



# ***Dictionary of Library and Information Sciences***

*English – Chinese / Chinese – English*  
*by Li Heng*

## **图书馆学与情报科学 词典**

**英汉 汉英 对照  
李 蓥 编 著**

**K·G·Saur München · New York · London · Paris**

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词 典

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# Foreword

The *Dictionary of Library and Information Sciences* is the first dictionary of its kind which is bilingual and has a bilingual index using the Chinese phonetic alphabet. The preparation of the dictionary is an attempt to provide users with an up-to-date reference work which is oriented to practical use. The dictionary has a total of more than 1,800 terms with their definition. Terms selected for inclusion are those most frequently encountered by librarians, students, and others in the course of their daily work. Each term is followed by one or more definitions; where usage varies, only meanings and definitions applicable to most modern library environments are given. Of the terminology, a great many have no standard equivalents in Chinese language, thus many terms can be translated in various ways. Emphasis was placed on using modern Chinese and aiming to make the definitions of terms clear and precise.

The dictionary is arranged on a word-by-word basis. Hyphenated words are arranged as if they were separate words if the part preceding the hyphen has a separate meaning. A term with a hyphenated prefix has been treated as one word. Entries will usually be found in the main sequence under full forms with their acronym or abbreviation in parentheses, where these short forms are frequently used in the library profession. A separate list of acronyms and abbreviations refers the user to the corresponding entry of the full form.

An index in Chinese phonetic alphabetical order is provided for users. This serves as a Chinese-English dictionary. The special feature of this index is complete alphabetic access by means of the Pinyin spelling. The Chinese entries are alphabetically arranged in accordance with the transcription of the first character of the term. Succeeding syllables of an entry are in alphabetic order on a Chinese character-by-character basis; thus, combined syllables, spacing, and tones are ignored in the sequencing. It is confidently expected that the presentation of Chinese terminology in an alphabetic system will reduce access time for users.

In this first edition of my first attempt of a bilingual dictionary there is bound to be room for improvement. Readers' valuable suggestions toward further editions will be greatly appreciated.

Li Heng

Champaign, Illinois  
January 1984

## 出版说明

《图书馆学与情报科学词典》是一本英汉对照专业性词典，附有按汉语拼音顺序排列的索引以供读者查阅，因此在词典的形式和内容上可称是一部首创著作，本词典的编写试图提供读者一部内容更新，又切合实用的工具书。本词典共收 1,800 术语条目，详加解说或叙述。在编写过程中尽可收入学者，图书馆工作人员，图书馆系学生在工作，学习中经常遇到的专业用语。一个术语如有数个不同用法时，以选择最新用法为主。有些图书馆学及情报科学方面的术语迄今尚无固定的中文译名，因而有各种不同的译法，在本词典的翻译中采用现代汉语为主，词语译义力求简明准确。

词典正文是按英文字母逐字排列的规则顺序排列，带有连字符号的术语条目作为二个单词来安排。但带有前置词属接头词的术语则按一个单词来排列。在图书馆工作中，有些惯用的缩写词语或简称在本词典中采用该术语或名称的全名形式为主，并在该条目后面圆括号内注明其缩写形式。另在汉语拼音索引之后附有简称缩写与其全名对照表，以便读者查找。

本词典编有按汉语拼音顺序排列的索引，並和汉字及英译语词並列对照，因而亦是一部汉英词典。该索引的特点是便利读者用汉语拼音音节来检索词条。各条目的首字音节和其相继音节，不论是单音节或是组合音节，也不计四声先后，一律按逐字排列的规则顺序排列。读者可以很快的查到所需的词条。

本词典的出版，作为新的尝试，不免存有缺点，谨请读者提出宝贵意见，以便再版时修改订正。

李衡

伊州香檳城  
一九八四年正月

# Acknowledgements

## 致 谢

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# The Dictionary

## 词 典

### A —————

#### Abbreviated catalog card

Abridged or shortened version, lacking bibliographic details.

#### 简缩目录卡片

简短从略、著录事项不完全的目录片卡。

#### Abbreviation

Shortened, abridged, or reduced form of word or phrase. Often initials.

#### 简略字

短缩简称的外文字或词组通常由外文的首字母组成。

#### Abridged edition

Shortened, abbreviated synthesis.

#### 简缩版

原著经过删节或简缩的图书。

#### Abstract

A summary or epitome of a document.

#### 文摘

文献论文的简介或是提要。

#### Abstracting service

Agency offering to prepare condensed or brief versions of longer articles or books for a fee, or by subscription.

#### 文摘服务工作

专为文献图书作文摘工作的商业性服务机构。

#### Abstracts journal

Periodical publication usually devoted to one subject which presents factual data in condensed form.

#### 文摘杂志

多半是限于某一学科的定期刊物，提供读者主要的简短的情报资料。

#### Access point

A name, term, code, etc. under which a bibliographic record may be searched and identified.

#### 检索项

用以检索和识别每个记录中的著录项目，如名称项、主题项、国际标准书号等。



**Access time**

Time required of a computer system for a storage unit to locate an item of information in its files for delivery to the CPU or to an output device.

**Access to stacks**

Admittance to library stacks by users.

**Accessibility**

The condition or quality of being accessible. In information science the term refers to the ease of access to information.

**Accession number**

Identifying number assigned each book in order of acquisition.

**Accessions**

This includes the selection, ordering, checking-in, renewal of subscriptions and sending of claims notices when issues are not received.

**Accompanying material**

Material that is issued with the item and is intended to be used in conjunction with it.

**Accredited library school**

A school for the training of librarians which has been approved by the American Library Association.

**Acquisition**

The act of obtaining library materials by any means.

**Acquisitional policy**

Agreed upon plans covering the procurement of books.

**索取时间**

向计算机存储器请求信息到信息从存储器输入中央处理机或是输出所需的时间。

**书库的存取**

指用户使用藏书库的便利。

**检索性**

便于检索的条件或性能，在情报科学中是指情报检索的便易性。

**登记号码**

每本图书到馆后的登记号码。

**图书登记**

包括选择、订购、登记、续订及催索图书通知单的记录。

**附件**

必需和出版物一起使用的随书附带的材料。

**立案图书馆学校**

经美国图书馆协会鉴定认可从事培训图书馆专业人才之院校。

**采购**

有关订购图书资料的各方面业务。

**采购规则**

图书采购的基本原则。

**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.

**Activity ratio**

The ratio of the number of updated records in a file to the total number of records in that file.

**Adaptation**

A work that has been re-written or edited for a particular purpose such as for reading by children when the original was for adults, or a novel adapted for dramatic presentation.

**Added copy**

Duplicate copy of same title and edition already in library.

**Added entry**

A secondary entry in a card catalog, i.e., any entry other than the main entry.

**Added entry card**

Secondary or additional catalog card used to further describe or identify a work.

**Added title page**

A title page additional to the one from which a main entry for a catalog entry is made.

**Added title page title**

If a publication is issued with two title pages, the title of the second title page is called Added title page title.

**简略名称**

由机关团体名称或一个词组的每个字的首字母组成一个字作为简称。

**活动率**

在资料档的全部记录中被更新的记录所占的比率。

**改编本**

一作品被改编成另一形式以适应某种需要,例如将成人读物改写成儿童读物,小说改编成话剧。

**复本**

图书馆入藏与原有书同名同版的图书。

**附加款目**

除主要款目以外的其他著录款目。

**附加款目卡**

系副目录卡或称附加目录卡,用以进一步描述或识别文献。

**附加书名页**

除著录主要款目时用的书名页外,其他有关书名页,均称为附加书名页。

**副书名页题名**

通常是指正式书名页的后面一页上所记载的书名,称副书名页题名。

**Added volume**

A volume of cataloged serial or set which must be added to library records; to be distinguished from an added copy.

**Addenda**

Brief additional data added to a book at the back, or on a separate sheet laid in.

**Advance copies**

Copies of a new book sent to reviewers and others before publication date.

**Advance orders**

In the book industry orders placed for books prior to publication dates.

**Advance sheets**

The sheets of a book, sometimes unsewn, issued in advance of publication for review or promotion purposes.

**Agent**

Any person or organization, other than the publisher who acts as an intermediary between the library and the publisher; an agent generally handles the ordering, supplying, billing, and renewing of periodical subscriptions and of standing orders.

**All published**

A note in the catalog entry concerning the publication of a work which has been started but is not completed. Also relates to all the issues of a periodical, publication of which has ceased.

**续卷**

图书馆所登录的丛刊或是从书的续卷、分册、不同于复本。

**补遗**

在书末或单页纸上加以说明，补充遗漏的地方。

**预备版**

图书在未正式出版以前，欲送去书评家征求有关方面的意见，此称预备版。

**预订购书**

在图书出版以前，已由书业商向读者安排预订。

**样张**

图书在出版以前，未经缝合的单页样纸作为书评推荐用。

**代理人**

个人或机构，但非出版商，介於图书馆及出版商之间代为办理图书订购、供应、货单、期刊续订以及长期订阅等一系列工作。

**全部出版**

在目录款目中所加的注释，表明一种出版物，虽未出完，但不再出版，或表明一种期刊已停刊。

- All rights reserved**  
Reproduction in full or in part prohibited without permission of the author or owner.
- 版权所有**  
非著者同意，任何部分不准翻印。
- Alphabetical arrangement**  
Placed in the same order as the letters of the alphabet.
- 字顺排列**  
按字母顺序排列。
- Alphabetical index**  
Index of a work in alphabetic order.
- 字母索引**  
按字母顺序排列的索引。
- Alphabetical subject catalog**  
Catalog arranged alphabetically by subjects.
- 字顺主题目录**  
按字母顺序排列的主题目录。
- Alphanumeric**  
Sets of characters, computer instructions, programs, or other elements which contain both alphabetical and numerical characters.
- 字母数字的**  
带有字母和阿拉伯数字的一套字符，计算机指令，程式等。
- Alterations**  
Changes made in proofs.
- 更正**  
校对时的更改。
- Alternative title**  
The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by the work "or".
- 交替书名**  
由两书名组成的正书名，通常由“或称”一字相连，在“或称”之后的书名称交替书名。
- Analytical entry**  
A complete catalog entry for a work issued as part of a set or series (serial); it may be a single volume, part of a volume, or more than one volume.
- 分析款目**  
将一部书或丛书（丛刊）中的各书，加以分析，单独著录成为分析款目。
- Analytical index**  
An index in which the entries are not arranged in one straight forward alphabetical sequence, but the subject of the work is divided into a number
- 分类索引**  
在编制索引时根据书的内容先分几个类目，在每个类目下归入它的细目，然后分别按字母顺序排列形成几个序列的索引。

of main headings and these in turn are sub-divided as necessary, each sequence of entries being arranged alphabetically.

### **Analytatics**

Detailed treatment of each element, part or unit making up the work.

### **Analyzed series**

A series (serial) for which complete catalog entries are made for the individual works within the series in addition to the entry for the series.

### **Anglo-American Cataloging Rules (AACR)**

The Cataloging Rules compiled originally by committees of the American Library Association and the British Library Association, and, generally, representing the common practice of American and British libraries.

### **Annotated bibliography**

A bibliography contains evaluative or descriptive notes.

### **Annotation**

A note of comment, description, or evaluation of a work added to an entry in a catalog, reading list, or bibliography.

### **Annotator**

Person who makes critical or explanatory notes on the work of another.

### **Annual**

A publication occurs once each year.

### **分析著录法**

將一书中的某一部分、一篇、或丛书中的各书加以分析单独著录。

### **分析丛书**

除將丛书(丛刊)的总书名著录以外,还将其中各卷的专题书名也分别单独著录的,称分析丛书。

### **英美编目条例**

由美国图书馆协会与英国图书馆协会联合制定的编目条例,为英美各图书馆采用。

### **注释书目**

指帶有评语或说明内容提要的书目。

### **注释**

在书单或目录款目上用以说明出版物的内容形式或对出版物作评论的注解。

### **注释者**

专为别人作品写评语或註词者。

### **年刊**

每年一次出版物。

**Anonymous classic**

A literary work of unknown or doubtful authorship, which has appeared in many editions, versions, translations and which is designated in the catalog by title.

**无名经典**

未记载有著者姓名，但已出版多次，也有译本等的文学作品，在目录中著录在书名之下。

**Anonymous work**

A work whose author is unknown.

**隐名作品**

著者姓名不详的出版物。

**Anthology**

Collection of writings by various authors. Selections from the writings of one author.

**选集**

从几个著者的作品中选出编成的文集，或一个著者的作品的彙集。

**Antiquarian bookseller**

A dealer in old, rare, and second-hand books.

**旧书商**

专门贩卖古书、善本书或旧书的商人。

**Apocryphal book**

Book of unknown authorship or doubtful authenticity.

**伪书**

指著者无人知悉，不可靠的伪书。

**Appendix**

Matter which follows the text of a book.

**附录**

附在一书正文后的附加材料。

**Archival document**

A document, preserved as evidence of facts, which is expected to be kept permanently, or as near as possible in its original form.

**档案材料**

具有歷史事實，必需常期保留的原文资料。

**Archive**

A place where public records or historical documents are kept.

**档案室**

专為保管公文及歷史文献的部门。

**Archives**

Public records or documents.

**档案**

公文记录或文件。

**Archivist**

Custodian of archives or records.

**档案管理员**

负责档案记录的专业工作人员。

- Array**  
In classification, a set of sub-classes totally exhaustive of a class derived by its division under a single heading is called an array.
- Artefacts**  
An object showing human workmanship as distinguished from a natural object.
- Artificial language**  
In computer science, a language based on a set of explicitly prescribed rules established before it is used to write anything.
- Asterisk**  
Punctuation symbol used to mark a special word or passage.
- At head of title**  
Superscription at the beginning or above the title.
- Audio-visual aids (AV aids)**  
Material such as gramophone records, tape recordings and various visual aids used as an adjunct to teaching.
- Audio-visual materials (AV materials)**  
Non-book library materials such as films, pictures, phonograph recordings, etc.
- Augmented title**  
A title that has been augmented by the cataloger.
- Authentication**  
Certification that the data content
- 次分面**  
在分类工作中，大类分成第二级类。各类目再进行细分成一组具有相同特点的同位类组，称次分面。
- 具体实物**  
由人工创造的，非自然產生的实物。
- 人工语言**  
在计算机科学领域內，为了表达自然语言而设计的一套程式语言。
- 星标**  
标点符号用以标指字或句。
- 题上事项**  
在书名上方的事项，或称题上标题。
- 视听教学工具**  
指作为教学用的唱片，录音帶及直观教学资料。
- 视听资料**  
指非书资料如影片、图画、唱片、录音帶等。
- 增补书名**  
因书名不详或沒有书名的文献作品，编目员在编目时自動加上的书名。
- 确认**  
经主管中心审查后，确定该文献

and content designation of a given bibliographic record have been reviewed by an appropriate center of responsibility and that the record meets the established bibliographic standards of a network.

内容描述的正确性，並合乎书目网络化的标准。

Author added entry

See Name added entry.

著者附加款目

参见名称附加款目。

Author catalog

See Name catalog.

著者目录

参见名称目录。

Author entry

See Name entry.

著者款目

参见名称款目。

Author mark

Letters, figures, or other signs used to represent authors and so individualize books having the same class can be arranged in order.

著者号

用字母，数字或其他符号作为著者名称标记，使同分类内的书籍可以按此标记顺序排列。

Author number

See Cutter number.

著者号码

参见克特号。

Author statement

See Statement of responsibility.

著者叙述项。

Author-title added entry

See Name-Title added entry.

著者书名附加款目

参见名称书名附加款目。

Author-title index

See Name-Title index.

著者书名索引

参见名称书名索引。

Author-title reference

See Name-Title reference.

著者书名参见

参见名称书名参见。

Authoritative record

A record that is adjudged by a designated center of responsibility to conform to a network's standards.

权威性记录

经过委任的负责中心审定后，适合于网络化的标准记录。



**Authority card**

Official card bearing all needed information used to establish authorship.

**Authority file**

Official catalog of established entries, authors, subject headings, etc.

**Authority record**

A record of an individual heading in an authority file. An authority record may include heading variants, cross references to and from the heading, cataloging notes, historical information, and references to the sources of a heading.

**Author's copies**

The complimentary copies given to the author by the publisher.

**Automatic abstracting**

The selection of words and phrases or sentences from a document by computer. The resulting extract can serve the purpose of an abstract.

**Automatic assignment indexing**

The process of using machines to assign index entries in respect of the text of a document, such entries being obtained from a standardized list such as a subject heading list.

**Automatic derivative indexing**

The process of using machines to extract, or derive, index entries from the text of a document once procedural rules or programs have been formulated.

**权威性卡片**

將官方审定后确认的名称制成法定名称卡片，以供著录时采用。

**权威性文件档**

由官方审定后制定的名称款目，主题标题等组成的一个文件档。

**权威记录**

存入权威性文件中的记录，一般载有法定名称及其他不同用法的名称的参照互见项、並加以注释说明名称的改变过程，法定名称的出处等事项。

**著者样本**

出版社赠给著者的样本。

**机编文摘**

通过计算机自动抽出文章内的词组，或语句编成文摘。

**机编主题标引法**

根据事先编制的主题表，利用计算机自动标引编制索引的方法。

**自动导出标引法**

由计算机直接从文献中根据规定程序选词编成索引。