



**THE LIBRARIANS'  
GLOSSARY**

of terms used in librarianship, documentation  
and the book crafts

**AND REFERENCE BOOK**

*By the same author*

**LIBRARY WORK WITH CHILDREN**

# THE LIBRARIANS' GLOSSARY

of terms used in librarianship, documentation  
and the book crafts

AND REFERENCE BOOK

*Fourth Revised Edition*

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FELLOW OF THE LIBRARY ASSOCIATION

A GRAFTON BOOK  
Gower

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# Preface to First Edition

The need for an adequate glossary of terms used in librarianship has been felt by students of library work and by librarians in the performance of their duties for a long time. This work is an attempt to meet that need. It is primarily a glossary of *library* terms, but includes such subjects as printing, paper-making, publishing, binding, and illustrating, with which a librarian must be familiar, not only for the satisfactory performance of his professional duties, but also to meet the requirements of the Library Association's examinations. These other subjects have, therefore, been included, but only partially, because complete glossaries of these subsidiary subjects would not only be of immense size and beyond the purse of the average library assistant, but would be duplicating material which can be found in other books. The terms associated with these subjects have, therefore, been selected with the needs of the examination student and the practising librarian in mind.

This work has been compiled primarily for the use of students of librarianship who have always needed such a book at hand during their studies, and was intended to be of more immediate value for those preparing for the new Library Association syllabus, which included a section on terminology. The postponement of the adoption of this syllabus for a couple of years will not make the need for the book any the less.

It is anticipated that not only will the book be useful to public, university, county and school librarians, but that it will also find a place on the open shelves in reference libraries.

In certain subjects connected with librarianship, terms are used with different meanings by different people. In some cases it has been possible to give several definitions, in others the more usual definition and the one generally accepted has been used.

The classified lists of terms at the end of the book have been provided as a check-list for students, but they will also be useful as a reminder when trying to remember a term which is temporarily evasive.

I am indebted to my former Chief, W. C. Berwick Sayers, to my former colleague, Henry A. Sharp, and to Kenneth G. Hunt, for their valuable suggestions made when looking through the Classification, Cataloguing and Bibliography sections, respectively. Mr. Sharp has, in addition, permitted



me to use the definitions which form an appendix to his *Cataloguing*. I am indebted also to Miss Helen M. Briggs for compiling the definitions of the terms used in palæography and archives.

I am grateful to the following publishers for permission to use definitions from certain books published by them: R. R. Bowker & Co. (*Holden's Bookman's Glossary*); G. E. Stechert & Co. (*Hitchler's Cataloguing for Small Libraries*); Spalding and Hodge, Ltd. (*Paper Terminology*); Allen and Unwin, Ltd. (*Knight's Business Man's Guide to Printing*); The Library Association (*A. A. Code*); United Typothetæ of America (*Dictionary of Graphic Arts Terms*); Grafton & Co. (*Coutts and Stephen's Library Bookbinding, Library Economics*).

# Preface to Second Edition

Not until one compares the Library Association's examination papers of 1938 with those of 1956, or makes a systematic review of post-war library literature, does one realize the enormous progress that has taken place in the field of librarianship during this period.

When the first edition of the *Glossary* became out of print it was obvious that it would be unsatisfactory to reprint it. Complete revision was necessary, not only because of the development of the theory of librarianship and of library techniques, but also because of changes in the constitution and activities which library and bibliographical organizations have undergone.

The purpose and coverage of this edition of the *Glossary* are still the same but the scope has been very slightly widened to include some terms which, though not strictly limited to librarianship and the book crafts, are frequently met with by librarians in the course of their daily work. To find a satisfactory, or comprehensive definition of such is sometimes not easy.

This edition contains about 1,200 (75%) more entries than the first edition.

I am again grateful to friends for assistance with terms on certain subjects, and should like to express my great appreciation to the following for definitions of a few terms in fields in which they are specialists: Mr. W. Turner Berry for elucidating some printing terms; Mr. P. McGrath for definitions concerning British Government publications; Mr. B. Palmer for definitions of some terms used by Ranganathan; and Mr. F. A. Sharr for clarification of terms concerning county library work.

Singapore, November, 1958.



# Preface to Third Edition

The second edition quickly went out of print but rather than re-print it, the publisher agreed that owing to the enormous development which had taken place since this edition had been prepared in the traditional field of librarianship and the new fields of knowledge which librarians have nowadays to be concerned with it, would be preferable once again to revise the work completely.

The extent of revision required was so great that it took much more time than was anticipated. The whole field covered has been gone over again to make the work more complete, and new subjects have been included.

In order that the book should be even more useful than in the past a number of headings are now included which do not lend themselves to 'definition'.

It was also found desirable to give more information than was necessary for a definition, and in many cases a 'definition' in the limited sense of the word either could not be used or would be totally inadequate. It is for these reasons that the title has been extended.

Librarianship has developed enormously in the last ten years, not only in its traditional areas, but has had to absorb new areas involving completely new techniques and the uses of equipment which has been developed to enable more work to be achieved with the minimum of extra manpower. This expansion is continuing. The whole field of librarianship and information services is now so wide that some areas are quite foreign to others, and in many cases specialization has become so great that one librarian or information officer is completely unfamiliar with the work and terminology of another.

Writings in English, wherever they originated, have been examined, and special attention has been given to American organizations, ideas and terminology as these are less familiar to English librarians.

This work could not have been revised without the assistance of numerous specialists, former colleagues at the School of librarianship, North-Western Polytechnic (especially John Morris with help on historical bookbinding and book-decoration terms), librarians of special and public libraries, and the secretaries of professional and learned societies all over

the world, all of whom have readily given information on which definitions have been based. Their help is greatly appreciated.

A number of definitions in print have been included. I am grateful to Dr. Erhard Uehlein for permission to reproduce those marked (*Concepts . . .*) from his *Concepts of reprography*; to IBM United Kingdom Limited for those marked (*IBM*) from their *Reference manual*; to the late H. R. Verry for those marked (*Verry*) from his *Document copying and reproduction processes*, and to the Editor of the *Library Association Record* for those marked (*County libraries*) which appeared in the issue of that publication for August 1960.

June 1970

# Preface to Fourth Edition

The third edition of the *Glossary* went out of print sooner than was expected, and it was intended to prepare an updated edition. But the whole conspectus of librarianship and information science has continued to develop so rapidly and extensively in recent years that it soon became evident that what was needed was a revised, rather than an updated, edition.

New techniques in publishing, mechanization of library methods, technological changes in information retrieval, the increasing use of computers in many aspects of library and information science activities, administrative changes in the provision of services, increased co-operation between organizations in local and national areas and also internationally, and the many new organizations which have been formed, have all had their effect on the contents of this book. A number of entries for organizations have had to be considerably altered, some have had to be deleted and many added.

The basic content of this book is still the *Glossary*, and a rough count indicates that 690 more terms have been defined and 310 expanded. Other types of entry account for about 400 additions and 130 amendments; minor alterations have been made to many other entries. In order to include the additional entries without making the volume too bulky, the three appendices in the third edition (Latin names of towns, classified lists of entries, and a precis of the provisions of the Public Libraries and Museums Act 1964) have been omitted.

The practice of referring to organizations by the acronyms of their names has become increasingly common; people nowadays usually use the acronyms, both in speech and in writing, rather than the full names (in fact these are often so lengthy and involved that this is to be expected). It was therefore decided to enter most of the new organizations under their acronyms. The full names are included in the main sequence but refer to the acronyms.

Much information has been gleaned from periodicals, specialized subject glossaries and publications of official bodies. Many chairmen, directors or secretaries of organizations have given up-to-date information. I have received much assistance from many people who have helped with

definitions and information, and where it has been possible to use their information exactly as received, credit has been given, but often it has been slightly adapted or used to form part of an entry; in such cases there is no attribution. The list of such persons is lengthy – too long unfortunately for publication, but to all I express my great appreciation. I would however, specifically mention the staffs of the Information Department of the Library Association and of the British Library (Library Association Library) and express to them my grateful thanks for their resourceful help given over the past twenty months.

Harpenden, March 1976.

#### SUPPLEMENT

There is a Supplement at the end of the main sequence consisting of acronyms and definitions of developments which have taken place since the *Librarians' Glossary* was prepared for the printer. † by an entry in the main sequence indicates that there is additional material in the Supplement.

# Acronyms and Abbreviations in general use

Abbreviations other than of organizations are in the main sequence of definitions. Entries will usually be found in the main sequence under acronyms and sometimes under unpronounceable abbreviations (arranged at the beginning of each letter sequence), where these are easily remembered; where a full name appears to be more familiar, or more appropriate, entry is made under it. Entries in this list with a \* do not have an entry in the main sequence; they are included here solely for the purposes of identification. † indicates a further entry in the Supplement.

- AACOBS** Australian Advisory Council on Bibliographical Services.  
**AACR** *Anglo-American Cataloguing Rules. See Anglo-American Code.*  
**AAL** Association of Assistant Librarians.  
**AALL** American Association of Law Libraries.  
**AALS** Association of American Library Schools.  
**AAP** Association of American Publishers, Inc.  
**AASL** American Association of School Librarians.  
**ABLISS** Association of British Library and Information Studies Schools.  
**ABTAPL** Association of British Theological and Philosophical Libraries.  
**ACA** Association of Canadian Archivists.  
**ACLO** Association of Co-operative Library Organizations. *See entry under ACLO.*  
**ACM** Association for Computing Machinery.  
**ACONDA** Activities Committee of New Directions for ALA.\*  
**ACRL** Association of College and Research Libraries.  
**ACSI** Association Canadienne des Sciences de l'Information. *See entry under CANADIAN ASSOCIATION FOR INFORMATION SCIENCE.*  
**ACURIL** Association of Caribbean University and Research Libraries.\*  
**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.  
**ADI** American Documentation Institute.  
**ADP** Automatic Data Processing.\*  
**ADRS** Association for the Development of Religious Information Systems. *See entry under ADRIS.*



- AFIPS** American Federation of Information Processing Societies.
- AFR** Automatic Format Recognition.\*
- AGARD** Advisory Group for Aerospace Research and Development.  
*See entry under AGARD.*
- AGRA** Association of Genealogists and Record Agents.
- AHIL** Association of Hospital and Institution Libraries.
- AID** Association Internationale des Documentalistes et Techniciens de l'Information. *See entry under INTERNATIONAL ASSOCIATION OF DOCUMENTALISTS AND INFORMATION OFFICERS.*
- AIDBA** Association Internationale pour le Développement de la Documentation des Bibliothèques et des Archives en Afrique. *See entry under INTERNATIONAL ASSOCIATION FOR THE DEVELOPMENT OF DOCUMENTATION, LIBRARIES AND ARCHIVES IN AFRICA.*
- AIInfSc** Associate of the Institute of Information Scientists.
- AIL** Association of International Libraries.
- AJL** Association of Jewish Libraries.
- ALA** American Library Association. Associate of the (British) Library Association.
- ALAA** Associate of the Library Association of Australia.\*
- ALBIS** Australian Library-Based Information System. *See entry under ALBIS.*
- ALCL** Association of London Chief Librarians.
- ALEBCI** Asociación Latinamericana de Escuelas de Bibliotecología y Ciencias de la Información. *See entry under ALEBCI.*
- ALIS** Association of Librarians in Schools. *See entry under ALIS.*
- ALJH** Association of Libraries of Judaica and Hebraica in Europe.
- ALTA** American Library Trustee Association.
- AMA** Association of Metropolitan Authorities. *See entry under AMA.*
- AMCL** Association of Metropolitan Chief Librarians.
- AMLS** Master of Arts in Library Science.\*
- AMMLA** American Merchant Marine Library Association.
- ANDBP** Association Nationale pour le Développement des Bibliothèques Publiques. *See entry under ANDBP.*
- ANRT** Association Nationale de la Recherche Technique.
- ANSI** American National Standards Institute.
- ANSTEL** Australian National Scientific and Technological Library.  
*See entry under ANSTEL.*
- APLA** Authors' and Publishers' Lending Right Association Committee.  
*See entry under PUBLIC LENDING RIGHT.*