adequate bibliographical descriptions to enable the publications or articles to be traced, and are frequently arranged in classified order. They may be in the language of the original or be translated. Periodicals which contain only abstracts are known as journals of abstracts or abstract journals. Abstracts may be *indicative*, mainly directing to the original; *informative*, giving much information about the original, summarizing the principal arguments and giving the principal data; or *evaluative*, when they comment on the worth of the original. A *general* abstract is one which covers all essential points in an article, and is provided where the interests of readers are varied and known to the abstractor only in general terms. A *selective* abstract contains a condensation of such parts of an article known to be pertinent to the needs of the clientele and is prepared by a librarian (a) for the executives, research workers and specialists within his organization or those normally making use of library services, (b) in response to a request for a literature search, or (c) to keep the staff of the organization or users of the services informed of developments in their field as revealed in the daily or periodical press, documents or reports. An *author* abstract is one written by the author of the original article. A *comprehensive abstracting service* endeavours to abstract every publication and article appearing in its subject field, whereas a *selective abstracting service* selects for abstracting only those publications and articles which it considers are likely to be of use to a specific class of reader. 2. The individual entry in an abstract journal. 3. In law libraries two further types of abstract are found: a *locative* abstract, which specifies where the original document can be traced, and an *illative* abstract which specifies the general nature of the material in the document. 4. Printers' type, the design of the face of which is based on a mechanical drawing, with more or less straight edges and lines of uniform thickness, having no serifs (sans-serif) or square serifs of the same weight as the letter (block-serif). Futura, Lydian and Optima are examples of sans-serif, and Beton, Cairo, Karnak and Memphis of block-serif. See also PSEUDO ABSTRACT, SYNOPSIS, TYPE FACE.

ABSTRACT BULLETIN. A publication, produced by any duplication, printing, or other means, which consists of abstracts. Also called 'Abstract journal'.

ABSTRACT CARD. A card, on which is entered an abstract of a document or of an article in a periodical.

ABSTRACT JOURNAL. See **ABSTRACT**.

ABSTRACTING SERVICE. The preparation of abstracts, usually in a limited field, by an individual; an industrial organization for restricted use, or a commercial organization; the abstracts being published and supplied regularly to subscribers. Also the organization producing the abstracts. Such services may be either comprehensive or selective. Also called 'Secondary service'.

ABSTRACTION. The mental process of dividing and grouping which is involved in classifying.

ABTAPL. Abbreviation for Association of British Theological and Philosophical Libraries. Founded in October 1956 on the recommendation of the International Association of Theological Libraries to promote the interests of libraries, scholars and librarians in these fields and to foster co-operation between them. One of its main objects is to make the bibliographical resources of constituent members as widely known as possible. Publishes *Bulletin* (q.). See also **SCOTAPLL**.

ACA. Association of Canadian Archivists (q.v.).

ACADEMIC LIBRARIES. Those of universities, polytechnics, colleges, schools, and all other institutions forming part of, or associated with, educational institutions.

ACANTHUS. An ornament, representing two acanthus leaves pointing different ways, used in tooling book-bindings.

ACCENT. A mark used in typesetting to indicate a stress or pitch in spoken language.

ACCESS. In information retrieval (i) a device or method whereby a document may be found; (ii) permission and opportunity to use a document; (iii) the approach to any means of storing information, e.g. index, bibliography, catalogue, computer terminal.

ACCESS. (*Archives*) Availability of government archives to the general public; such documents are subject to restrictions of confidentiality for a specified number of years. Similar restrictions are also sometimes applied to donations or bequests of other kinds of documents to archive depositories or libraries. Such documents are said to be 'closed' until their access date is reached and 'open' when the period of restriction has expired.

ACCESS POINT. (*Indexing*) Any unique heading, or heading with its **QUALIFIER** (q.v.) in an index. An element used as a means of entry to a file.

ACCESS TIME. The time interval between the call for a specified item of data to be transferred to or from a selected address in computer storage, and (a) the completion of the transfer, or (b) the commencement of the transfer.

ACCESSION. 1. To enter in an **ACCESSIONS REGISTER** (*q.v.*) particulars of each book in the order of its acquisition. 2. (*Archives*) The act of taking documents into physical custody in an archival agency, records centre, or manuscript repository, and recording same. In some cases transfer of legal title may also be involved.

ACCESSION BOOK. See **ACCESSIONS REGISTER**.

ACCESSION CARD. See **ACCESSIONS REGISTER**.

ACCESSION DATE. The date on which a publication is entered in the **ACCESSIONS REGISTER** (*q.v.*).

ACCESSION DEPARTMENT. See **ACCESSIONS SECTION**.

ACCESSION NUMBER. The number given a book from the **ACCESSIONS REGISTER** (*q.v.*).

ACCESSION ORDER. The arrangement of books on the shelves according to the order of their addition to a class; a numerical and chronological, as distinguished from a classified, arrangement.

ACCESSION PART OF THE CRITICISM NUMBER. See **ASSOCIATED BOOK**.

ACCESSION RECORD. See **ACCESSIONS REGISTER**.

ACCESSION SLIP. See **PROCESS SLIP**.

ACCESSION STAMP. A rubber stamp which is impressed on the back of a title page; when the information is written in the appropriate panels of which the stamp is comprised, it gives much information concerning the records, and processing, of the individual book.

ACCESSIONS. A group term indicating additions to the stock of a library.

ACCESSIONS CATALOGUE. *Synonymous with* **ACCESSIONS REGISTER** (*q.v.*).

ACCESSIONS LIST. See **ACCESSIONS REGISTER**.

ACCESSIONS REGISTER. The chief record of the stock added to a library. Books are numbered progressively as they are added to stock and entered in the register. It may be in book form, on cards, or on a computer database, and may give a condensed description of the acquisition and history of each book from its reception to its withdrawal.

ACCESSIONS SECTION. A section of a cataloguing or processing

department which is concerned with accessioning library materials.

ACCIDENT. See **PREDICABLES**, **FIVE**.

ACCOMPANYING MATERIAL. (*Cataloguing*) Material such as an atlas, portfolio of plates, videotape, software, etc., which is intended to be kept in physical conjunction with a publication, and to be used with it.

ACCORDION FOLD. Paper used on line printers or teletypewriters is stored in page lengths that are folded so that each fold is in the opposite direction to the previous fold, in the manner of the bellows of an accordion. Also termed 'Zigzag fold', 'Concertina fold'.

ACCREDITATION (U.S.A.). The procedure operated by the American Library Association for approval of schools running courses in library science.

ACHLIS. See **AUSTRALIAN CLEARINGHOUSE FOR LIBRARY AND INFORMATION SCIENCE**.

ACID BLAST. The spraying of half-tone and zinc plates with acid as part of the etching process. This results in a sharper image.

ACID-FREE PAPER. In principle, paper which contains no free acid or having a pH value (when determined by the standard method) of 7 or more. Commercial practice permits a limited amount of acid under this designation. See also **pH VALUE**.

ACID RESIST. An acid-proof protective coating which is applied to metal plates before etching.

ACKNOWLEDGEMENT. Characters sent between receivers and senders of data to indicate readiness to proceed.

ACORDD. Acronym for the Advisory Committee for the Research and Development Department (of the British Library).

ACOUSTIC COUPLER. A computer and a remote terminal connected by a telephone line require an acoustic coupler to receive and transmit sound tones.

ACQUISITION. The processes of obtaining books and other documents for a library, documentation centre or archive.

ACQUISITION DEPARTMENT. The department of a library concerned with the ordering of books and possibly their cataloguing and processing also. Often other functions such as obtaining books by exchange or gift, administration of serials and binding are undertaken. See also **CATALOGUING DEPARTMENT**, **ORDER DEPARTMENT**, **TECHNICAL SERVICES DEPARTMENT**.

ACQUISITION RECORD. A record of all books and other material

added or in process of being added; it is usually kept in alphabetical order. It may be (1) in two parts consisting of (a) a file of orders completed and of orders outstanding, and (b) a register of periodicals — including government publications — received, or (2) separate files for each of these records. If a DEAD FILE (*q.v.*) is kept this would also be considered a part of the acquisition record.

ACQUISITIONS OFFICER. An assistant who undertakes the duties necessary for acquiring new books for a library.

ACRILIS. Acronym of the Australian Centre for Research in Library and Information Science which has been established to pool the resources of documents, reports, theses, expertise and international contacts available at the Information Resources Centre and the Department of Library and Information Science at the Riverina College of Advanced Education at Wagga Wagga, and to collect research reports worldwide with the objects of making them available throughout Australia, promoting research, maintaining indexes to research methodology and abstracts, etc.

ACRL. Association of College and Research Libraries (*q.v.*).

ACROGRAPHY. A method of producing relief surfaces on metal or stone by means of tracing with chalk, for making electrotypes or stereotype plates.

ACRONYM. A word formed from the initial letter or letters of each of the successive parts of the name of an organization, group or term, e.g. IMCE (International Meeting of Cataloguing Experts), Unesco (United Nations Educational Scientific and Cultural Organization), FLIP (Film Library Instantaneous Presentation), WISI (World Information System on Informatics).

ACROPHONY. In pictographic writing, the principle that the value of each consonant is the value of the first letter of its name, as the *b* of *beth*, the *g* of *gimel*, and the *d* of *daleth*.

ACSI. Association Canadienne des Sciences de l'Information. *See entry under* CANADIAN ASSOCIATION FOR INFORMATION SCIENCE.

ACTING EDITION. An edition of a play which gives directions concerning exits, entrances, properties, etc. It is intended for actors and is often published in a limp cover, usually of paper.

ACTIVE RECORDS. *See* CURRENT RECORDS.

ACTIVITY. (*Information Retrieval*) A term which indicates that a record in a MASTER FILE (*q.v.*) is used, referred to or altered.

ACTIVITY RATIO. (*Information Retrieval*) The ratio of the number of records in a file which have ACTIVITY (*q.v.*) to the total number of records in that file.

ACTUAL ARRANGEMENT. See **IDEAL ARRANGEMENT.**

ACURIL. Association of Caribbean University and Research Libraries (*q.v.*).

Ad loc. Abbreviation for *ad locum* (Lat. 'At the place cited').

ADAMS REPORT. The 'Report on library provision and policy' by Professor W. G. S. Adams to the Carnegie United Kingdom Trustees (C.U.K.T., 1915). The Report, which contained much statistical information, related especially to grants made by Andrew Carnegie to develop public libraries, and presented a view of future policy.

ADAPSO. Association of Data Processing Service Organizations (U.S.), represents some 750 corporate members who provide various computer services — software products, software services, processing services, integrated systems, training, and consultancy.

ADAPTATION. 1. A book that has been re-written or edited, wholly or in part, for a particular purpose such as for reading by children when the original was intended for adults, or a novel adapted for dramatic presentation. Not to be confused with an abridgement or **EPITOME** (*q.v.*). 2. A work re-written or presented in another intellectual form to serve a different purpose from the original version, or converted into a different literary form.

ADAPTER. One who adapts a literary work by simplifying the text, omitting passages, or changing its form, e.g. novel into play.

ADBPA. Association pour le Développement des Bibliothèques Publiques en Afrique. See entry under **ASSOCIATION FOR THE DEVELOPMENT OF PUBLIC LIBRARIES IN AFRICA.**

ADC. Association of District Councils (*q.v.*).

ADD INSTRUCTIONS. In the 18th ed. and 19th ed. of Dewey's Decimal Classification, 'add instructions' which specify exactly what digits should be added to what base number, replaced the 'divide-like' notes. See also **DIVIDE LIKE THE CLASSIFICATION.**

ADDAMS AWARD, JANE. Awarded annually by the Jane Addams Peace Association and the Women's International League for Peace and Freedom to the children's book of the year best combining literary merit, themes of brotherhood, and creative solutions to problems.

ADDED COPIES. Duplicate copies of titles already in stock. Not to be confused with **ADDED EDITION** (*q.v.*).

ADDED EDITION. A different edition from the one already in the library.

ADDED ENTRY. 1. A secondary catalogue entry, i.e. any other than

the **MAIN ENTRY** (*q.v.*). Where printed cards are used, it is a duplicate of the main entry, with the addition of a heading for subject, title, editor, series, or translator. When printed cards are not used, the added entry is formed from the main entry by the omission of all or part of the imprint and collation, and sometimes of sub-titles, and the addition of an appropriate heading. It must not be confused with a **CROSS REFERENCE** (*q.v.*). Added entries may be made for editor, title, subjects, series, illustrator, translator, etc., and in the case of music, for arranger, librettist, title, medium, form, etc. additionally. *See also* **GENERAL SECONDARY**. 2. The heading chosen for an added entry.

ADDED TITLE ENTRY. An entry, not being a main entry, made under the title for books with distinctive titles or in cases where title entries would be an advantage, such as anonymous works.

ADDED TITLE-PAGE. A title-page additional to the one from which a main entry for a catalogue entry is made. It may precede or follow the one chosen and may be more general, such as a series title-page, or may be equally general, as a title-page in another language, and placed either at the beginning or end of a book. *See also* **PARALLEL TITLE**.

ADDENDUM (*Pl.* **ADDENDA**). 1. Matter included in a book after the text has been set. It is printed separately and is inserted at the beginning or end of the text; it is less extensive than a **SUPPLEMENT** (*q.v.*). 2. A slip added to a printed book. *See also* **CORRIGENDA**.

ADDITION. (*Classification*) The simple extension of an existing **ARRAY** (*q.v.*), either by interpolation or extrapolation.

ADDITION. (*Noun*) A book or other item that has been obtained for addition to the stock of the library. This term is sometimes used to refer to such items before they have been accessioned.

ADDITIONAL DESIGNATION. (*Cataloguing*) Explanatory information, e.g. dates, place of birth or residence or a **HONORIFIC TITLE** (*q.v.*) added to a name for purposes of distinguishing it from other identical names. *See also* **DESCRIPTOR**.

ADDRESS. 1. A label, name or number which designates a register, a location, or a device in a computer where information is stored. 2. That part of an instruction in a computer programme which specifies the register, location or device upon which the operation is to be performed.

ADDRESS TABLE. (*Information retrieval*) A list that links the leading term of each entry to the location, or address, of an entry