

**HARROD'S
LIBRARIANS'
GLOSSARY**

HARROD'S LIBRARIANS' GLOSSARY

of terms used in librarianship, documentation
and the book crafts

AND REFERENCE BOOK

Seventh Edition

Gower

© Ray Prytherch 1990

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Preface to the seventh edition

It is over fifty years since the first Edition of *Harrod's Glossary* was published; in those years the structure and attributes of librarianship, archive work, publishing, and the book trade have changed superficially to an extent that makes them almost unrecognizable. However, the basic principles of the professions – assembling and organizing information to meet the needs and demands of users for whatever purpose – have not changed, and this fundamental continuity has made it possible to undertake regular revisions of the *Glossary*, preserving the professional ethos and the foundation skills whilst constantly updating and revising the means through which these skills operate and the styles in which the end-product is delivered.

The purpose of the *Glossary* is to explain and define terms and concepts, identify techniques and organizations, provide up-to-date summaries of the activities of associations, major libraries, Government and international bodies; the boundaries of the subject area have expanded so widely in recent years that decisions on what to include and what to exclude are increasingly difficult to make. Within the traditional fields of information work, librarianship, authorship, publishing, archive work, printing, binding, conservation and the book trade, developments in each field and in their inter-relationships have been profound, and new technologies have transformed methods of work. The simplest guide to whether a term or organization should be included has remained the likelihood or otherwise that anyone reading the literature of these fields will find the term or body regularly mentioned. It is clearly impossible to trace everything, and comments from reviewers and readers are a valuable source of new leads for future editions.

The international nature of the *Glossary* has been retained, although there is a British emphasis; it remains true that no other similar work is currently available in any country, and thus the wide scope, currency, compact format and depth of coverage remain unique. For this edition, over 700 organizations were contacted for up-to-date information; over 2,000 entries in the previous edition have been updated or revised to some extent, and there are over 800 completely new entries and references totalling over 30,000 words of text. That the *Glossary* is of similar size to its predecessors is explained by the quantity of older material that has been removed; older technology terms cannot be discarded wholesale as much is still in use somewhere in the world; historical developments in organizations and professional associations helps our understanding of the present situation; the means by which books were printed and bound over hundreds of years remains fascinating and important. Thus it is necessary always to strike a balance between discarding superseded terms and retaining those of continuing value. New entries, particularly for databases, networks, and computer terminology, have to be introduced

with an eye on their probable long-term importance; inclusion of new material merely because it is new is not a safe criterion. Increasingly, brief entries in the *Glossary* will need to be seen as a starting point; once the context is clear, further information can be sought from more detailed, specialist sources. This is especially the case where new technology is concerned: computer jargon and the myriad of new networks and databases cannot be effectively traced through a volume published every four or five years. Only major items and established terms can be included, and the rapid rate of change renders currency difficult.

The relevance and usefulness of the *Glossary* should nonetheless remain of high value to all involved in the information handling industries, the book trade, bibliographers, and those who use their services.

Ray Prytherch
May 1990

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 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 in 1981, and wished to see a fifth edition published with a minimum of delay. Ray Prytherch, at that time Senior Lecturer at Leeds Polytechnic, was asked to prepare this, and L. M. Harrod acted as Advisory Editor. The fifth edition was published in 1984, which was also the year in which L. M. Harrod died; the foundations which he laid in the *Glossary* have been of enormous value to the profession, and his influence still underlies editions published since his death.

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 14 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/JMRT Grant. A grant system to encourage participation by new librarians in ALA and JUNIOR MEMBERS ROUND TABLE (*q.v.*) activities.

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*.

AACR. Acronym for Anglo-American Cataloguing Rules; the first edition appeared in 1966 (North America) and 1967 (UK). 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.*). The 1988 revision contains an extensive re-drafting of the chapter on computer files.

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.*).

AASL Distinguished Service Award. An annual award to recognize an outstanding contribution to national or international school librarianship or school library development; administered by the 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.*
- ABC.** 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.** Acronym for *Annual Bibliography of the History of the Printed Book and Libraries*; a series of annual volumes covering output from 1970, issued under the auspices of the IFLA Committee on Rare and Precious Books and Documents. Volume 17A is a cumulated subject index covering 1970-1986.
- ABLISS.** Association of British Library and Information Studies Schools (q.v.).
- ABN.** Acronym for Australian Bibliographic Network; set up in 1981 this is the major automated cataloguing, search and location system in Australia, and is based on the National Library. Online access is offered by 24 major state and university libraries and 120 smaller libraries, and altogether 230 institutions contribute data; there are 600 registered users, and the network carries some 5 million bibliographic records.
- 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 (i) for the executives, research workers and specialists within the organization or those normally making use of library services, (ii) in response to a request for a literature search, or (iii) 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 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. 1. (*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. 2. (*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.

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 (USA). 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.

Ackerley (Joe) Prize. An annual prize awarded by the English Centre of PEN INTERNATIONAL (*q.v.*) for a literary autobiography written in English.

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

ACLIS. Acronym for the Australian Council of Library and Information Services: formed 1988 to 'offer advice to governments and other authorities responsible for libraries, facilitate co-operation and co-ordination of library services in the national interest, and speak for libraries on matters of common concern'. ACLIS will have a State and Territory Infrastructure and is initially supported by the National Library. The successor body to the Australian Advisory Council on Bibliographic Services (AACOBS) and the Australian Library and Information Council (ALIC).

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 (i) a file of orders completed and of orders outstanding, and (ii) 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 world-wide 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.*).

ACRL Academic or Research Librarian of the Year Award. An annual award for outstanding contribution to academic or research librarianship administered by the 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 electrotpe 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 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.

Action Plan. *See Plan of Action (EC).*

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. Acronym for THE ASSOCIATION OF CARIBBEAN UNIVERSITY, RESEARCH AND INSTITUTE 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 (CUKT, 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 (US), 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 Association for the Development of Public Libraries in Africa.*

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

Add Instructions. In the 18th, 19th and 20th edns of Dewey's Decimal Classification, 'add instructions' which specify exactly what digits should be added to a 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. 1. (*Classification*) The simple extension of an existing Array (*q.v.*), either by interpolation or extrapolation. 2. (*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 program 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 made in connection with RANDOM ACCESS STORAGE (*q.v.*) in which a fixed location is assigned to each entry.

Adequate Description, principle of. The provision of enough information in a catalogue entry to enable a reader to make a right choice of books. *See also Cataloguing, Principles of.*

ADI. American Documentation Institute (*q.v.*).

Adjacency. The proximity of two or more words specified as a requirement in an online search statement; thus a phrase can be sought, where individual words by themselves would be irrelevant.

Adjustable Classification. A scheme of classification designed by James Duff Brown in 1897. It was superseded by his SUBJECT CLASSIFICATION (*q.v.*).

Adjustable Shelving. Shelves which may be raised or lowered at will. *See also Bracket Shelving, Cantilever Shelving, Slotted Shelving.*

ADLIB. Acronym for Adaptive Library Management System, developed by LMR Information Systems, Maidenhead, UK. A software package for storage and manipulation of bibliographic data, with modules for the various functions – cataloguing, circulation, acquisition, etc. The package is used by several UK public, academic and special libraries; with the SB Telepen system and a Prime minicomputer a total system can be assembled. There is also an ADLIB User Group.

Adolescent Library. *See Teenage Libraries.*

ADONIS. Acronym for Article Delivery Over Network Information Systems; launched in 1981 following a two-year study by Elsevier Science Publishers into the problem of photocopying as it affects commercial publishers, based on a survey of photocopy requests to the British Library Lending Division. It was anticipated that electronic document delivery by the publisher would be

cheaper than the present system via libraries, and allow the publishers to receive a royalty. In 1986 it was agreed to run a two-year trial of storing and supplying 219 high-use biomedical journals on CD-ROM. During 1987 and 1988 the contents of the journals were indexed each week (bibliographic details, not subject indexing) at *Excerpta Medica* in Amsterdam, and each item indexed (articles, letters, abstracts and other material of lasting editorial interest, but not announcements, contents pages or advertisements) was identified by a unique ADONIS article number. The index information was sent in machine-readable form (ASCII) to the Scanmedia Ltd bureau in the UK where the content of the articles was scanned. The scanned contents, together with the ASCII index information were then preformatted and a weekly master disc was produced by Philips and DuPont Optical Company (PDO) in Hanover, from which copies were prepared and dispatched to the participating document supply centres. The main objective of the project was to learn about the impact of such a service on the document fulfilment centres and their customers. Major cost savings were identified, and a commercial service is planned to begin in January 1991.

Adopt a Book Appeal. Launched 1987 by the National Preservation Office of the BRITISH LIBRARY (*q.v.*) to raise funds for conservation treatment of stock. Major sponsors receive an illuminated scroll, and the conserved item carries a bookplate with the sponsor's name.

Adoption of the Public Libraries Acts. The decision of the local authority to take the necessary administrative and legal steps to provide library facilities as permitted by law.

ADP. 1. Abbreviation for automated (or automatic) data processing. 2. *See Association of Database Producers.*

ADRIS. Acronym of Association for the Development of Religious Information Services which was founded to promote co-ordination and co-operation among existing and new information services pertinent to religion by sharing relevant information, identifying needs, considering proposed projects, and developing co-operative ventures. Functions from Fordham University, Bronx, NY. Publishes *ADRIS Newsletter*.

ADRS. *See Automatic Document Request Service.*

Adult Department. The department of a library which provides books for the use of adults.

Adult Independent Learners. *See Adult Learners.*

Adult Learners. People who are following organized or independent courses of study, but who are not enrolled in an educational establishment. Usually, but not always, people who are older than the conventional 'student' age group. The term Adult Independent Learner (AIL) is also used.

Adult Literacy Project (UK). A BBC project, begun in 1975, aimed at reducing adult illiteracy in the United Kingdom. A national campaign to reduce the difficulties of an estimated two million adults with serious difficulties in reading, writing and spelling. It was a direct response to the main recommendation of the Russell and Alexander Committees on Adult and Community Education.