

# Multilingual Glossary for Art Librarians

English with Indexes in Dutch, French, German,  
Italian, Spanish and Swedish

2nd revised and enlarged edition  
1996

IFLA  
Section of Art Libraries

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## INTRODUCTION TO THE REVISED EDITION

In 1984 IFLA Section of Art Libraries published *An Art Librarian's Glossary* compiled by Ian Sheridan. A revised edition to take account of user's comments and suggestions was foreseen at that stage and in 1991 Sheridan's proposal for such a revised edition was accepted by IFLA on condition that indicators of gender for non-English words be included. The Art Libraries Section Standing Committee recognised this as an opportunity to do a thorough revision of the *Glossary* and four United States colleagues took responsibility for such a revision. They were Jean Shaw Adelman, Clive Phillpot, Beryl Smith and Susan Garretson Swartzburg.

They revised the scope of the *Glossary* on the basis that there are numerous specialised glossaries which cover fields such as Art History. They also supervised a first revision of the existing translations and provided translations for the large number of new terms, and made a start on providing indicators of gender. It was further decided that definitions for all terms should be supplied. In October 1994 the responsibility for finalising the draft for publication reverted to the Chairman of the Section who co-ordinated a final check of all terms and definitions.

The *Glossary* is very much a "work in progress". There are so many domains of specialised vocabulary that it is difficult to achieve a judicious balance among them to provide a useful and usable tool for librarians. The *Glossary* attempts to bring together these vocabularies of the bibliographer, archivist, antiquarian and curator, as well as the vocabulary of librarianship.

In the ten years since the first edition of the *Glossary* appeared the landscape in which we work has changed dramatically and this second edition of the *Glossary* begins to add terminology related to current practices and developments, for example adding terms such as *diskette*, *e-mail*, *optical disk*, etc. Attention is also given to the book as an object and to the other media in use in librarianship. On the other hand, this edition slimmed down the original selection of terms by the removal of terms relating to administration and holding of meetings, art historical terms and materials terms, all of which areas are well served by specialist glossaries. All the dictionaries, glossaries and other works consulted in the preparation of this edition are given in a Bibliography of Sources Consulted.

Although there have been significant changes in the contents of the *Glossary*, revised to be a tool for today, the purposes for which the first edition was compiled remain the same. They are eloquently rehearsed by Philip Pacey, that great inspirer in the field of communication who was the first Chairman of the Section of Art Libraries from 1981 to 1985. His Preface to the first edition is reproduced in this edition of the *Glossary*.

Ian Sheridan's Introduction to the first edition further elaborates.

"This Glossary is intended as a help to all art librarians when they are confronted, whether in their reading or correspondence, during conferences, visits, or simple conversations, with the need to understand or translate a specialised term in their field. It is concerned with removing barriers, sharing ideas, improving communications; it may help to clarify the meanings of terms which are understood differently even by speakers of the same language, and it is certainly hoped to remove some ambiguities between different languages.

The terms included have been drawn from the vocabularies of librarianship and of art... They can only be considered as a selection from the vast vocabulary potentially useful to art librarians. No one has the last word in a work on so organic and changing a phenomenon as language, and so this Glossary should be regarded as a beginning, a first step towards improving understanding, where many steps could follow. The problems are obvious: exact equivalents of some expressions cannot always be found in another language, whereas disagreement will always be found between speakers of the same language over which version of a term is more 'correct' or up-to-date. Some ideas have to be rendered by paraphrases which may not be entirely satisfactory in another language, but some attempt at conveying an idea is at least better than none, and may provoke useful discussion."

Group editing is a daunting endeavour. At the end of it one has learnt exactly what should have been requested in the first place. Collaborators could have been irked by constantly being bothered for further information and refinements. But their concern to get the best possible product within a reasonable time-scale was matched by that industry typical of the committed, and the good grace and good humour prevalent amongst librarians, the profession whose ultimate function is communication. Many busy professionals gave of their time. It is a pleasure acknowledging them.

First and foremost Philip Pacey who had the vision, and Ian Sheridan who manifested it. Without Sheridan's first edition or his work on a second edition there would not have been a *Glossary* at all. The editors of the new edition, Susan Garretson Swartzburg who co-ordinated the basic reformatting in collaboration with Jean Shaw Adelman, Clive Phillpot and Beryl Smith. Many people have been involved in the production of this edition of the *Glossary* in addition to this group. Members of the Standing Committee of the Section of Art Libraries have reviewed and focused drafts of the *Glossary* during IFLA Conferences in Moscow, New Delhi, Barcelona, Havana and Istanbul, providing

considerable guidance for its editors. The first group of reviewers of the text in their respective languages were: R.E.O. Ekkart, Marianne de Voogt and Gosem C. Dullaart, Netherlands Institute for Art History, The Hague, Netherlands - Dutch; Marie-François Guillermin, Bibliothèque d'Art et d'Archéologie, Geneva, Switzerland - French; Wolfgang Freitag, Professor Emeritus, Harvard University, Cambridge, MA, U.S.A. - German; Joseph Consoli, Rutgers University, New Jersey, U.S.A. and Mariagrazia Ghelardi, University of Florence, Italy - Italian; Angela Giral, Avery Library, Columbia University, New York, U.S.A. - Spanish; Charlotte Hanner, Institute of Conservation, Gothenburg, Sweden - Swedish.

providing support in time and services. The contribution of Rutgers University to the production of this glossary is considerable.

The final reformatting and design is the responsibility of my colleagues at the National Art Library, which increasingly resembled an IFLA Art Library Section factory and for which generosity the Victoria and Albert Museum must be thanked. In addition to the linguists acknowledged above thanks go to Russell Scragg who created proper bibliographical entries from the flimsiest references for the Bibliography of Sources Consulted. Special thanks go to Louise Smith who, mercifully assisted by the wizardry of the new technology, produced and managed many drafts of the work to ensure accuracy in language and latterly achieving a layout which is as easy to consult as possible. I am indebted to my colleagues Douglas Dodds and Gillian Varley with whom I endlessly discussed the intricacies of language, glossary construction and so forth; without their encouragement the work could not have been completed. I am likewise indebted to Beth Houghton of the Tate Gallery Library, London, many of whose invaluable suggestions helped to shape this edition.

Margaret Shaw, National Gallery of Australia, Canberra, Australia, now the Special Adviser and former Chair of the Section, 1985 to 1989 provided unwavering support to the project, injecting experience, continuity and sagacity. Maggy Wishaupt, Royal Library, The Hague, The Netherlands, Chair of the Section 1989 to 1993, manifested great patience and leadership in encouraging the surmounting of misgivings and difficulties during the early stages of the project to revise the *Glossary*. Finally, homage must be paid to Jacqueline Viaux under whose Chairmanship of an IFLA Round Table of Art Librarians the current IFLA Section of Art Libraries evolved.

The membership of the Section have expressed a desire to extend the language coverage and it is hoped that future editions will add Japanese, Russian and Portuguese. Consideration is also being given to the possibility of including in a further edition an extensive list of Glossaries which tackle germane subject areas such as Art History, Conservation, etc.

Modern technology provides the possibility to make this a true work in progress. In addition to hard copy publication, the Standing Committee is committed to exploiting the potential of electronic communication, and it is envisaged that the *Glossary* will be launched on the Internet IFLA site as well as in hard copy. At the back of this document a form appears soliciting comments, corrections, modifications and suggestions for improvements for a next edition. Art librarians are urged to photocopy and make use of it.

Jan van der Wateren  
Chairman  
IFLA Section of Art Libraries

## PREFACE TO THE FIRST EDITION

The language problem seems insoluble. Mankind's desperate need of communication and mutual understanding has inspired many well-meaning but surely mistaken people to campaign for a single world language, an Esperanto or 'everybody speaking English'. And yet every language, and indeed every dialect, is precious: essential to the identity of individuals, a people, a culture, every language enriches the world for all of us.

While the ideal must be some kind of Pentecostal 'gift of tongues' by which we are granted understanding of each other's speech, the best we can hope for, when we meet together, is 'simultaneous translation', in a mere handful of languages, and with its sometimes comical limitations, to supplement our own variously limited linguistic abilities. IFLA provides simultaneous translation in its 'official' languages in 'general' meetings, but not, unfortunately, in Section meetings; we art librarians are aware of the value of some linguistic ability even in our day-to-day work, and yet our different languages continue to hinder our communicating with one another. (I am only too aware of my own woeful deficiencies in this matter.)

The IFLA Section of Art Libraries seems to be a truly international association representing art librarianship worldwide. This *Glossary* represents the fulfilment of an objective included in the Section's first Medium Term programme, formulated at Manila in 1980; work on the *Glossary* commenced after the IFLA conference in Leipzig in 1981, and a preliminary list of terms was submitted to the Section at Montreal in 1982. The *Glossary* has been conceived and produced as a modest working tool which, we hope, will assist communication between art librarians, at least by helping to prevent misunderstandings. It can also be seen as a symbol - a symbol of our ideals and aspirations, but also as a symbol of the ways in which ideals have to be modified in practice. That it is limited to five languages<sup>1</sup>, and that it has an intrinsic English-language bias, reflect constraints and realities as distinct from aims and ideals.

That some constraints have been overcome to the extent of allowing the *Glossary* to be translated from an idea into an accomplished if imperfect fact is due very largely to Ian Sheridan, who has devoted to it much time and thought and the benefit of an enviable linguistic expertise. The ideal remains genuine internationalism, an internationalism which finds its guiding spirit in the phrase 'Vive la différence'. After all, our business is the arts, and the arts depend on boundless variety, on the richest range of expressive forms which humanity is capable of.

Philip Pacey  
Chairman, IFLA Section of Art Libraries (1980-1985)  
1984

<sup>1</sup> Seven languages in the present edition.

## HOW TO USE THE GLOSSARY

- 586 English-language terms have been collected together, either as main terms or as cross-references.
- English English is the standard for spelling. American English variants are noted after the initial English term.
- English language definitions follow each term. Where appropriate an alternative English term is given in brackets after the main entry.
- To clarify some words a grammatical term - noun, verb, adjective - has been inserted after the term.
- Sometimes two meanings are given under one term; at other times the same term appears twice giving alternative meanings and translations.
- Equivalents of English language terms are given in alphabetical order of languages: Dutch, French, German, Italian, Spanish and Swedish. In every instance the language concerned is indicated, viz: DU, FR, GR, IT, SP and SW.
- Each term and cross-reference has been numbered. This will make it easy, amongst others, to provide non-English equivalents for cross-references in a future edition.
- A separate monolingual index is provided for each language, referring back to the number of the English language term or terms in the main body of the work.
- In format this edition identifies genders. The exceptions are English and Swedish. Swedish does not regularly use genders, rather dividing between the formal neutrum and its opposite, utrum. In practice and by tradition genders are therefore excluded in Swedish. The English language does not use genders either.
- The following abbreviations are used:
  - f = feminine
  - m = masculine
  - n = neutral
  - pl = plural

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# Glossary

## **IFLA GLOSSARY FOR ART LIBRARIANS**

### **1. ABRASION**

A rubbed or scuffed area.

DU - afgeschaafde plek (f)

FR - abrasion (f)

GR - abgeriebener Fleck (m)

IT - abrasione (f)

SP - rozadura (f)

SW - avskavning

### **2. ABSORBENCY**

The property in paper which permits a sheet to take in the liquids it contacts. The amount of absorbency depends on the fillers and sizing introduced during the manufacturing process.

DU - absorberend vermogen (n)

FR - absorptivité (f)

GR - Saugfähigkeit (f)

IT - assorbenza (f)

SP - absorción (f)

SW - uppsugningsförmåga

### **3. ABSTRACT**

A brief summary of the content of a publication or of a journal.

DU - uittreksel (n); resume (n); excerpt (n)

FR - résumé (m)

GR - Kurzreferat (n); Zusammenfassung (f)

IT - compendio (m); sommario (m)

SP - extracto (m); resumen (m)

SW - sammandrag; resumé

### **4. ACADEMIC (*noun*)**

Teacher or scholar belonging to a body of higher education or a learned society.

DU - academicus (m)

FR - professeur (m); universitaire (m/f); chercheur (m); chercheuse (f)

GR - Akademiker (m); Akademikerin (f)

IT - professore (m); professoressa (f); ricercatore (m); ricercatrice (f)

SP - académico (m); académica (f); profesor (m); profesora (f);

investigador (m); investigadora (f)

SW - akademiker

5. **ACADEMIC** (*adj*)  
Learned, scholarly.  
DU - akademisch  
FR - académique  
GR - wissenschaftlich; akademisch  
IT - accademico (m); accademica (f)  
SP - académico (m); académica (f)  
SW - akademisk
6. **ACADEMY**  
A learned society for the promotion of art, literature, science, etc., established to provide instruction, to engage in intellectual life or the practice of an art, to set standards, disseminate information, and to confer prestige on its members.  
DU - academie (f)  
FR - académie (f)  
GR - Akademie (f)  
IT - accademia (f)  
SP - academia (f)  
SW - akademi
7. **ACCESS**  
(1) The general ability to obtain and make use of materials. (2) In computer-based information retrieval, the method by which a computer refers to records in a file, dependent upon their arrangement.  
DU - toegang (m)  
FR - accès (m)  
GR - Zugang (m); Zugriff (m)  
IT - accesso (m)  
SP - acceso (m)  
SW - tillträde
8. **ACETATE FILM (Acetate base film; "Safety film")**  
Film which has a base of cellulose acetate, diacetate, or triacetate; like nitrate film. It is highly unstable.  
DU - acetaat film (m)  
FR - film acétate (m)  
GR - Azetatfilm (m); Sickersheitsfilm (m)  
IT - film d'acetato (m); pellicola all'acetato di cellulosa (f)  
SP - película de acetato (f)  
SW - celluloaacetatfilm

9. **ACID-FREE PAPER**

*See also* **ALKALINE PAPER (19)**, **PERMANENT PAPER (413)**

Paper with a low or zero level of acid. This does not imply that paper is alkaline-buffered.

DU - zuurvrij papier (n)

FR - papier exempt d'acide (m)

GR - säurefrei; säurefreies Papier (n)

IT - carta non acida (f); carta esente da acidi (f)

SP - papel exento de ácido (m); papel sin ácido (m)

SW - syrafritt papper

10. **ACQUISITION**

*See also* **SELECTION (502)**

The act by which libraries receive materials, i.e., by purchase, gift, or exchange.

DU - acquisitie (f); verwerving (f)

FR - acquisition (f)

GR - Erwerbung (f)

IT - acquisizione (f)

SP - adquisición (f)

SW - förvärv

11. **ACTA; ACTS**

*See* **PROCEEDINGS (454)**

12. **ADHESIVE**

A substance capable of holding materials together by a surface attachment.

DU - kleefstof (f)

FR - adhésif (m), adhésive (f)

GR - Klebstoff (m)

IT - adesivo (m)

SP - adhesivo (m)

SW - adhesiv; bindemedel

13. **ADHESIVE BINDING**

*See also* **PERFECT BINDING (409)**

A binding technique in which single leaves are held together using an adhesive rather than a sewn attachment.

DU - garenloos binden (n)

FR - reliure par collage (f); reliure sans couture (f); reliure non cousue (f);  
reliure américaine (f)

GR - Klebebindung (f); Lumbeck-Verfahren (n)

IT - rilegatura a colla (f)

SP - encuadernación adhesiva (f)

SW - limmat bokband

14. **ADVERTISING**  
Calling public attention to a product, service, event, etc., in publications, posters, television, etc.  
DU - advertentie (f)  
FR - annonce (f); réclame (f); publicité (f)  
GR - Anzeige (f); Reklame (f); Werbung (f)  
IT - pubblicità (f)  
SP - anuncio (m); aviso (m); publicidad (f)  
SW - annons; reklam
15. **AESTHETICS** [U.S. - Esthetics]  
Appreciation or criticism of the beautiful.  
DU - estetica (f)  
FR - esthétique (f)  
GR - Ästhetik (f)  
IT - estetica (f)  
SP - estética (f)  
SW - estetik
16. **AIRBRUSH**  
An atomizer for applying a fine spray by compressed air.  
DU - airbrush  
FR - aérographe (m); brosse à air (f)  
GR - Zerstäuber (m); Spritzpistole (f)  
IT - aerografo (m)  
SP - aerografía (f)  
SW - airbrush
17. **ALBUM**  
*See also* **SCRAPBOOK (499)**  
A book with blank pages used for assembling and presenting a collection.  
DU - album (n)  
FR - album (m)  
GR - Album (n)  
IT - album (m)  
SP - álbum (m)  
SW - album

18. **ALBUM COVER**

A protective cover for a sound recording; may include important information about a performance or illustrative material.

DU - platenhoes (f)

FR - pochette de disque (f)

GR - Plattenhülle (f)

IT - copertina di disco (f)

SP - camisa de disco (f); bolsa de disco (f)

SW - skivfodral

19. **ALKALINE PAPER**

*See also* **ACID-FREE PAPER (9)**, **PERMANENT PAPER (413)**

Paper having a buffer or reserve of alkaline substance, usually of from 10% to 20% precipitated calcium or magnesium carbonate.

DU - alkalisch papier (n)

FR - papier alcalin (m)

GR - alkalihaltiges Papier (n)

IT - carta alcalina (f)

SP - papel alcalino (m)

SW - buffrat papper; alkaliskt papper

20. **ALL-RAG PAPER**

*See* **RAG PAPER (461)**

21. **ALTERNATIVE SPACE**

Usually small-scale, independent organisations administered by artists for the exhibition of work that is often experimental and outside mainstream art movements.

DU - alternative space (m)

FR - espace alternatif (m)

GR - alternative Szene (f)

IT - spazio alternativo (m)

SP - espacio alternativo (m)

SW - alternativ rörelse

22. **ANNOTATION**

A note accompanying an entry in a bibliography, reading list, or catalogue intended to describe, explain, or evaluate the publication referred to.

DU - annotatie (f)

FR - annotation (f); note (f)

GR - Anmerkung (f); Kommentar (m)

IT - annotazione (f)

SP - anotación (f)

SW - annotation; anteckning

23. **ANNOUNCEMENT**

*See also* **PRIVATE VIEW CARD (453)**

A public notification of a new exhibition or event; often the only printed record of an exhibition.

DU - aankondiging (f)

FR - avis (m); annonce (f)

GR - Anzeige (f); Ankündigung (f)

IT - annuncio (m)

SP - anuncio (m); aviso (m)

SW - tillkännagivande

24. **ANNUAL**

*See also* **YEARBOOK (586)**

(1) A book or journal published once a year.

DU - jaarboek (n); jaarlijks

FR - annuaire (m)

GR - Jahrbuch (n); Jahresschrift (f)

IT - annuario (m)

SP - anuario (m)

SW - årsbok

25. **ANNUAL**

*See also* **BIENNIAL (68)**

(2) An exhibition held once a year.

DU - jaarboek (n); jaarlijks

FR - exposition annuelle (f)

GR - Jahresausstellung (f)

IT - mostra annuale (f)

SP - exhibición anual (f)

SW - årligt återkommande utställning

26. **ANTIQUARIAN BOOKSELLER**

*See also* **BOOKSELLER (85), RARE BOOK (462),  
SECOND-HAND (500)**

A dealer in rare, out of print, and specialised books, prints, manuscripts, and related materials.

DU - antiquaar (m)

FR - libraire spécialisé dans le livre ancien (m)

GR - Antiquar (m); Antiquarin (f)

IT - libraio antiquario (m)

SP - anticuario (m); anticuaria (f); librero anticuario (m)

SW - antikvariatsbokhandlare

27. **ANTIQU** (*noun*)

A relic or object of older times or of an earlier period than the present.

DU - antiquiteiten (f)  
FR - antiquités (f)  
GR - Antiquitäten (f)(pl)  
IT - antichità (f)(pl)  
SP - antigüedad(es) (f)  
SW - antik; antikviteter

**28. APPLIED ARTS**

Practical arts.

DU - toegepaste kunst (f); kunstnijverheid (f)  
FR - arts décoratifs (m); arts appliqués (m)  
GR - angewandte Kunst (f); Kunstgewerbe (n)  
IT - arti applicate (f)  
SP - artes aplicadas (f); artes decorativas (f)  
SW - brukskonst; konstindustri

**29. APPRAISAL**

(1) The monetary evaluation of books, manuscripts, and works of art for insurance, tax, or other purposes.

DU - taxatie (f)  
FR - estimation (f)  
GR - Schätzwert (m); geschätzer Wert (m)  
IT - valutazione (f); stima (f)  
SP - avalúo (m)  
SW - värdering

**30. APPRAISAL**

(2) The process of determining value.

DU - waardebeoordeling (f)  
FR - estimation (f)  
GR - Bewertung (f)  
IT - valutazione (f)  
SP - avalúo (m)  
SW - värdering

**31. APPROPRIATION**

(1) The use of a pre-existing image(s) to form a new art work.

DU - ontlening (f)  
FR - appropriation (f)  
GR - Aneignung (f); Entlehnung (f); Aufnahme (f)  
IT - appropriazione (f)  
SP - apropiación (f)  
SW - appropriering

**32. APPROPRIATION**

(2) An amount of money made available by a governing body of a library or other agency for expenditure according to established budgetary and accounting practices.

DU - krediet (n)

FR - dotation (f); crédit (budgétaire) (m)

GR - Bewilligung (f)

IT - impegno di spesa (m)

SP - asignación (f)

SW - anslag

33. **APPROVAL PLAN**

*See also* **BLANKET ORDER (74), STANDING ORDER (527)**

An arrangement by which a publisher or a vendor assumes responsibility for selecting and supplying library materials to fit an institution's profile, but with some right to return.

DU - zichtregeling (f)

FR - régime d'envoi pour examen (m)

GR - Vereinbarung über Ansichtslieferungen (f)

IT - materiale in visione (m)

SP - en consigna (f)

SW - böcker på påseende; till påseende

34. **AQUATINT**

A print resembling a water-colour, produced from a copper plate etched with nitric acid.

DU - aquatint (f)

FR - aquatinte (f)

GR - Aquatinta (f)

IT - acquatinta (f)

SP - aguatinta (f)

SW - akvatint

35. **ARCHAEOLOGY** [U.S. - Archeology]

The scientific study of the material remains of past human life and activities.

DU - archeologie (f)

FR - archéologie (f)

GR - Archäologie (f)

IT - archeologia (f)

SP - arqueología (f)

SW - arkeologi

36. **ARCHITECTURE**  
The art or science of designing and constructing buildings.  
DU - architectuur (f); bouwkunst (f)  
FR - architecture (f)  
GR - Architektur (f); Baukunst (f)  
IT - architettura (f)  
SP - arquitectura (f)  
SW - arkitektur
37. **ARCHIVE** [U.S. - Archives]  
An organised body of non-current records and documents, received or originated in connection with the activities of an organisation, institution or individual, which are preserved because of their continuing value.  
DU - archief (s); archieven (n)(pl)  
FR - archives (f)  
GR - Archiv (n); Urkunden Sammlung (f); Aktensammlung (f)  
IT - archivio (m)  
SP - archivos (m)(pl)  
SW - arkiv
38. **ARCHIVIST**  
A person responsible for the acquisition, arrangement, description, preservation, interpretation, and service of archival collections.  
DU - archivaris (m); archivaresse (f)  
FR - archiviste (m/f)  
GR - Archivar (m); Archivarin (f)  
IT - archivista (m/f)  
SP - archivero (m)  
SW - arkivarie
39. **ART**  
*See also FINE ARTS (237)*  
The conscious skill of creative imagination necessary to produce aesthetic objects; works so produced.  
DU - kunst (f)  
FR - art (m)  
GR - Kunst (f)  
IT - arte (f)  
SP - arte (f)  
SW - konst
40. **ART DIRECTOR (Production Designer)**

A member of an editorial team who has overall responsibility for the visual appearance of a publication, or publications, including layout, illustrations, etc.

DU - art director (m/f)

FR - directeur artistique (m); directrice artistique (f)

GR - Art Direktor (m); Art Direktorin (f); Produkt-Designer (m); Produkt-Designerin (f)

IT - direttore artistico (m); direttrice artistica (f)

SP - director artístico (m); directora artística (f); redactor artístico (m); redactora artística (f)

SW - art director; konstnärlig ledare

41. **ART HISTORY**

*See also* **HISTORY (271)**

The history of art.

DU - kunstgeschichte (f); kunsthistorie (f)

FR - histoire de l'art (f)

GR - Kunstgeschichte (f)

IT - storia dell'arte (f)

SP - historia del arte (f)

SW - konsthistoria

42. **ART LENDING PROGRAMME** [U.S. - Art lending program]

A programme for the lending of art objects to the public.

DU - kunstuitleen (m)

FR - prêt d'oeuvres d'art (m)

GR - Kunstverleih (m)

IT - programme di prestito d'opere d'arte (m)

SP - préstamo de obras de arte (m)

SW - artoteksverksamhet

43. **ART OBJECT**

*See* **OBJET D'ART (380)**

44. **ART PAPER**

*See* **COATED PAPER (140)**

45. **ART SCHOOL**

An institution that provides training in the creation of fine and decorative arts.

DU - Academie voor beeldende kunst (f)

FR - école des beaux-arts (f); école d'art (f); académie de beaux-arts (f)

GR - Kunstakademie (f); Kunsthochschule (f)

IT - accademia di belle arti (f); liceo artistico (m)

SP - escuela de bellas artes (f); academia de bellas artes (f); escuela de arte (f)

SW - konstakademi; konstskola

46. **ARTEFACT** [U.S. - Artifact]  
 An object made or modified by human workmanship.  
 DU - artefact (n)  
 FR - objet manufacturé (m); artefact (m)  
 GR - Artefakt (n); Kunsterzeugnis(n)  
 IT - manufatto (m)  
 SP - artefacto (m)  
 SW - artefakt
47. **ARTIST**  
 A person who practices one of the fine arts.  
 DU - kunstenaar (m); kunstenaars (f)  
 FR - artiste (m/f)  
 GR - Künstler (m); Künstlerin (f)  
 IT - artista (m/f)  
 SP - artista (m/f)  
 SW - konstnär
48. **ARTISTE**  
 A person who practices the performing arts; for example, a singer, a circus performer, dancer, magician, etc.  
 DU - artiest (m); artieste (f)  
 FR - artiste (m/f)  
 GR - Artist (m); Artistin (f)  
 IT - artista (m/f)  
 SP - artista (m/f)  
 SW - artist
49. **ARTIST'S BOOK (Livre d'artiste)**  
*See also* **BOOK ART (78), BOOKWORK (89),  
 ILLUSTRATED BOOK (283)**  
 A book conceived and/or produced by an artist; may include imagery conceived for the publication and/or text.  
 DU - kunstenaarsboek (n)  
 FR - livre d'artiste (m)  
 GR - Künstlerbuch (n)  
 IT - libro d'artista (m)  
 SP - libro de artista (m)  
 SW - konstnärsbok

50. **ARTIST'S PROOF**  
*See also* **PROOF (456)**  
Proofs numbered separately from an edition but often made at the same time as the edition, for the use of the artist.  
DU - epreuve d'artiste (m/f)  
FR - épreuve d'artiste (f)  
GR - Künstlerabzug (m); Probeabzug des Künstlers (m)  
IT - prova d'artista (f)  
SP - prueba de artista (f)  
SW - konstnärsprovtryck; provavdrag
51. **ASSEMBLAGE**  
The use of non-art elements, often junk and/or debris, to form a work of art; works so produced.  
DU - assemblage (f)  
FR - assemblage (m)  
GR - Installationen (f)(pl); Assemblage (f)  
IT - assemblaggio (m)  
SP - ensamblaje (m)  
SW - assemblage
52. **ATELIER**  
*See* **STUDIO (532)**
53. **ATTRIBUTION**  
Ascribing a work to a particular artist or school.  
DU - toeschrijving (f)  
FR - attribution (f)  
GR - Attribution (f); Zuschreibung (f)  
IT - attribuzione (f)  
SP - atribución (f)  
SW - attribution
54. **AUCTION CATALOGUE**  
*See* **SALES CATALOGUE (497)**
55. **AUDIO-VISUAL MATERIALS**  
Materials designed to make use of both hearing and sight.  
DU - audiovisueel  
FR - audio-visuel (m); audio-visuelle (f)  
GR - audiovisuell  
IT - audiovisivi (m)(pl)  
SP - audiovisual (m)  
SW - audiovisuell
56. **AUDIO-CASSETTE**

*See* **CASSETTE (110)**

57. **AUTHOR**

A person or body responsible for the intellectual content of a work.

DU - auteur (m); schrijver (m)

FR - auteur (m)

GR - Urheber (m); Urheberin (f); Verfasser (m); Verfasserin (f);  
Schriftsteller (m); Schriftstellerin (f); Autor (m); Autorin (f)

IT - autore (m); autrice (f)

SP - autor (m); autora (f)

SW - författare

58. **AUTHORITY FILE (Authority list)**

A collation of terms or names that serves as a standard for cataloguing purposes.

DU - lijst van voorkeurstermen (f)

FR - liste d'autorité (f)

GR - Normdatei (f)

IT - authority file (f)

SP - catálogo de autoridades (m)

SW - auktoritetsfil; auktoritetslista

59. **AUTOMATION**

*See also* **COMPUTERISATION (162)**

The use of mechanical or electronic equipment, often computers, to save mental or physical labour.

DU - automatisering (f)

FR - automatisation (f)

GR - Automatisierung (f)

IT - automazione (f)

SP - automatización (f)

SW - automatisering

60. **AVANT-GARDE**

A new or experimental concept.

DU - avant-garde (f)

FR - avant-garde (f)

GR - Avantgarde (f)

IT - avanguardia (f)

SP - vanguardia (f)

SW - avantgarde

61. **BACK (of a book)**

*See* **SPINE (522)**

62. **BACK ISSUE (Back copy, Back number)**

*See also* **ISSUE** (*noun*) **(308)**

A number or issue of a periodical preceding the current issue.

DU - reeds verschenen nummer (n)

FR - ancien numéro (m)

GR - ältere (zurückliegende) Nummer (Ausgabe) (f)

IT - numero arretrato (m)

SP - número atrasado (m)

SW - tidigare nummer; tidigare häfte

**63. BACKING**

(1) In bookbinding, the process of sewing and shaping the spine of a sewn textblock.

DU - knepen

FR - endossure (f)

GR - Bearbeitung des Buchblockrückens (f)

IT - indorsatura (f)

SP - refuerzo (m)

SW - backing; dubblera; stödja

**64. BACKING**

(2) In art conservation, a method of reinforcing a work of art on paper or canvas by applying a paper or fabric lining with an adhesive.

DU - doubleren

FR - rentoilage (m)

GR - doublieren; rentoilieren; aufziehen; hinterkleben; verstärken

IT - foderatura (f)

SP - refuerzo (m)

SW - backing; dubblering; stöd

**65. BIENNIAL**

A frequency of every six months; twice a year.

DU - halfjaarlijkse uitgave (f)

FR - semestriel (m); semestrielle (f)

GR - halbjährlich

IT - semestrale

SP - semianual

SW - halvårstidskrift; halvårsvis utgivning

**66. BIBLIOGRAPHER**

*See also* **SUBJECT SPECIALIST** **(538)**

(1) A scholar of books as physical objects. (2) A compiler of bibliographies.

DU - bibliograaf (m)  
FR - bibliographe (m/f)  
GR - Bibliograph (m); Bibliographin (f)  
IT - bibliografo (m); bibliografa (f)  
SP - bibliógrafo (m); bibliógrafa (f)  
SW - bibliograf

67. **BIBLIOGRAPHY**

*See also* **SUBJECT BIBLIOGRAPHY (534)**

(1) The study of books as physical objects, as a means of determining the history and transmission of texts. (2) The art of correctly describing books with respect to authorship, editions, physical form, etc. (3) A list of works, documents, and/or bibliographical items, usually with some relationship between them.

DU - bibliografie (f)  
FR - bibliographie (f)  
GR - Bibliographie (f)  
IT - bibliografia (f)  
SP - bibliografía (f)  
SW - bibliografi

68. **BIENNIAL**

(1) An exhibition held every second year.

DU - biennale (f)  
FR - biennale (f)  
GR - zweijährig; alle zwei Jahre (n)(pl); jedes zweite Jahr (n)  
IT - biennale  
SP - bienal (f), bianual (f)  
SW - biennial

69. **BIENNIAL**

(2) A frequency of every two years.

DU - tweejarig; tweejaarlijks  
FR - biannuel (m); biannuelle (f)  
GR - zweijährig  
IT - biennale  
SP - bienal (f), bianual (f)  
SW - publikation med utgivning vartannat år

70. **BIMONTHLY**

A frequency of every two months.  
DU - tweemaandelijks  
FR - bimestriel (m); bimestrielle (f)  
GR - zweimonatlich  
IT - bimensile  
SP - bimensual  
SW - två gånger i månaden; varannan vecka

71. **BINDER**

A person who binds books.  
DU - binder (m)  
FR - relieur (m); relieuse (f)  
GR - Buchbinder (m); Buchbinderin (f)  
IT - rilegatore (m); rilegatrice (f); legatore (m); legatrice (f)  
SP - encuadernador (m); encuadernadora (f)  
SW - bokbindare

72. **BINDING (Bookbinding)**

(1) In book production, the process of assembling the finished book; the concept of securing the leaves of sections of a text so as to keep them in proper order and protect them.

DU - boekbinden  
FR - reliure (f)  
GR - buchbinden; binden  
IT - legatura (f); rilegatura (f)  
SP - encuadernación (f)  
SW - bokbindning; bokband

73. **BINDING (Bookbinding)**

(2) The covering of a book which holds the sheets together to provide protection.

DU - boekband (m)  
FR - reliure (f)  
GR - Einband (m); Bucheinband (m)  
IT - legatura (f); rilegatura (f)  
SP - encuadernación (f)  
SW - bokband

74. **BLANKET ORDER**

*See also* **APPROVAL PLAN (33), STANDING ORDER (527)**

A plan in which a publisher or vendor agrees to supply all publications defined by the library as issued, generally without return privileges.

DU - blanket order

FR - commande globale (f); envoi d'office (m)

GR - Blanket Order (f)

IT - blanket order (m); ordine globale (m)

SP - pedido global (m)

SW - stående order

75. **BLUEPRINT**

A photographic print with a white image on a blue background, most often used to copy maps, mechanical drawings and architectural plans.

DU - blauwdruk (m)

FR - bleu (m); ozalid (m)

GR - Blaupause (f)

IT - cianografia (f)

SP - cianotipo (m); copia cianográfica (f)

SW - blåtryck; blåkopier

76. **BOARDS**

The generic name for a stiff, thick paper used for book covers.

DU - plat (n); bord (n)

FR - plats (m); carton de plat (m)

GR - Buchdeckel (m); Pappdeckel (m); Pappband (m)

IT - piatti (m)(pl)

SP - tapas (f)(pl)

SW - pärmapp; kartong

77. **BOOK (Codex)**

A collection of leaves of paper, parchment, or other material, affixed in sequence.

DU - boek (n)

FR - livre (m)

GR - Buch (n)

IT - libro (m)

SP - libro (m)

SW - bok

78. **BOOK ART**

*See also* **ARTIST'S BOOK (49), BOOKWORK (89)**

Art which makes use of the book format.

DU - boekkunst (f)

FR - livre d'artiste (m)

GR - Buchkunst (f)

IT - arte del libro (f)

SP - arte del libro (f)

SW - bokkonst

79. **BOOK JACKET (Dust jacket, Wrapper)**

*See also* **SLEEVE (511)**

A detachable protective paper cover for a book which folds around the binding with the ends tucked in between the cover boards and the free end paper.

DU - stofomslag (m)

FR - jaquette (f)

GR - Schutzumschlag (m); Buchumschlag (m)

IT - sopraccoperta (f); copertina di protezione (f)

SP - camisa de libro (f); sobrecubierta (f)

SW - skyddsomslag

80. **BOOK OBJECT**

*See* **BOOKWORK (89)**

81. **BOOK REVIEW**

*See* **REVIEW (490)**

82. **BOOKBINDING**

*See* **BINDING (72, 73)**

83. **BOOKLET**

*See also* **PAMPHLET (398)**

A small book consisting of a few sheets, usually with paper covers.

DU - boekje (n)

FR - livret (m); opuscule (m); plaquette (f)

GR - Broschüre (f); Büchlein (n)

IT - libretto (m); opuscolo (m); brossura (f)

SP - opúsculo (m); folleto (m)

SW - broschyr

84. **BOOKPLATE (Ex-libris)**

A label affixed to a book to indicate ownership and, sometimes, its location in a collection.

DU - exlibris (n)

FR - ex-libris (m)

GR - Exlibris (n)

IT - ex-libris (m)

SP - ex libris (m)

SW - exlibris

85. **BOOKSELLER**

*See also ANTIQUARIAN BOOKSELLER (26)*

One who sells books; the proprietor of a bookshop.

DU - boekhandelaar (m); boekverkoper (m)

FR - libraire (m/f)

GR - Buchhändler (m); Buchhändlerin (f)

IT - libraio (m)

SP - librero (m); librera (f)

SW - bokhandlare

86. **BOOKSHOP**

A place of business where books are the main item for sale.

DU - boekhandel (m); boekwinkel (m)

FR - librairie (f)

GR - Buchhandlung (f); Bücherladen (m)

IT - libreria (f)

SP - librería (f)

SW - bokhandel

87. **BOOKSTACKS**

*See STACKS (524)*

88. **BOOKSTOCK (Stock)**

*See also HOLDINGS (272, 273)*

A collection of books in a library or bookshop.

DU - boekenbestand (n)

FR - fonds (de livres) (m); collection (de livres) (f)

GR - Buchbestand (m)

IT - fondo librario (m)

SP - fondo de libros (m)

SW - bokbestånd

89. **BOOKWORK (Book object)**

Art object which makes reference to the structure of the book.

DU - boekobject (n)  
FR - livre objet (m)  
GR - Buchobjekt (n)  
IT - libro oggetto (m); bookwork (m)  
SP - libro objeto (m)  
SW - konstverk i form av en bok

90. **BORROWER**

A person who uses library materials on a loan basis.

DU - lener (m)  
FR - emprunteur (m); emprunteuse (f)  
GR - Entleiher (m); Entleiherin (f)  
IT - utente che prende in prestito (m)  
SP - lector con derecho a préstamo (m)  
SW - låntagare

91. **BREAKING COPY**

A book, especially a plate book, which is imperfect, thus may be dismembered so that plates and pages of typographical or artistic interest can be sold separately.

DU - knipexemplaar (n)  
FR - livre démembré (m)  
GR - Schlachtexemplar (n)  
IT - copia smembrata (f)  
SP - ejemplar desmembrado (m)  
SW - slaktexemplar

92. **BRITTLE BOOKS**

Fragile, easily broken, usually because the paper, boards, and adhesives are acidic.

DU - broos (f)  
FR - livres au papier cassant (m)  
GR - zerfallende Bücher (m)(pl); brüchige Bücher (n)(pl)  
IT - libri fragili (m)(pl); libri friabrili (m)(pl)  
SP - libros frágiles (m)(pl)  
SW - ömtåliga böcker

93. **BROADSHEET** [U.S. - Broadside]

*See also* **FLYER (242)**

A large sheet of paper, usually printed on one side.

DU - vlugschrift (n); plano formaat (n)

FR - feuille volante (f)

GR - Einblattdruck (m); Flugblatt (n)

IT - volantino (m); manifesto (m)

SP - hoja volante (f); folleto (m)

SW - ettbladstryck

94. **BROCHURE**

Printed and/or graphic material intended for promotional or publicity purposes.

DU - brochure (f); prospectus (n)

FR - brochure (f); dépliant (m); prospectus (m)

GR - Broschüre (f); Prospekt (m)

IT - opuscolo (m); brossura (f)

SP - folleto (m); prospecto comercial (m)

SW - broschyr

95. **BUCKRAM**

Common term for a heavy weave cotton or linen sized cloth used for binding and box making.

DU - buckram (n)

FR - toile buckram (f)

GR - Buckram (m); Buchbinderleinwand (f)

IT - tela rigida (f)

SP - tela ahulada (f)

SW - linneklot; styv kanfas

96. **BULLETIN**

A serial publication issued by an organisation or society.

DU - bulletin (n)

FR - bulletin (m)

GR - Bulletin (n); Mitteilung (f)

IT - bollettino (m)

SP - boletín (m)

SW - bulletin

97. **CALL NUMBER**

*See* **CLASS NUMBER (131)**

98. **CALLIGRAPHY**

Beautiful or elegant handwriting.  
DU - kalligrafie (f); schoonschrijfkunst (f)  
FR - calligraphie (f)  
GR - Kalligraphie (f); Schönschreibkunst (f)  
IT - calligrafia (f)  
SP - caligrafía (f)  
SW - skönskrift; kalligrafi

99. **CAMERA**

A device with a light-proof enclosure for forming an image on a light-sensitive medium.

DU - camera (f); fotoestel (n)  
FR - appareil photographique (m); appareil-photo (m)  
GR - Fotoapparat (m); Kamera (f)  
IT - macchina fotografica (f)  
SP - máquina (f); cámara (f)  
SW - kamera

100. **CANON**

A standard of judgement or authority; in art history usually refers to a group of works accepted to have been produced by a particular artist or school.

DU - canon (m)  
FR - canon (m)  
GR - Richtschnur (f); Kanon (m)  
IT - canone (m)  
SP - canon (m)  
SW - kanon; norm

101. **CANVAS**

(1) A firm, loosely woven cloth.

DU - doek (n)  
FR - toile (f)  
GR - Leinwand (f)  
IT - tela (f)  
SP - tela (f)  
SW - duk

102. **CANVAS**

(2) A painting.

DU - schilderij op doek (n)  
FR - tableau (m)  
GR - Gemälde auf Leinwand (n)  
IT - quadro (m); dipinto su tela (f)  
SP - lienzo (m)  
SW - tavla; målning

103. **CARICATURE**

*See also* **CARTOON (107)**

An exaggerated, distorted representation of a subject in art or literature.

DU - karikatuur (f)

FR - caricature (f); dessin satirique (m)

GR - Karikatur (f); Zerrbild (n)

IT - caricatura (f)

SP - caricatura (f)

SW - karikatyr

104. **CAROUSEL**

A revolving container for transparencies, positioned on top of a slide projector, which allows slides to be projected in sequence automatically or by remote control.

DU - carrousel (m)

FR - carrousel (m)

GR - Karussellmagazin für Diapositive (Dias) (n)

IT - carosello per diapositive (m)

SP - bandeja para diapositivas (f)

SW - diamagasin; karussellmagasin

105. **CARREL**

Small room or study desk or an enclosed study desk in an alcove of a library used for individual study.

DU - studiecel (f)

FR - carrel (m)

GR - Lesenische (f)

IT - box di lettura (m)

SP - cubículo (m)

SW - studierum; studievrå

106. **CARTOON**

(1) A preliminary drawing for a painting, tapestry, etc.

DU - karton (n); modelblad (n); werktekening (f)

FR - carton (m); esquisse (f); étude (f)

GR - Karton (m)

IT - cartone (m)

SP - boceto (m)

SW - kartong; utkast; skiss

107. **CARTOON**

*See also* **CARICATURE (103)**

(2) A drawing intended as a satire.  
DU - cartoon (m); karikatuur (f); spotprent (f)  
FR - dessin humoristique (m)  
GR - Witzzeichnung (f); Karikatur (f)  
IT - vignetta (f)  
SP - dibujo humorístico (m); caricatura (f)  
SW - karikatyr; karikatyrteckning

108. **CARTOON**

(3) Animated film.  
DU - tekenfilm (m)  
FR - dessin animé (m)  
GR - Zeichentricksfilm (m)  
IT - cartone animato (m)  
SP - dibujo animado (m)  
SW - tecknad film

109. **CASE**

*See also* **SLIP-CASE (516)**

The hard cover of a publication.  
DU - bandzetter (m)  
FR - emboîtement (m); cartonnage (m)  
GR - Buchhülle (f); Kasette (f); Schuber (m)  
IT - coperta (f)  
SP - cubierta rígida (f)  
SW - omslag; bokkasett

110. **CASSETTE**

A standard container designed to hold microfilm or magnetic audio and video recording tape.  
DU - cassette (f)  
FR - cassette (f)  
GR - Kasette (f)  
IT - cassetta (f)  
SP - cassette (f)  
SW - kassett

111. **CATALOGUE** (*noun*) [U.S. - Catalog]

*See also* **EXHIBITION CATALOGUE (225)**

(1) A file of bibliographic records, created according to specific and uniform principles of construction and usually under the control of an authority file, which describes the materials contained in a collection or library.

DU - catalogus (m)

FR - catalogue (m)

GR - Katalog (m)

IT - catalogo (m)

SP - catalogar (m)

SW - katalog

112. **CATALOGUE** (*verb*) [U.S. - Catalog]

(2) To list and describe.

DU - catalogiseren

FR - cataloguer

GR - katalogisieren

IT - catalogare

SP - catalogar

SW - katalog

113. **CATALOGUE RAISONNÉ**

*See also* **OEUVRE CATALOGUE (381)**

A complete, systematic and critical listing of all the known works of a single artist, providing comprehensive information, including provenance, for each work.

DU - catalogue raisonné (m)

FR - catalogue raisonné (m)

GR - Werkkatalog (m); kritischer Katalog (m)

IT - catalogo ragionato (m)

SP - catálogo razonado (m)

SW - catalogue raisonné; oevreförteckning; beskrivande förteckning

114. **CATALOGUER** [U.S. - Cataloger]

A person who performs descriptive cataloguing and/or subject analysis and may also perform such related tasks as classifying, shelving, etc.

DU - titelbescrijver (m)

FR - catalogueur (m); catalogueuse (f)

GR - Katalogbearbeiter (m); Katalogbearbeiterin (f); Katalogisierer (m); KatalogisiererIn (f)

IT - catalogatore (m); catalogatrice (f)

SP - catalogador (m); catalogadora (f)

SW - katalogisatör

115. **CD**

*See* **COMPACT DISK (158)**

**116. CELLULOSE NITRATE FILM**

A flexible support or base used for photographic negatives and motion picture film from 1890 to the 1950s. It is unstable and flammable.

DU - cellulose nitraat film (m)

FR - film nitrate (m)

GR - Nitrozellulosefilm (m)

IT - film di cellulosa (m); pellicola al nitrato di cellulosa (f)

SP - película de celulosa (f)

SW - cellulosanitratfilm

**117. CENSORSHIP**

The prohibition of the production, distribution, circulation, or access to a work on the grounds that it contains politically or morally offensive material.

DU - censuur (f)

FR - censure (f)

GR - Zensur (f)

IT - censura (f)

SP - censura (f)

SW - censur

**118. CERAMICS**

Earthenware, porcelain, or brick products produced from a non-metallic material, such as clay or glass, fired at a high temperature.

DU - keramiek (f)

FR - céramique (f)

GR - Keramik (f)

IT - ceramica (f)

SP - cerámica (f)

SW - keramik

**119. CHAPTER**

(1) A section of a book.

DU - hoofdstuk (n)

FR - chapitre (m)

GR - Kapitel (n)

IT - capitolo (m)

SP - capítulo (m)

SW - kapitel

**120. CHAPTER**

(2) A section of an organisation.

DU - afdeling (f)

FR - section (f); département (m)

GR - Abteilung (f)

IT - capitolo (m)

SP - sección (f)

SW - avdelning

121. **CHARGING SYSTEM**

*See* **CIRCULATION SYSTEM (126)**

122. **CHROMOLITHOGRAPHY (Colour lithography)** [U.S. - Color lithography]

Lithographic printing in colours by means of separate stones or plates for the various colours, with some colours printed over others.

DU - chromolithografie (f)

FR - chromolithographie (f)

GR - Chromolithographie (f); Farblithographie (f)

IT - cromolitografia (f)

SP - cromolitografía (f)

SW - färglitografi

123. **CHRONOLOGY**

A serial arrangement in temporal order.

DU - tijdrekening (f); chronologie (f)

FR - chronologie (f)

GR - Chronologie (f); Zeitrechnung (f); Zeitabfolge (f)

IT - cronologia (f)

SP - cronología (f)

SW - kronologi

124. **CINEMA**

(1) A building in which films are shown.

DU - bioscoop (m)

FR - cinéma (m)

GR - Kino (n); Filmtheater (n)

IT - cinema (m)

SP - cine (m)

SW - bio

125. **CINEMA**

(2) The art of film.  
DU - filmkunst (f)  
FR - cinéma (m)  
GR - Filmkunst (f)  
IT - cinema (m)  
SP - arte del cine (f)  
SW - film; filmkonst

126. **CIRCULATION SYSTEM (Loan system)**

The method used to maintain records of library borrowers and of materials lent by a library.

DU - uitleensysteem (n)  
FR - circulation (f); système de prêt (m)  
GR - Ausleihsystem (n); Ausleihverfahren (n)  
IT - sistema di circolazione (m)  
SP - sistema de préstamo (m)  
SW - utlåningssystem

127. **CITATION**

*See also* **REFERENCE (472)**

(1) A bibliographic reference.

DU - aanhaling (f)  
FR - référence bibliographique (f)  
GR - Zitat (n)  
IT - citazione (f)  
SP - cita (f)  
SW - referens

128. **CITATION**

*See also* **REFERENCE (472)**

(2) A note referring to a work from which a passage is quoted or to some source as authority for a statement or proposition.

DU - citaat (n)  
FR - citation (f)  
GR - Zitat (n)  
IT - citazione (f)  
SP - cita (f)  
SW - citat

129. **CLAIM**

A notice sent to a dealer that an order or item ordered has not been received within a reasonable period of time.

DU - reclamering (f)

FR - rappel (m); réclamation (f)

GR - Reklamation (f)

IT - sollecito (m)

SP - reclamación (f)

SW - reklamation

130. **CLASSMARK**

*See* **CLASS NUMBER (131)**

131. **CLASS NUMBER (Classmark)** [U.S. - Call number]

A set of symbols identifying a particular item or items in a library collection expressing the subject contents of the item.

DU - classificatie-nummer (n); signatuur (f)

FR - indice de classification (f); cote (f)

GR - Signatur (f)

IT - numero di classificazione (m)

SP - signatura sistemática (f)

SW - klassifikationsnummer

132. **CLASSIFICATION**

A series or system of classes arranged in order according to some principle or concept, purpose, or interest, or combination of such.

DU - classificatie (f); systematiek (f)

FR - classification (f)

GR - Klassifikation (f); Klassierung (f)

IT - classificazione (f)

SP - clasificación (f)

SW - klassifikation

133. **CLASSIFIED CATALOGUE** [U.S. - Classified catalog]

A subject catalogue with primary arrangement of bibliographic records by the class numbers of a classification schedule.

DU - systematische catalogus (m)

FR - catalogue systématique (m)

GR - Systematischer Katalog (m); Realkatalog (m); Sachkatalog (m)

IT - catalogo classificato (m)

SP - catálogo clasificado (m)

SW - ämneskatalog; systematisk katalog

134. **CLEARING-HOUSE**

An agency for collecting and disseminating information.

DU - documentatie-centrale (f); clearing house (n)  
FR - centre d'échange (m)  
GR - Dokumentationszentrale (f)  
IT - centro di documentazione (m)  
SP - centro de referencia (m); centro de documentación (m)  
SW - clearing-house; clearingcentral; avräkningscentral

135. **CLIENT**

*See* **USER (564)**

136. **CLIPPING**

*See* **PRESS-CUTTING (445)**

137. **CLIPPING FILE**

*See* **CUTTINGS FILE (182)**

138. **CLOSED ACCESS**

*See* **CLOSED STACKS (139)**

139. **CLOSED STACKS**

Areas where library and archival materials are housed, which are not open to users.

DU - gesloten opstelling (f); gesloten boekerij (f)

FR - magasin fermé (m); magasin à accès réservé (m)

GR - Magazinsystem (n)

IT - magazzini (m)(pl)

SP - biblioteca de acceso restringido (f); salas de reserva (f)(pl)

SW - slutna magasin

140. **COATED PAPER (Art paper)**

Paper with a smooth, glossy surface produced by coating with china clay and casein glue, generally used for fine art books.

DU - kunstdrukpapier (n)

FR - papier couché (m)

GR - Kunstdruckpapier (n)

IT - carta patinata (f)

SP - papel cuché (m); papel estucado

SW - konsttryck papper; behandlat papper; belagt papper; överdraget papper

141. **CODEX**

*See* **BOOK (77)**

142. **COFFEE-TABLE BOOK**

A large, lavishly illustrated book.

DU - coffee-table book (n)

FR - livre de prestige (m)

GR - Bildband (m); Coffee-table Book (n)

IT - libro di lusso (m)

SP - libro de lujo (m)

SW - presentbok

143. **COLLAGE**

*See also* **ASSEMBLAGE (51)**

An artistic composition of pieces of flat material, pasted together.

DU - collage (f)

FR - collage (m)

GR - Collage (f)

IT - collage (m)

SP - collage (m)

SW - collage

144. **COLLATE**

To examine a book or periodical volume leaf by leaf, and by signature, or section, to describe and verify number and order.

DU - collationeren

FR - collationner

GR - kollationieren

IT - collazionare

SP - colacionar

SW - kollationera

145. **COLLATION**

The bibliographical description of the physical composition of a book.

DU - collatie (f)

FR - collation (f)

GR - Kollation (f)

IT - collazione (f)

SP - colación (f)

SW - kollation; kollationering

146. **COLLECTION**

*See also* **PERMANENT COLLECTION (412)**

(1) A number of separate works or parts of works, not forming a treatise or monograph on a subject, combined and issued together as a whole. (2) An accumulated group of materials or works having a focal characteristic.

DU - collectie (f); verzameling (f)

FR - collection (f)

GR - Sammlung (f)

IT - collezione (f)

SP - colección (f)

SW - samling

147. **COLLECTION DEVELOPMENT**

The selection and acquisition of material for an expanding collection and decisions on the material to be included or excluded in that collection.

DU - collectievorming (f)

FR - politique d'acquisition (f); développement des collections (m)

GR - Bestandsaufbau (m)

IT - politica d'acquisizione (f)

SP - selección de libros (m)

SW - bestandsutveckling; förvärvsplan

148. **COLLECTION MANAGEMENT**

The art and science of acquiring and organising (library) materials to make them available for use.

DU - collectiebeheer (n)

FR - gestion des collections (f); organisation de la collection (f)

GR - Sammlungsverwaltung (f)

IT - amministrazione delle collezioni (f)

SP - gestion de libros (m)

SW - magasinsplanering; samlingsvård

149. **COLLOTYPE**

A photomechanical method for reproducing photographic images.

DU - collotypie (f)

FR - collotypie (f); phototypie (f)

GR - Kollotypie (f); Lichtdruck (f)

IT - collotipia (f)

SP - colotipía (f); fototipía (f)

SW - kollotypi; ljustryck

150. **COLOPHON**

(1) Historically, the final page of a book or manuscript.

DU - colofon (n)

FR - colophon (m); achevé d'imprimer (m)  
GR - Kolophon (n)  
IT - colofone (m)  
SP - colofón (m)  
SW - *there is no special Swedish term*

151. **COLOPHON**

(2) An emblematic design; a trade emblem or device of a printer or publisher.

DU - drukkersmerk (n); uitgeversmerk (n)  
FR - colophon (m)  
GR - Druckermarke (f); Signet (n)  
IT - marca tipografica (f)  
SP - sigla del tipografo (f)  
SW - kolofon

152. **COLOUR LITHOGRAPHY**

*See* **CHROMOLITHOGRAPHY (122)**

153. **COMIC (Comic book, Comic paper, Strip cartoon)**

A sequence of illustrations containing a story, or stories.

DU - striptijdschrift (n); stripverhaal (n); beeldverhaal (n)  
FR - bande dessinée (f)  
GR - Comic-Heft (n); Witzblatt (n); Comic-Strip (m); Bilderstreifen (m)(pl)  
IT - fumetto (m)  
SP - tebeo (m); revista humorística (f); tira comica (f)  
SW - tecknad serie; skämttidning; seriebok

154. **COMIC BOOK**

*See* **COMIC (153)**

155. **COMIC PAPER**

*See* **COMIC (153)**

156. **COMMEMORATIVE VOLUME**

*See* **FESTSCHRIFT (232)**

157. **COMMERCIAL ART**

*See also* **GRAPHIC DESIGN (259)**

Artwork, such as illustration, photography, graphic design, prepared for predetermined commercial purposes, such as advertising and general promotion.

DU - commerciële kunst (f); reclamekunst (f)

FR - art publicitaire (m); dessin publicitaire (m)

GR - Werbegraphik (f)

IT - arte pubblicitaria (f)

SP - arte publicitario (m)

SW - reklamkonst

158. **COMPACT DISK (CD)**

*See also* **DISK (195)**, **OPTICAL DISK (387)**, **VIDEODISC (570)**

An optical disk on which programmes, data, images, and/or sound are stored in a digital format. The information can be retrieved using a CD player, sometimes connected to a computer. Audio CDs, CD-ROM (Compact Disk Read-Only Memory) and CD-I (Compact Disk - Interactive) are specific types of compact disk.

DU - compact disc (m)

FR - disque compact (m)

GR - Compact Disc (m); CD (f)

IT - compact disc (m)

SP - disco compacto (m)

SW - kompakt skiva; CD-skiva

159. **COMPACT SHELVING**

Any type of shelving which is designed to increase the storage capacity of library materials to be shelved in a given space, such as draw-out shelves, mobile ranges, and swinging-case shelves.

DU - compact opstelling (f); compactus (f)

FR - rayonnage dense (m); rayonnage compact (m)

GR - Kompakt-Magazinierung (f); fahrbare Regelanlage (f)

IT - scaffalatura compatta (f)

SP - estanterías compactas (f)

SW - kompakthylla; kompaktus

160. **COMPILER**

One who produces a collection by selecting and putting together matter from the works of various persons or bodies.

DU - samensteller (m); samenstelster (f)

FR - compilateur (m); compilatrice (f)

GR - Zusammensteller (m); Zusammentellerin (f); Kompilator (m);  
Kompilatorin (f)

IT - compilatore (m)

SP - compilador (m); compiladora (f); recopilador (m); recopiladora (f)

SW - kompilator

161. **COMPUTER**

An electronic device which automatically performs prescribed sequences of operations on digitised data to achieve a desired end result.

DU - computer (m)

FR - cordinateur (m)

GR - Computer (m); Datenverarbeitungsanlage (f); Rechner (m)

IT - computer (m); calcolatore elettronico (m)

SP - computadora (f); ordenador (m)

SW - dator; datamaskin

162. **COMPUTERISATION** [U.S. - Computerization]

*See also* **AUTOMATION (59)**

Equipping with computers.

DU - computerisering (f)

FR - informatisation (f)

GR - Computerisierung (f)

IT - computerizzazione (f)

SP - computarización (f); automatización (f)

SW - datorisering

163. **CONNOISSEURSHIP**

Study and knowledge of a particular area of art.

DU - kenner (m)

FR - spécialité (f)

GR - Kennerschaft (f)

IT - conoscenza specializzata (f)

SP - experto en arte (m)

SW - expertis; specialkunskap

164. **CONSERVATION**

*See also* **PRESERVATION (443), REPAIR (478), RESTORATION (485)**

The physical and chemical stabilisation and treatment of materials, including the restoration of rare and valuable objects.

DU - instandhouding (f); conservering (f)

FR - conservation (f)

GR - Erhaltung (f); Konservierung (f)

IT - conservazione (f)

SP - conservación (f)

SW - conservering

165. **CONSERVATOR**

*See also RESTORER (486)*

A specialist who has undertaken advanced training in the repair, stabilisation and restoration of materials, such as paintings, books, works on paper.

DU - restaurator (m); behoudsmedewerker (m)

FR - restaurateur (m); restauratrice (f)

GR - Restaurator (m); Restauratorin (f)

IT - restauratore (m); restauratrice (f)

SP - conservador (m); conservadora (f)

SW - konservator

166. **CONSULTANT**

An expert in a specialised field brought in by a library or other agency for professional or technical advice.

DU - informatiespecialist (m); vakreferent (m); expert (m); adviseur (m)

FR - consultant (m); expert-conseil (m)

GR - Berater (m); Beraterin (f); Experte (m); Expertin (f)

IT - consulente (m)

SP - consultor (m); consultora (f)

SW - konsult

167. **CONTEMPORARY**

Existing or coming into being at the same period of time; of today or of the present.

DU - hedendaags

FR - contemporain (m); contemporaine (f)

GR - zeitgenössisch

IT - contemporaneo (m); contemporanea (f)

SP - contemporáneo (m); contemporánea (f)

SW - samtida

168. **CONTENTS**

*See TABLE OF CONTENTS (543)*

169. **CONTINUATION**

A part of a publication issued in continuance of a monograph, serial, or series.

DU - vervolg (n)

FR - suite (f)

GR - Fortsetzung (f)

IT - continuazione (f)

SP - continuación (f)

SW - fortsättning

170. **COPY** (*noun*)  
*See also REPRODUCTION (482)*  
An individual exemplar of a book, document etc.  
DU - exemplaar (n)  
FR - exemplaire (m)  
GR - Exemplar (n)  
IT - esemplare (m)  
SP - ejemplar (m)  
SW - exemplar
171. **COPY STAND**  
A device used to hold a camera and secure the printed material to be photographed.  
DU - reproductiestandaard (m)  
FR - banc de reproduction (m)  
GR - Reproduktionsstelle (f); Kopierstelle (f)  
IT - planetario (m)  
SP - soporte para cámara de fotos (m)  
SW - kopieringsställ
172. **COPYRIGHT**  
The legal provision of exclusive rights to reproduce and distribute a work, usually granted to the author, artist or maker of the work.  
DU - auteursrecht (n); copyright (n)  
FR - droit d'auteur (m); copyright (m); droit de reproduction (m)  
GR - Urheberrecht (n); Copyright (n)  
IT - diritto d'autore (m); proprietà letteraria e artistica (f); copyright (m)  
SP - derechos de autor (m)(pl); propiedad literaria (f); copyright (m)  
SW - copyright
173. **COPYRIGHT DEPOSIT**  
*See LEGAL DEPOSIT (322)*
174. **CORPUS**  
*See also CATALOGUE RAISONNÉ (113)*  
A body of work, complete and entire.  
DU - corpus (n)  
FR - corpus (m); oeuvre complète (f)  
GR - Korpus (n); Korpuswerk (n); Gesamtwerk (n)  
IT - corpus (m)  
SP - cuerpo (m); corpus (m)  
SW - samlingsverk; samlad produktion; korpus

175. **CRAFT**  
Creation of handmade objects intended to be both useful and decorative; objects thus produced.  
DU - ambacht (n); ambachtelijk werkstuk (n); handwerk (n)  
FR - métier (m); artisanat (m); objet artisanal (m)  
GR - Handwerk (n); Kunsthandwerk (n)  
IT - prodotto artigianale (m); produzione artigianale (f); artigianato (m)  
SP - oficio (m)  
SW - hantverk; hantverksproduktion
176. **CRITICISM**  
The evaluation and analysis of creative work.  
DU - kunstkritiek (f)  
FR - critique (f)  
GR - Kunstkritik (f); Kritik (f)  
IT - critica (f)  
SP - crítica (f)  
SW - kritik
177. **CROP; CROPPING**  
To trim; cutting down prints, photographs, or pages to a required size, often without regard for their original composition.  
DU - kort afsnijden  
FR - découper  
GR - beschneiden  
IT - tagliare  
SP - encuadre (m)  
SW - beskära
178. **CROSS-REFERENCE**  
A reference from one part of a book, catalogue, or document to another part where the same or related topic is discussed or recorded.  
DU - kruisverwijzing (f)  
FR - renvoi (m)  
GR - Kreuzverweisung (f)  
IT - richiamo (m); rinvio (m)  
SP - referencia (f); referencia cruzada (f)  
SW - korshänvisning

179. **CURATOR (Keeper)**  
A person who has the care and superintendence of something, especially of a collection, museum, gallery etc.  
DU - conservator (m)  
FR - conservateur (m); conservatrice (f)  
GR - Kustos (m); Kustodin (f); Konservator (m); Konservatorin (f)  
IT - conservatore (m); conservatrice (f)  
SP - conservador (m); conservadora (f)  
SW - intendent; antikvarie
180. **CURRICULUM VITAE (Latin)**  
Brief account of one's career and qualifications.  
DU - curriculum vitae  
FR - curriculum vitae (m)  
GR - Lebenslauf (m); Curriculum vitae (n)  
IT - curriculum vitae  
SP - curriculum vitae (m)  
SW - curriculum vitae; levnadsbeskrivning
181. **CUTTING**  
*See* **PRESS-CUTTING (446)**
182. **CUTTINGS FILE** [U.S. - Clipping file]  
*See also* **VERTICAL FILE (567)**  
A file where items, usually ephemeral and topical in nature, taken from various sources, including newspapers and magazines, are kept for information and reference.  
DU - knipselverzameling (f)  
FR - collection de coupures de presse (f)  
GR - Zeitungsauschnittssammlung (f); Ausschnittssammlung (f)  
IT - collezione di ritagli  
SP - archivo de recortes (m); colección de recortes (f)  
SW - klippsamling; klipparkiv
183. **CV**  
*See* **CURRICULUM VITAE (180)**
184. **DATA**  
Factual pieces of information.  
DU - data (pl); gegevens (n)(pl)  
FR - données (f)  
GR - Daten (n)(pl)  
IT - dati (m)  
SP - datos (m)  
SW - data

185. **DATABASE**

A collection of digitally stored records.

DU - database (f)

FR - base de données (f); banque de données (f)

GR - Datenbank (f)

IT - banca di dati (f); banca dati (f)

SP - base de datos (f); banco de datos (m)

SW - databas

186. **DE-ACCESSIONING**

*See also* **WEEDING (577)**

The process of removing materials that are no longer appropriate or functional and their supporting documentation.

DU - verwijderen; afstoten (f)

FR - retrait (m); élimination (f)

GR - ausscheiden; löschen

IT - scarico (m)

SP - retiro (m)

SW - avlägsna; ta bort

187. **DE-ACIDIFY**

To neutralise the acidic components in paper and provide an alkaline buffer to counteract acidic build-up in the future.

DU - ontzuren

FR - désacidifier

GR - entsäuern

IT - deacidificare

SP - deacidificar

SW - avlägsna syra

188. **DEALER**

An individual or company who buys and sells materials, such as antiques, works of art, or library materials.

DU - handelaar (m)

FR - marchand (m)

GR - Händler (m); Händlerin (f)

IT - mercante (m); commerciante (m)

SP - comerciante (m); tratante (m)

SW - handlare; handlande; försäljare

189. **DECORATIVE ARTS**

Those arts involving the creation of works serving utilitarian as well as aesthetic purposes or involved in the decoration and embellishment of utilitarian objects.

DU - decoratieve kunst (f)

FR - arts décoratifs (m)(pl)

GR - dekorative Kunst (f); angewandte Kunst (f)

IT - arti decorative (f)(pl)

SP - artes decorativas (f)(pl)

SW - dekorativ konst

190. **DEPOSITORY LIBRARY** [U.S.]  
*See* **LEGAL DEPOSIT (322)**

191. **DESIGN**

The arrangement of elements or details in an artefact or a work of art.

DU - vormgeving (f)

FR - design (m)

GR - Design (n); Formgebung (f); Gestaltung (f)

IT - design (m)

SP - diseño (m)

SW - design; formgivning

192. **DESKTOP PUBLISHING**

*See* **ELECTRONIC PUBLISHING (209)**

193. **DICTIONARY**

An alphabetically arranged reference book listing terms and/or names of a subject or activity with discussion of their meaning, derivation, and application.

DU - woordenboek (n)

FR - dictionnaire (m)

GR - Wörterbuch (n); Lexikon (n)

IT - dizionario (m)

SP - diccionario (m)

SW - ordbok

194. **DIRECTORY**

A list of persons, organisations, or institutions systematically arranged, usually in alphabetical or classed order, giving addresses, affiliations, etc. for individuals, and addresses, officers, functions, and similar data for organisations.

DU - adresboek (n)

FR - répertoire (m)

GR - Adressbuch (n); Verzeichnis (n)

IT - elenco (m); repertorio (m)

SP - registro de direcciones (m); directorio (m)

SW - addressbok; addressförteckning; adresskalender

195. **DISK**

*See also* **COMPACT DISK (158), DISKETTE (196),  
OPTICAL DISK (387), RECORD (468), VIDEODISC (570)**

A round flat object, sometimes encased in a container, upon which data can be recorded and stored.

DU - disk (m); schijf (f)

FR - disque (m)

GR - Platte (f); Disk (f)

IT - disco (m)

SP - disco (m)

SW - disk; skiva

196. **DISKETTE (Floppy disk)**

A small disk carrying a magnetic medium in which digital data is stored for later retrieval and use.

DU - floppy disk (m); diskette (f)

FR - disquette (f)

GR - Diskette (f); Floppy-Disk (f)

IT - floppy disc (m); dischetto (m)

SP - disco flexible (m)

SW - diskett; floppy disk

197. **DISSERTATION**

*See also* **THESIS (549)**

A detailed written discourse on a subject, especially one submitted in partial fulfilment of the requirements of a degree or diploma.

DU - dissertatie (f); proefschrift (n)

FR - thèse (f); mémoire (m)

GR - Dissertation (f)

IT - dissertazione (m)

SP - disertación (m)

SW - avhandling; dissertation

198. **DOCUMENT**

Written, typed, electronically produced, or printed information.

DU - document (n)

FR - document (m)

GR - Dokument (n); Urkunde (f); Quelle (f)

IT - documento (m)

SP - documento (m)

SW - dokument

199. **DOCUMENTATION**  
The accumulation, classification and dissemination of information; the material collected or disseminated.  
DU - documentatie (f)  
FR - documentation (f)  
GR - Dokumentation (f)  
IT - documentazione (f)  
SP - documentación (f)  
SW - dokumentation
200. **DRAWING**  
A picture produced through the art of representing by line.  
DU - tekening (f)  
FR - dessin (m)  
GR - Zeichnung (f)  
IT - disegno (m)  
SP - dibujo (m)  
SW - teckning
201. **DUPLICATE**  
An exact copy or an additional or extra copy of a particular book or document.  
DU - duplikaat (n); doublet (n)  
FR - double (m); copie (f); duplicata (m)  
GR - Dublette (f); Doppelexemplar (n); Zweitschrift (f)  
IT - duplicato (m); duplice copia (f)  
SP - duplicado (m)  
SW - duplikat; duplett
202. **DURABLE PAPER**  
*See* **PERMANENT PAPER (413)**
203. **DUST JACKET**  
*See* **BOOK JACKET (79)**
204. **E-MAIL (Email)**  
Electronic mail is a communication system enabling computer users to exchange messages in electronic format on a network.  
DU - E-mail (n)  
FR - messagerie electronique (f)  
GR - E-mail (f); elektronische Post (f)  
IT - posta elettronica (f)  
SP - correo electrónico (m)  
SW - elektronisk post; e-post

205. **EDITION**

*See also REVISED EDITION (492)*

All copies of a book, print, etc., produced from substantially the same master, issued at one time.

DU - druk (m); editie (f); uitgave (f)

FR - édition (f)

GR - Ausgabe (f); Auflage (f)

IT - edizione (f)

SP - edición (f)

SW - upplaga; utgåva

206. **EDITION DE LUXE**

*See also COFFEE-TABLE BOOK (142)*

A sumptuous book; a book produced to be admired for its appearance rather than to be read.

DU - luxe-editie (f)

FR - édition de luxe (f)

GR - Liebhaberausgabe (f); Luxusausgabe (f); Prachtausgabe (f)

IT - edizione di lusso (f)

SP - edición de lujo (f)

SW - lyxutgåva

207. **EDITOR**

A person who assembles and prepares materials for publication.

DU - redacteur (m); redactrice (f)

FR - rédacteur en chef (m); redactrice en chef (f); editeur scientifique (m); éditrice scientifique (f)

GR - Redakteur (m); Redakteurin (f); Schriftleiter (m); Schriftleiterin (f); Herausgeber (m); Herausgeberin (f)

IT - redattore (m); redattrice (f)

SP - editor (m); editora (f)

SW - redaktör

208. **ELECTRONIC MAIL**

*See E-MAIL (204)*

209. **ELECTRONIC PUBLISHING**

Publishing text or images in machine-readable format such as databases, compact disks, etc.

DU - electronic publishing (n)

FR - publication assistée par ordinateur (f); P.A.O. (f)

GR - Electronic Publishing (n); elektronisches Publizieren (n)

IT - editoria elettronica (f)

SP - publicación electrónica (f)

SW - elektronisk publicering

210. **ELECTROSTATIC PROCESS (Xerox™ )**

*See also* **PHOTOCOPY (419, 420)**

A direct dry reproduction process for creating copies on ordinary paper in a machine.

DU - elektrostatisch kopierprocédé (n)

FR - xérographie (f)

GR - elektrostatisches Kopierverfahren (n)

IT - Xerografia

SP - Procedimiento electroestático; Xerografía

SW - fotokopiering; xerox

211. **ENAMEL**

To cover, inlay, or decorate, with an opaque vitreous composite which is fused to an object.

DU - emaillieren

FR - émailler

GR - emaillieren

IT - smaltare

SP - esmaltar

SW - emaljera

212. **ENCAPSULATION**

*See also* **LAMINATION (315)**

Enclosure of a document between two sheets of polyester film, sealing it with pressure-sensitive tape, sewing, or by ultrasonic welding. The two layers support the sheet and allow it to be handled and viewed from both sides, and can retard deterioration.

DU - insealen

FR - encapsulation (f); pelliculage (m)

GR - Einkapselung (f); Einbettung (f)

IT - incapsulamento (m)

SP - encapsulación (f)

SW - inkapsling; kapsling

213. **ENCYCLOPAEDIA** [U.S. - Encyclopedia]

A book, set of books, or disk, containing informational articles on subjects in every field of knowledge, or limited to a special field or subject; usually arranged in alphabetical order.

DU - encyclopedie (f)

FR - encyclopédie (f)

GR - Enzyklopädie (f); Konversationslexikon (n)

IT - enciclopedia (f)

SP - enciclopedia (f)

SW - encyklopedi; uppslagsbok; uppslagsverk

214. **ENGRAVING**

An intaglio process in which the image to be printed is cut into a metal plate, block of wood or other surface.

DU - graveerkunst (f); gravure (f); plaat (f); prent (f)

FR - gravure (f)

GR - Gravur (f); Stich (m)

IT - incisione

SP - grabado (m)

SW - gravyr

215. **ENLARGEMENT**

An enlarged print; usually refers to a paper-based print with an image that has been optically magnified from an original, smaller negative.

DU - vergroting (f)

FR - agrandissement (m)

GR - Vergrößerung (f)

IT - ingrandimento

SP - ampliación (f)

SW - förstoring

216. **ENTRY**

An item in a list, catalogue, index, bibliography, etc.

DU - titel (m); catalogusnummer (n)

FR - notice (f); entrée (f)

GR - Eintragung (f); Aufnahme (f)

IT - termine (m)

SP - asiento (m); entrada (f)

SW - katalogpost; post

217. **EPHEMERA (Printed ephemera)**

*See also* **VERTICAL FILE (567)**

Artefacts, especially documents, produced for a particular purpose or occasion and not intended for preservation; especially printed material of interest for its appearance, association, design, or documentation produced in connection with art exhibitions, etc. Transient everyday items that are manufactured specifically for use and disposal.

DU - ephemera (pl)

FR - éphéméra (f)

GR - ephemere Literatur (f); Verbrauchsliteratur (f)

IT - materiale effimero (m)

SP - cosas efímeras (f)(pl)

SW - efemära

218. **ESTHETICS**

*See* **AESTHETICS (15)**

219. **ETCHING**

Print made from a plate into which the design has been cut by acid. The process of producing such a plate.

DU - ets (f); etskunst (f)

FR - gravure à l'eau-forte (f); eau-forte (f)

GR - Ätzung (f); Radierung (f); Ätzdruck (m)

IT - incisione all'acquaforte (f); acquaforte (f)

SP - grabado al agua fuerte (m); agua fuerte (m)

SW - etsning

**220. ETHNIC**

(1) Of or pertaining to a self-identified group that retains its customs, language, and social views.

DU - volkenkundig

FR - ethnique

GR - ethnisch

IT - etnico (m); etnica (f)

SP - étnico (m); étnica (f)

SW - etniskt

**221. ETHNIC**

(2) Art and craft that reflects the culture of a specific group.

DU - volkenkundig

FR - ethnique

GR - ethnisch

IT - etnico (m); etnica (f)

SP - étnico (m); étnica (f)

SW - folklore; folkkonst

**222. EX-LIBRIS**

*See* **BOOKPLATE (84)**

**223. EXCHANGE**

The arrangement by which a library sends to another library its own publications, or those of the institution with which it is connected, and receives in return publications from the other library; or sends duplicates from its collection to another library.

DU - ruil (m)

FR - échange (m)

GR - Schriftenaustausch (m); Schriftentausch (m)

IT - scambio (m)

SP - cambio (m)

SW - byte

**224. EXHIBITION**

A temporary public showing of works of art, craft, or cultural interest.

DU - tentoonstelling (f); expositie (f)  
FR - exposition (f)  
GR - Ausstellung (f)  
IT - esposizione (f); mostra (f)  
SP - exposición (f)  
SW - utställning

**225. EXHIBITION CATALOGUE**

A publication that documents the works displayed in an exhibition.

DU - tentoonstellingscatalogus (m)  
FR - catalogue d'exposition (m)  
GR - Ausstellungskatalog (n)  
IT - catalogo d'esposizione (m); catalogo di mostra (m)  
SP - catálogo de exposición (m)  
SW - utställningskatalog

**226. EXTRA-ILLUSTRATED**

Volumes that have had added to them engraved portraits, prints, autographed letters, documents, etc., usually taken from other sources.

DU - extra-geïllustreerd  
FR - enrichi d'illustrations  
GR - Extraausstattung (f)  
IT - arricchito d'illustrazioni  
SP - super ilustrado  
SW - extraillustrerad

**227. FACSIMILE**

An exact copy of an original object.

DU - facsimile (n)  
FR - fac-similé (m)  
GR - Faksimile (n)  
IT - facsimile (m)  
SP - facsímil (m)  
SW - faksimil

**228. FASCICLE**

One of the divisions of a book published in parts.

DU - aflevering (f)  
FR - fascicule (m)  
GR - Faszikel (m); Teillieferung (f)  
IT - fascicolo (m)  
SP - fascículo (m)  
SW - fascikel; sektion

**229. FASHION**

A style or trend that is favoured at any one time or place; may be short-lived.

DU - mode (f)  
FR - mode (f)  
GR - Mode (f); Zeitgeschmack (m)  
IT - moda (f); voga (f); foggia (f)  
SP - moda (f)  
SW - mode

**230. FASHION PLATE**

Fashion illustration; a genre of printed material

DU - modetekening (f); modeplaat (f)  
FR - gravure de mode (f)  
GR - Modezeichnung (f); Modeblatt (n); Modestich (m)  
IT - figurino (m)  
SP - figurín (m); grabado de moda (m)  
SW - modeplansch

**231. FAX**

The process or result of the process by which fixed images are scanned, transmitted electronically, and reproduced at a distant location.

DU - telefax; fax  
FR - télécopie (f); fax (m)  
GR - Fax (n); Telefax (n)  
IT - telefax (m); telefacsimile (m)  
SP - telefacsimil (f)  
SW - telefax; fax

**232. FESTSCHRIFT (Memorial volume; Commemorative volume)**

A complimentary or memorial publication in the form of a collection of essays, addresses, or biographical, bibliographical, scientific, or other contributions, often embodying the results of research; issued in honour of a person, an institution or a society, usually on the occasion of an anniversary celebration.

DU - Feestbundel (m); Festschrift (n)  
FR - mélanges (m)  
GR - Festschrift (f); Gedenkschrift (f)  
IT - volume commemorativo (m)  
SP - volúmen conmemorativo (m)  
SW - festskrift

**233. FILE**

A collection of related records treated as a unit and organised or arranged in a specific sequence to facilitate storage and retrieval.

DU - ordner (m); bestand (n); dossier (n)

FR - fichier (m); dossier (m)

GR - Datei (f)

IT - archivio (m); filza (f); schedario (m)

SP - fichero (m); archivo (m)

SW - dossier; samlingspärm

234. **FILM**

A transparent, flexible plastic material, usually of cellulose acetate or polyester, on which a light-sensitive emulsion is coated, or on which an image can be formed by various transfer processes.

DU - film (m)

FR - film (m)

GR - Film (m)

IT - pellicola (f); film (m)

SP - filme (m); película (f)

SW - film

235. **FILM STILL**

*See* **STILL (529)**

236. **FINDING AID**

A document which provides direction to information contained in other documents. Most commonly used in archives.

DU - vindlijst (f)

FR - guide (m)

GR - Orientierungshilfe (f); Findhilfe (f)

IT - guida (f)

SP - catálogo (m); listado (m)

SW - guide; lathund

237. **FINE ARTS**

Arts, such as painting, sculpture or music, concerned primarily with the creation of beautiful or expressive objects.

DU - schone kunsten (f)(pl)

FR - beaux-arts (m)(pl)

GR - bildende Künste (f)(pl); schöne Künste (f)(pl)

IT - belle arti (f)

SP - bellas artes (f)(pl)

SW - sköna konster

238. **FINE BINDING**

A unique or limited edition binding intended to be considered as a work of art in itself.

DU - fine binding

FR - reliure (d'art) (f)

GR - Künstlerischer Einband (m); Kunsteinband (m)

IT - legatura artistica (f); rilegatura artistica (f)

SP - encuadernación de lujo (f)

SW - konstband

239. **FINE PRESS**

A beautifully printed book issued by a private press, usually in a limited edition.

DU - bibliofiel boek (n)

FR - édition de luxe (f)

GR - Pressendruck (m)

IT - edizione di lusso (f)

SP - imprenta de lujo (f)

SW - lyxutgåva; bibliofilutgåva

240. **FLIER** [U.S.]

*See* **FLYER (242)**

241. **FLOPPY DISK**

*See* **DISKETTE (196)**

242. **FLYER (Handbill)** [U.S. - Flier]

*See also* **BROADSHEET (93), EPHEMERA (217)**

An advertising circular.

DU - strooibiljet (n); vlugschrift (n)

FR - feuille volante (f); prospectus (m)

GR - Flugblatt (n); Handzettel (m)

IT - volantino (m); foglio volante (m)

SP - hoja volante (f)

SW - flygblad; reklamblad

243. **FOLIO**

*See also* **OVERSIZE (392)**

A volume made up of sheets of paper folded once; a book of large size.

DU - folio (n)

FR - folio (m); in-folio (m)

GR - Folio (n)

IT - folio (m); in-folio (m); libro in folio (m)

SP - folio (m); in-folio (m)

SW - folio; folioformat

244. **FOLK ART**

Works of art produced by the indigenous people of a country or region.

DU - volkskunst (f)

FR - art populaire (m); art folklorique (m)

GR - Volkskunst (f); volkstümliche Kunst (f)

IT - arte popolare (f); arte folcloristica (f)

SP - arte popular (m); arte folklórico (m)

SW - folkkonst; folklöre

245. **FOREWORD**

*See* **PREFACE (442)**

246. **FORMAT**

The shape, size and general makeup of a book, periodical or other publication.

DU - format (n)

FR - format (m)

GR - Format (n)

IT - formato (m)

SP - formato (m)

SW - format

247. **FOXING**

Spots of various sizes and intensity, usually brownish in colour, that disfigure paper. They are caused by varying combinations of fungi, paper impurities, and dampness.

DU - bruine vlekken (f)(pl); roestvlekken (f)(pl)

FR - piqûre (f); rousseur (f); taches de jaunissement (f)

GR - Stockflecken (m)(pl)

IT - macchie di ruggine (f)

SP - manchas rojizas de humedad (f)(pl)

SW - fuktfläck; mögelfläck; foxing

248. **FREQUENCY**

The intervals at which a serial is published, e.g., weekly, monthly, bimonthly, quarterly, annually, etc.

DU - verschijningsfrequentie (f)

FR - périodicité (f)

GR - Frequenz (f); Erscheinungshäufigkeit (f)

IT - frequenza (f)

SP - frecuencia (f)

SW - periodicitet

249. **FRONTISPIECE**

An illustration preceding and usually facing the title page of a book.

DU - frontispice (n); titelplaat (f); titelprent (f)

FR - frontispice (m)

GR - Frontispiz (n)

IT - antiporta (f)

SP - frontispicio (m)

SW - frontespis; titelblad

250. **GALLERY**

*See also* **MUSEUM (369)**

A room or building devoted to the exhibition of works of art.

DU - museum (n); galerie (f)

FR - galerie (f); musée (m)

GR - Kunstgalerie (f); Gemäldegalerie (f)

IT - pinacoteca (f); galleria d'arte (f)

SP - galería (f)

SW - galleri; konstgalleri

251. **GATHERING**

*See* **SECTION (501)**

252. **GAZETTEER**

Geographical dictionary.

DU - aardrijkskundig woordenboek (n)

FR - index géographique (m)

GR - Ortslexikon (n); geographisches Lexikon (n)

IT - dizionario geografico (m)

SP - diccionario geografico (m)

SW - geografisk ordbok

253. **GENERATION**

A term used for the printing of copies from copies, indicating a measure of remoteness of a particular copy from the original material.

DU - generatie (f)

FR - étape de fabrication (f)

GR - Generationskopie (f)

IT - generazione (f)

SP - generación (f)

SW - generation

254. **GLASSINE**

A glazed, highly beaten, semi-transparent paper not easily penetrated by air, used to make envelopes and sleeves for storing photographs and other paper materials.

DU - pergamijn (n)

FR - papier cristal (m)

GR - Dünnpergamin (n); Pergamin (n); Pergaminpapier (n)

IT - carta pergamena (f)

SP - papel cristal (m)

SW - pergamynpapper

255. **GLOSSARY**

(1) An alphabetical list of terms related to a particular subject or area of interest, with explanations.

DU - glossarium (n)

FR - glossaire (m)

GR - Glossar (n)

IT - glossario (m)

SP - glosario (m)

SW - ordbok; ordlista

256. **GLOSSARY**

(2) A collection of synonyms in more than two languages, with explanations.

DU - verklarende woordenlijst (f)

FR - lexique (m)

GR - Polyglottglossar (n)

IT - glossario (m)

SP - glosario (m)

SW - polyglottlexikon

257. **GOUACHE**

A method of painting with opaque watercolours; a painting done in this manner.

DU - gouache (f)

FR - gouache (f)

GR - Guasch (f); Gouache (f)

IT - guazzo (m); gouache (f)

SP - aguazo (m); gouache (m)

SW - gouache

258. **GRAPHIC ARTS**

Usually refers to arts derived from or dependent on drawing; sometimes used to denote all processes by which prints are made; may refer to the entire field of commercial printing and illustration.

DU - grafische kunsten (f)(pl); grafiek (f)

FR - arts graphiques (m)

GR - graphische Künste (f)(pl); grafische Künste (f)(pl); Graphik (f)

IT - arti grafiche (f); grafica (f)

SP - artes gráficas (f)(pl)

SW - grafik; grafisk konst

259. **GRAPHIC DESIGN**

*See also* **COMMERCIAL ART (157), VISUAL COMMUNICATION (572)**

The design of visual communications, usually to be printed or reproduced photographically, e.g., advertisements, books, magazines, newspapers, leaflets, posters, diagrams, trademarks, corporate identities, sign systems, packaging, film and television graphics, etc., and employing words and/or images.

DU - grafisch ontwerp (n)

FR - dessin graphique (m); graphisme (m)

GR - Gebrauchsgraphik (f); graphische Gestaltung (f); grafische Gestaltung (f); Graphik Design (n)

IT - disegno grafico (m)

SP - diseño gráfico (m)

SW - grafisk; grafisk form

260. **GRAPHICS**

Any presentation of data in visual form; illustrations, graphic designs, etc.

DU - grafiek (f)

FR - oeuvre(s) graphique(s) (f); graphique(s) (m)

GR - graphisches Zeichnen (n); graphische Darstellung (f); Grafik (f); Bild

(n)

IT - grafica (f)

SP - gráfica (f); gráfico (m)

SW - grafisk framställning; formgivning

261. **GUARD**

A strip of paper, muslin, or other thin material used to attach or reinforce leaves or inserts in books, permitting bending.

DU - opzetstrook (f)

FR - onglet (m)

GR - Falz (m)

IT - brachetta (f); braghetta (f)

SP - guarda (f)

SW - guard

262. **HALF-TONE**

A printed illustration in which tonal gradation is simulated by a pattern of small dots which vary in size.

DU - halftoonprocédé (n); autotypie (f)

FR - demi-teinte (f)

GR - Autotypie (f); Halbton (m); Rasterdruck (m)

IT - autotipia (f); mezzatinta (f)

SP - similigrabado (m); media tinta (f)

SW - autotypi; halvton; rastertryck

263. **HANDBILL**

*See* **FLYER (242)**

264. **HANDBOOK**

A portable compendium, covering one or more subjects, arranged for quick location of information.

DU - handboek (n)

FR - manuel (m)

GR - Handbuch (n)

IT - manuale (m)

SP - manual (m)

SW - handbok

265. **HARD COPY**

Information from a non-print source, such as a microform or digitised data, printed on paper.

DU - afdruk (m)

FR - copie sur papier (f); sortie sur papier (f)

GR - Ausdruck (m); Beleg (m); Hardcopy (f)

IT - stampato (m); tabulato (m)

SP - copia en papel (f)

SW - tryckt kopia

266. **HARD DISK**

A storage device permanently installed in a computer.

DU - harde schijf (f)

FR - disque dur (m)

GR - Festplatte (f)

IT - disco rigido (m)

SP - disco duro (m)

SW - hårddisk

267. **HARDBACK**

*See also* **PAPERBACK (401)**

A book bound in rigid board covers.

DU - gebonden boek (n)

FR - livre cartonné (m); livre relié (m)

GR - gebundenes Buch (n)

IT - libro con copertina rigida (m); libro rilegato (m)

SP - libro en cartonné (m); libro con cubierta rigida (m)

SW - bok med hårda pärmar; bunden bok

268. **HARDWARE**

*See also* **SOFTWARE (518)**

The electrical and/or mechanical equipment necessary to make use of slides, microforms, computer programmes, etc.

DU - hardware (m)

FR - matériel informatique (m)

GR - EDV-Geräte (n)(pl); Hardware (f)

IT - hardware (m)

SP - hardware (m)

SW - hårdvara

269. **HERALDRY**

Armorial insignia.

DU - heraldiek (f)

FR - héraldique (f)

GR - Wappenkunde (f); Heraldik (f)

IT - araldica (f)

SP - heráldica (f)

SW - heraldik

270. **HINGE**

A paper or muslin stub used to affix a print to its mat.

DU - scharnier (n); opzetstrook (f)

FR - charnière (f); onglet (m)

GR - Ansatzfalz (m)

IT - cerniera (f)

SP - pestaña (f)

SW - hänge; upphängare

271. **HISTORY**

*See also* **ART HISTORY (41)**

A chronological record of significant events with an explanation of their causes; a branch of knowledge that documents and interprets past events.

DU - geschiedenis (f)

FR - histoire (f)

GR - Geschichte (f)

IT - storia (f)

SP - historia (f)

SW - historia

272. **HOLDINGS (Stock)**

*See also* **BOOKSTOCK (88)**

(1) A library's collections.

DU - bezit (n); collectie (f)

FR - collection (f)

GR - Buchbestand (m)

IT - collezione (f); fondo (m)

SP - colección (f)

SW - bestånd

273. **HOLDINGS (Stock)**

*See also* **BOOKSTOCK (88)**

(2) A specific collection or a part of one.

DU - bezit (n); collectie (f)

FR - fonds (m)

GR - Sammlung (f)

IT - collezione (f); fondo (m)

SP - colección (f)

SW - specialsamling

274. **HOLOGRAM**

A three-dimensional image made on photographic film or plate without a camera, formed by the interference of light beams from a coherent source.

DU - holografie (f)

FR - holographie (f)

GR - Holographie (f); Holografie (f)

IT - olografia (f)

SP - holografía (f)

SW - holografi

**275. HOUSE STYLE**

The characteristic style or manner of visual presentation of a company or organisation, especially as applied to its publications and printed matter.

DU - huisstijl (m)

FR - style maison (m)

GR - Hausstil (m)

IT - stile aziendale (m)

SP - estilo propio de una empresa (m); estilo de la casa (m)

SW - företagsprofil; grafisk profil

**276. ICON**

(1) A conventional religious image.

DU - icoon (f)

FR - icône (f)

GR - Ikone (f)

IT - icona (f)

SP - icono (m)

SW - ikon

**277. ICON**

(2) an emblem or a symbol.

DU - embleem (n)

FR - emblème (m); symbole (m)

GR - Ikone (f)

IT - icona (f)

SP - icono (m)

SW - symbol

**278. ICON**

(3) a graphic symbol found on computer displays to indicate and initiate a defined action.

DU - symbol (n)

FR - icône (f)

GR - Ikone (f)

IT - icona (f)

SP - icono (m)

SW - grafisk datasymbol; ikon

**279. ICONOGRAPHY**

The interpretation and classification of pictorial elements in order to interpret the conceptual, symbolic, and allegoric significance of an image or work of art.

DU - iconografie (f)

FR - iconographie (f)

GR - Ikonographie (f)

IT - iconografia (f)

SP - iconografía (f)

SW - ikonografi

**280. ICONOLOGY**

A method of interpreting the meaning of a work of art by synthesising iconography with the full historical context.

DU - iconologie (f)

FR - iconologie (f)

GR - Ikonologie (f)

IT - iconologia (f)

SP - iconología (f)

SW - ikonologi

**281. ILL**

*See* **INTERLIBRARY LOAN (303)**

**282. ILLUMINATED MANUSCRIPT**

Manuscript adorned by hand with richly coloured ornamental letters, decorative designs, or illustrations.

DU - verlucht handschrift (n); boekverluchting (f); illuminatie (f)

FR - manuscrit enluminé (m)

GR - Illumination (f); Buchmalerei (f); Miniaturmalerei (f);

Bilderhandschrift (f)

IT - manoscritto miniato (m)

SP - iluminación (f)

SW - illumination; bokillumination; bokmåleri

**283. ILLUSTRATED BOOK**

Book that includes visual images to explain, augment, or embellish the text.

DU - geïlustreerd boek (n)

FR - livre illustré (m)

GR - illustriertes Buch (n)

IT - libro illustrato (m)

SP - libro ilustrado (m)

SW - illustrerad bok

**284. ILLUSTRATION**

*See also* **PLATE (432)**

A drawing, photograph, or other image representation designed to decorate or to clarify a text.

DU - illustratie (f); afbeelding (f)

FR - illustration (f)

GR - Illustration (f)

IT - illustrazione (f)

SP - ilustración (f)

SW - illustration

**285. IMAGE**

An artificial imitation or representation of the external form of an object, person, or scene.

DU - beeld (n); afbeelding (f)

FR - image (f); illustration (f)

GR - Abbildung (f); Bild (n)

IT - immagine (f)

SP - imagen (f)

SW - bild

**286. IMAGE BANK**

A collection of images, usually, but not always, held in electronic format for retrieval by computer.

DU - beeldbank (f)

FR - banque d'images (f)

GR - elektronisches Bildarchiv (n); Imagebank (f)

IT - banca d'immagini (f)

SP - banca de imágenes (m)

SW - bildbank

**287. IMAGING**

Transferring information, usually in graphic form, into electronic format for storage and later retrieval.

DU - beeldverwerking (f)

FR - enregistrement de l'image (m)

GR - Bildaufzeichnung (f)

IT - registrazione elettronica di immagini (f)

SP - imaginario (m)

SW - bildöverföring

288. **IMPRESSION**

(1) In printing and print-making, the impression of a block, plate, or type, etc., on a sheet of paper.

DU - afdruk (m); druk (m); oplage (f)

FR - impression (f)

GR - Druck (m); Abdruck (m); Abzug (m)

IT - impressione (f)

SP - impresión (f)

SW - avtryck

289. **IMPRESSION**

(2) In publishing, all of the copies of a book produced during one printing, or print-run; an additional press-run made without revision of text.

DU - afdruk (m); druk (m); oplage (f)

FR - tirage (m); réimpression (f)

GR - Auflage (f); Nachdruck (m)

IT - impressione (f)

SP - impresión (f)

SW - tryckning

290. **IMPRINT**

In a bibliographic item, the name of publisher, distributor, and manufacturer, and the place and date of publication, distribution and manufacture.

DU - impressum (n); adres (n)

FR - marque de l'éditeur (f); adresse bibliographique (f)

GR - Druckvermerk (m); Verlagsangabe (f); Impressum (n)

IT - nota tipografica (f)

SP - pie de imprenta (m); mención de responsabilidad de la edición (f)

SW - tryckort; tryckår och förläggarens namn; impressum

291. **IN PRINT**

*See also* **OUT OF PRINT (390)**

A book or journal that is available from its publisher.

DU - leverbaar

FR - disponible

GR - lieferbar; erhältlich

IT - disponibile

SP - disponible

SW - i tryck; leveransklar

292. **INDEX**

A systematic guide to the contents of texts, files, or documents.

DU - index (m); register (n)

FR - index (m); répertoire (m)

GR - Register (n); Index (m); Verzeichnis (n)

IT - indice (m)

SP - índice (m)

SW - index; register

293. **INDEXING**

To assign key words or subject headings to texts, files, or documents.

DU - indexeren; opnemen in een register

FR - indexation (f)

GR - Einordnung in ein Verzeichnis (f); verzeichnen; registrieren;  
indexieren

IT - compilare un indice

SP - indexación (f)

SW - indexing

294. **INDUSTRIAL DESIGN**

The design of functional objects that can be mass-produced.

DU - industrieel ontwerp (n)

FR - dessin industriel (m)

GR - Industrie Design (n); industrielle Formgebung (f)

IT - disegno industriale (m); industrial design

SP - diseño industrial (f)

SW - industriell design; industridesign

295. **INFORMATION**

All ideas, data, and imaginative works of the mind, which have been communicated, recorded, published and/or distributed formally or informally in any format.

DU - informatie (f); mededeling (f); inlichtingen (f)(pl)

FR - information (f); renseignements (m)

GR - Information (f); Auskunft (f)

IT - informazione (f)

SP - información (f)

SW - information; upplysningar; meddelanden

296. **INFORMATION RETRIEVAL**

The process of searching, locating, and acquiring data from a file.

DU - information retrieval; terugzoeken van informatie (n)

FR - recherche documentaire (f)

GR - Informationswiedergewinnung (f); Informationswiederaufinden (n);  
Informationsretrieval (n); Retrieval (n)

IT - information retrieval (m); recupero d'informazione (m)

SP - recuperación de información (f)

SW - informationsåtervinning; informationsökning

297. **INFORMATION TECHNOLOGY**

The application of computers and other automation methods or technology to the organisation, storage, retrieval, and dissemination of information.

DU - informatietechnologie (f)

FR - informatique (f)

GR - Informatik (f)

IT - informatica (f)

SP - informática (f)

SW - informationsteknik

298. **INHERENT VICE**

A defect or cause of loss arising out of the material itself, such as the acid content in paper which will eventually destroy the paper.

DU - inherent gebrek (n)

FR - vice inhérent (m)

GR - Selbstzerstörender Defekt (m)

IT - vizio inerente

SP - defectos inherentes (m)(pl)

SW - inbyggt fel

299. **INSTITUTION (e.g. academic institutions, libraries, galleries, etc.)**

An established organisation or corporation.

DU - instituut (n); instelling (f)

FR - institution (f); établissement (m)

GR - Einrichtung (f); Institution (f); Institut (n); Stiftung (f); Anstalt (f)

IT - istituzione (f); ente (m)

SP - institución (m); establecimiento (m)

SW - institution; institut

300. **INTERDISCIPLINARY**  
Bridging two or more branches of learning.  
DU - interdisciplinair  
FR - interdisciplinaire  
GR - interdisziplinär  
IT - interdisciplinare  
SP - interdisciplinario  
SW - tvärvetenskaplig
301. **INTERIOR DECORATION**  
*See* **INTERIOR DESIGN (302)**
302. **INTERIOR DESIGN (Interior decoration)**  
Design for the inside of homes or other building types.  
DU - interieurontwerp (n)  
FR - décoration intérieure (f)  
GR - Innenausstattung (f)  
IT - arredamento d'interni (m)  
SP - decoración de interiores (f)  
SW - heminredning
303. **INTERLIBRARY LOAN (ILL)**  
A transaction whereby one library lends an item from its collection, or provides a copy of the item, to another library.  
DU - interbibliotecair leenverkeer (n)  
FR - prêt interbibliothèques (m)  
GR - auswärtiger Leihverkehr (m); Leihverkehr zwischen Bibliotheken (m)  
IT - prestito interbibliotecario (m)  
SP - préstamo interbibliotecario (m)  
SW - interurbanlån; fjärrlån
304. **INTERNATIONAL STANDARD BOOK NUMBER (ISBN)**  
A four-part, ten- character code given to a book before publication as a means of identifying it concisely, uniquely, and unambiguously.  
DU - internationaal standaard boeknummer (n)  
FR - Numéro International Normalisé des Livres (m)  
GR - internationale Standard-Buchnummer (f)  
IT - numero internazionale normalizzato di libri (m); International Standard Book Number (m)  
SP - número internacional normalizado para libros (m)  
SW - internationella standardboknumret

305. **INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)**  
The international numerical code that identifies concisely, uniquely, and unambiguously a serial publication.  
DU - internationaal standaard serienummer (n)  
FR - Numéro International Normalisé des Publications en Série (m)  
GR - internationale Standard-Seriennummer (f)  
IT - numero internazionale normalizzato di pubblicazioni in serie (m); International Standard Serial Number (m)  
SP - número internacional normalizado para publicaciones seriadas o revistas  
SW - internationella standardserienummer
306. **ISBN**  
*See* **INTERNATIONAL STANDARD BOOK NUMBER (304)**
307. **ISSN**  
*See* **INTERNATIONAL STANDARD SERIAL NUMBER (305)**
308. **ISSUE** (*noun*)  
*See also* **NUMBER (378), PART (404)**  
(1) A single, uniquely numbered or dated part of a periodical or newspaper.  
DU - aflevering (f)  
FR - numéro (m); exemplaire (m); cahier (m); parution (f)  
GR - Nummer (f); Lieferung (f); Heft (n)  
IT - numero (m); fascicolo (m)  
SP - número (m)  
SW - nummer
309. **ISSUE** (*verb*)  
(2) To distribute or publish documents.  
DU - uitgeven  
FR - publier  
GR - herausgeben; verlegen; veröffentlichen; publizieren  
IT - pubblicare; stampare  
SP - hacer salir  
SW - publicera; utge
310. **IT**  
*See* **INFORMATION TECHNOLOGY (297)**

**311. JAPANESE TISSUE**

A highly absorbent, strong paper used for the repair of paper in conservation.

DU - Japans papier (n)

FR - papier Japon (m)

GR - Japanpapier (n)

IT - carta giapponese (f)

SP - papel japon (m)

SW - japanpapper

**312. JOURNAL**

*See also* **MAGAZINE (343), PERIODICAL (411)**

A periodical publication, especially one containing scholarly articles and/or disseminating current information on research and development in a particular subject field.

DU - tijdschrift (n)

FR - journal (m); revue (f)

GR - Journal (n); Zeitschrift (f)

IT - rivista (f)

SP - periódico (m); diario (m)

SW - tidskrift

**313. KEEPER**

*See* **CURATOR (179)**

**314. KEYWORD**

A significant word in the abstract, title, or text of a work which is used to describe it for the purposes of retrieval.

DU - trefwoord (n)

FR - mot-clé (m)

GR - Stichwort (n)

IT - parola chiave (f)

SP - palabra clave (f)

SW - nyckelord

**315. LAMINATION**

*See also* **ENCAPSULATION (212)**

The fusing of thin sheets of plastic to the surfaces of paper by means of heat and pressure.

DU - lamineren

FR - plastification (f); lamination (f)

GR - Kaschierung (f); kaschieren (verb)

IT - laminatura (f)

SP - laminado (m)

SW - laminering

**316. LANDSCAPE FORMAT**

A horizontally rather than vertically designed publication; the format of a publication, photograph, etc. where the width is greater than the height.

DU - oblong formaat (n)

FR - format oblong (m); format à l'italienne (m); format en travers (m);  
format paysage (m)

GR - Querformat (n)

IT - formato oblungo (m)

SP - formato apaisado (m)

SW - tvärformat

**317. LANTERN-SLIDE**

A transparent image, usually made on a thin piece of glass, for projection onto a screen by means of a light-beam.

DU - lantaarnplaatje (n); dia (m)

FR - plaque de lanterne magique (f)

GR - Dia (n); Gross-Dia (n); Diapositiv (n); Lichtbildplatte (f)

IT - diapositiva (f)

SP - diapositiva (f)

SW - diabild

**318. LASERDISK**

*See* **OPTICAL DISK (387), VIDEODISC (570)**

**319. LAYOUT**

The plan of a publication showing general arrangement of text, illustrations, etc., with indication of type styles and sizes.

DU - layout (m); grafische vormgeving (f)

FR - mise en page (f)

GR - Layout (n)

IT - impaginazione (f)

SP - formato (m)

SW - layout; grafisk formgivning

**320. LEAF**

*See also* **PAGE (395), RECTO (471), VERSO (566)**

A single sheet of paper, recto and verso, making two pages of a book; the basic bibliographical unit of a book.

DU - blad (n)

FR - feuillet (m); feuille (f)

GR - Blatt (n)

IT - foglio (m)

SP - hoja (f)

SW - blad

321. **LEAFLET**  
*See* **PAMPHLET (398)**
322. **LEGAL DEPOSIT (Copyright deposit)**  
A legal requirement that one or more copies of a publication be received by the copyright office or designated libraries.  
DU - wettelijk depot (n)  
FR - dépôt légal (m)  
GR - Pflichtexemplar (f)  
IT - deposito legale (m)  
SP - depósito legal (m)  
SW - pliktleverans
323. **LENDING LIBRARY**  
A library that allows users to borrow material for a specified period of time.  
DU - uitleenbibliotheek (f)  
FR - bibliothèque de prêt (f)  
GR - Ausleihbibliothek (f); Leihbibliothek (f); Leihbücherei (f)  
IT - biblioteca di prestito (f)  
SP - biblioteca de préstamo (f)  
SW - lånebibliotek
324. **LETTERPRESS; LETTERPRESS PRINTING**  
Printing from raised and inked type.  
DU - boekdruk (m)  
FR - impression en relief (f); typographie (f)  
GR - Buchdruck (m)  
IT - stampa tipografica (f)  
SP - impresión tipográfica (f)  
SW - boktryck
325. **LIBRARIAN**  
Person employed in a library, usually with professional qualifications. Sometimes, the person in charge of a library.  
DU - bibliothecaris (m); bibliothecaresse (f)  
FR - bibliothécaire (m/f)  
GR - Bibliothekar (m); Bibliothekarin (f)  
IT - bibliotecario (m); bibliotecaria (f)  
SP - bibliotecario (m); bibliotecaria (f)  
SW - bibliotekarie

**326. LIBRARIANSHIP; LIBRARY SCIENCE**

The profession concerned with the application of knowledge and those principles, theories, techniques, and technologies which contribute to the establishment, preservation, organisation and utilisation of libraries and library materials.

DU - bibliotheekwetenschap (f)

FR - bibliothéconomie (f)

GR - Bibliothekswesen (n); Bibliothekswissenschaft (f)

IT - biblioteconomia (f)

SP - biblioteconomía (f); bibliología (f)

SW - biblioteksvetenskap

**327. LIBRARY**

A collection of books, periodicals and other materials, organised to provide physical, bibliographic, and intellectual access by the public or members of a group.

DU - bibliotheek (f)

FR - bibliothèque (f)

GR - Bibliothek (f); Bücherei (f)

IT - biblioteca (f)

SP - biblioteca (f)

SW - bibliotek

**328. LIBRARY INSTRUCTION**

Training in the use of libraries and library collections.

DU - bibliotheekinstructie (f)

FR - formation de l'utilisateur (f); information au lecteur (f)

GR - Bibliothekseinführung (f)

IT - istruzione all'utenza (f)

SP - instrucción bibliográfica (f)

SW - bibliotekskunskap

**329. LIBRARY SCHOOL**

A professional school or department or division of an academic institution which prepares students for positions in a library or other information agency.

DU - bibliotheekacademie (f)

FR - école de bibliothécaires (f)

GR - Bibliotheksschule (f)

IT - scuola di biblioteconomia (f)

SP - escuela de bibliotecarios (f)

SW - bibliotekshögskola

**330. LIGHT BOX**

*See also* **LIGHT TABLE (332), SLIDE VIEWER (515)**

A container incorporating a translucent screen illuminated from within, in effect a portable light table.

DU - lichtbak (m)

FR - visionneuse (f)

GR - Leuchtkasten (m); Diatischgerät (n)

IT - cassa luminosa (f); cassa per illuminare diapositive (f)

SP - caja luminosa (f); caja para iluminar diapositivas (f)

SW - portabelt ljusbord

**331. LIGHT-SENSITIVE**

Inks, dyes and other materials that undergo physical changes when exposed to light.

DU - lichtgevoelig

FR - sensible à la lumière; photosensitif

GR - lichtempfindlich

IT - sensibile alla luce

SP - sensible a la luz

SW - ljuskänslig

**332. LIGHT TABLE**

*See also* **LIGHT BOX (330), SLIDE VIEWER (515)**

A table incorporating a translucent screen illuminated from underneath, for tracing, viewing slides, etc.

DU - lichtbak (m); lichttafel (f)

FR - table lumineuse (f)

GR - Leuchttisch (m)

IT - tavolo luminoso (m)

SP - mesa luminosa (f)

SW - ljusbord

**333. LIMITED EDITION**

Any edition limited to a specifically stated number of copies, which are usually numbered consecutively.

DU - beperkte oplage (f)

FR - édition à tirage limité (f); édition à tirage restreint (f)

GR - beschränkte Auflage (f); limitierte Ausgabe (f); begrenzte Auflage (f)

IT - edizione limitata (f)

SP - edición limitada (f)

SW - begränsad upplaga

**334. LINOCUT**

A linoleum-faced block on which a knife or gouge has been used to recess the non-printing area and leave the image to be printed in relief; a print made from such a block.

DU - linoleumsnede (f)

FR - linogravure (f); gravure sur linoléum (f)

GR - Linolschnitt (m)

IT - linoleografia (f)

SP - grabado en linoleo (m)

SW - linoleumtryck; linoleumsnitt

**335. LIST OF CONTENTS**

*See* **TABLE OF CONTENTS (543)**

**336. LITERATURE SEARCH**

A systematic search for published information on a specific subject.

DU - literatuuronderzoek (n); bibliografisch onderzoek (n)

FR - recherche bibliographique (f); recherche documentaire (f)

GR - Literaturrecherche (f); Literatursuche (f)

IT - ricerca bibliografica (f)

SP - búsqueda bibliográfica (f); investigación bibliográfica (f)

SW - litteratursökning

**337. LITHOGRAPH**

A print produced by lithography.

DU - litho (m); steendruk (m); lithografie (f)

FR - lithographie (f)

GR - Steindruck (m); Lithographie (f); Lithografie

IT - litografia (f)

SP - litografía (f)

SW - litografi

**338. LITHOGRAPHY**

A process of obtaining prints from a stone or metal surface so treated that what is to be printed can be inked but the remaining areas reject the ink.

DU - lithografie (f)

FR - impression lithographique (f)

GR - Lithographie (f)

IT - litografia (f)

SP - litografía (f)

SW - litografi; litografera

339. **LITTLE MAGAZINE**  
A periodical devoted to poetry or avant-garde thinking, created for a small and specialised rather than general audience.  
DU - little magazine  
FR - périodique à diffusion restreinte (m); petite revue (f)  
GR - "Petite revue" (f); Spezielle Zeitschrift in geringer Auflage (f)  
IT - little magazine (m)  
SP - revista pequeña (f); revista (f)  
SW - specialtidskrift; little magazine
340. **LIVRE D'ARTISTE**  
*See* **ARTIST'S BOOK (49), ILLUSTRATED BOOK (283)**
341. **LOAN SYSTEM**  
*See* **CIRCULATION SYSTEM (126)**
342. **LOOSE-LEAF**  
Sheets held together by a mechanical device permitting the ready withdrawal or insertion of leaves at any desired position, for ease in updating.  
DU - losbladig boek (n); losbladige uitgave (f)  
FR - classeur (m); livre à feuilles mobiles (m)  
GR - Loseblattsammlung (f); Ringbuch (n)  
IT - libro a fogli mobili (m); foglio mobile (m)  
SP - libro de hojas sueltas (m)  
SW - ringpärm; lösbladsbok
343. **MAGAZINE** [U.S. - Serial]  
*See also* **JOURNAL (312), PERIODICAL (411)**  
A periodical publication containing articles on various subjects by different authors for the general reader.  
DU - tijdschrift (n)  
FR - revue (f); magazine (m); périodique (m)  
GR - Zeitschrift (f); Journal (n); Magazin (n); Periodikum (n)  
IT - rivista (f)  
SP - revista (f)  
SW - tidskrift; magasin
344. **MAGNETIC TAPE**  
A tape coated with magnetisable material, capable of storing information in the form of electromagnetic signals.  
DU - magneetband (m)  
FR - bande magnétique (f)  
GR - Magnetband (n)  
IT - nastro magnetico (m)  
SP - banda magnética (f)  
SW - magnettape; magnetband

345. **MAIL ART**  
Works produced by artists, often in post card format, specifically to be mailed to other artists or to be displayed in an exhibition; may be unique or multiple works.  
DU - mail art  
FR - mail art (m)  
GR - Mail-Art (f)  
IT - mail art (f)  
SP - mail art (m); arte por correo (m)  
SW - mail art; vykortskonst
346. **MAIN ENTRY**  
The complete catalogue record of an item, by which it can be uniquely identified and cited.  
DU - hoofdcatalogustitel (m)  
FR - entrée principale (f)  
GR - Haupteintrag (m)  
IT - scheda principale (f)  
SP - asiento principal (m)  
SW - huvuduppslag
347. **MANUAL**  
*See* **HANDBOOK (264)**
348. **MANUSCRIPT**  
*See also* **ILLUMINATED MANUSCRIPT (282)**  
A work written by hand.  
DU - manuscript (n); handschrift (n)  
FR - manuscrit (m)  
GR - Manuskript (m); Handschrift (f)  
IT - manoscritto (m)  
SP - manuscrito (m)  
SW - handskrift; manuskript
349. **MARBLING**  
Colouring or marking that resembles or suggests marble.  
DU - marmeren  
FR - marbrure (f)  
GR - Marmorierung (f)  
IT - marmorizzare  
SP - jaspeado  
SW - marmorering

350. **MASS TREATMENT**

An industrial-scale process to deacidify and stabilise and/or strengthen library and archival materials.

DU - massaconserving (f)

FR - traitement de masse (m)

GR - Massenbehandlung (f); Massenkonservierung (f)

IT - trattamento di massa (m)

SP - tratamiento masivo (m)

SW - massbehandlung

351. **MASTER COPY**

An original document, recording, film, etc., from which copies can be made.

DU - moederexemplaar (n)

FR - original (m); document original (m)

GR - Vorlage (f); Originalvorlage (f); Master Copy (f)

IT - originale (m)

SP - copia maestra (f)

SW - original

352. **MASTER NEGATIVE FILM**

The first generation microform copy of a document from which subsequent copies can be made.

DU - moederfilm (m)

FR - film négatif de sécurité (m); film négatif de première génération (m)

GR - Hauptfilm-negativ (n); Masterfilm (m); Masterfiche (m)

IT - film negativo originale (m)

SP - negativo maestro (m)

SW - masternegativ

353. **MAT**

*See also* **MOUNT (367)**

A sandwich of two pieces of board paper hinged together to house a print. The bottom piece supports the print and the top piece contains the opening through which the print may be viewed.

DU - klep-passepartout (m)

FR - passe-partout (m)

GR - Passepartout (n)

IT - passe-partout (m)

SP - paspartu (m)

SW - passepartout

354. **MEDIA**  
Channels or systems of communication that serve as carriers of information or entertainment.  
DU - media (n)(pl)  
FR - média (m); médias (m)  
GR - Medien (n)(pl)  
IT - mezzi di comunicazione (m)(pl)  
SP - medios (m)(pl)  
SW - medium
355. **MEDIUM**  
The physical material or substance upon which data can be recorded or stored.  
DU - informatiedrager (m)  
FR - support (m)  
GR - Informationsträger (m)  
IT - mezzo (m)  
SP - medio (m)  
SW - media
356. **MEMORIAL VOLUME**  
*See* **FESTSCHRIFT (232)**
357. **MEZZOTINT**  
A method of engraving on copper or steel that reproduces tones through roughening the surface of the plate with a toothed instrument, scraping the burr thus raised, and burnishing to secure variations of light; a print made by this process.  
DU - mezzotint (f); zwarte kunstprent (f)  
FR - manière noire (f)  
GR - Schabkunst (f); Mezzotinto (n)  
IT - mezzatinta (f); mezzotinto (m)  
SP - media tinta (f)  
SW - mezzotint
358. **MICROCARD**  
Opaque micro-photographic medium.  
DU - microkaart (f)  
FR - microcarte (f)  
GR - Microkarte (f)  
IT - microcard (f); microscheda (f)  
SP - micro tarjeta (f)  
SW - mikrokort

359. **MICROFICHE**

A series of micro-images on a flat sheet of film, usually arranged in a grid pattern; to be read by magnification on specially designed equipment.

DU - microfiche (n)

FR - microfiche (f)

GR - Mikroplanfilm (m); Mikrofiche (f)

IT - microfiche (f)

SP - microficha (f)

SW - mikrofiche

360. **MICROFILM**

A transparent film bearing microphotographs of documents etc.; to be read on specially designed equipment.

DU - microfilm (m)

FR - microfilm (m)

GR - Mikrofilm (m)

IT - microfilm (m)

SP - microfilm (m)

SW - mikrofilm

361. **MICROFORM**

The generic name for any photographic process or film format which contains micro-images, e.g. microfiche and microfilm.

DU - microvorm (m)

FR - microforme (f)

GR - Mikroform (f)

IT - microformati (m)(pl)

SP - microforma (f)

SW - mikroform

362. **MINIATURE**

(1) A picture painted by hand in an illuminated manuscript. (2) A small painting or portrait that can be held in the hand or worn as jewellery.

DU - miniatuur (f)

FR - miniature (f)

GR - Miniatur (f)

IT - miniatura (f)

SP - miniatura (f)

SW - miniatyr

363. **MONOGRAPH**

(1) A separate treatise on a particular subject. (2) In cataloguing, a non-serial bibliographic item complete in one part or in a finite number of separate parts.

DU - monografie (f)

FR - monographie (f)

GR - Monographie (f)

IT - monografia (f)

SP - monografía (f)

SW - monografi

364. **MONOGRAPHIC SERIES**

*See also* **SERIES (505)**

A group of monographs, usually related in subject, issued in succession, normally by the same publisher, in uniform style with a collective title applying to the whole group.

DU - monografieënreeks (f)

FR - suite (f); collection de monographies (f)

GR - Serie (f); Reihe (f)

IT - serie monografica (f)

SP - serie monográfica (f)

SW - monografisk serie

365. **MONTHLY**

A periodical publication issued once a month.

DU - maandblad (n); tijdschrift (n)

FR - périodique mensuel (m); mensuel (m)

GR - Monatszeitschrift (f); Monatsschrift (f)

IT - rivista mensile (f); mensile (m)

SP - revista mensual (f)

SW - månadsskrift; månadstidning

366. **MOTION PICTURE FILM**

*See* **CINEMA (124), FILM (234)**

367. **MOUNT**

*See also* **MAT (353)**

A piece of card upon which a drawing or other work is supported.

DU - opzetkarton (n)

FR - passe-partout (m)

GR - Aufziehkarton (m); Untersatzkarton (m); Unterlagekarton (m)

IT - montatura (f)

SP - montura (f)

SW - monteringskartong

368. **MULTIPLES**

Art works produced in editions of more than one and which can, in theory, be produced in unlimited numbers.

DU - multiples (m)(pl)

FR - multiple (m)

GR - Multiple(s) (m)(pl)

IT - multipli (m)(pl)

SP - múltiples (m/f)(pl)

SW - multipler

369. **MUSEUM**

*See also* **GALLERY (250)**

An institution devoted to the procurement, care, documentation, study and display of objects of lasting interest or value.

DU - museum (n)

FR - musée (m)

GR - Museum (n)

IT - museo (m)

SP - museo (m)

SW - museum

370. **NAIVE ART**

*See also* **OUTSIDER ART (391)**

Art usually produced by a person without training.

DU - naïeve kunst (f)

FR - art naïf (m)

GR - naive Kunst (f)

IT - arte naif (f)

SP - arte naif (m)

SW - naiv konst; naivism

371. **NEGATIVE**

A photographic image in which the tonal values are reversed from the original subject.

DU - negatief (n)

FR - négatif (m)

GR - Negativ (n)

IT - negativo (m)

SP - negativo (m)

SW - negativ

372. **NETWORK**

Two or more organisations or individuals engaged in a common pattern of information exchange through communications links.

DU - netwerk (n)

FR - réseau (m)

GR - Netz (n); Netzwerk (n)

IT - rete (f)

SP - red (f)

SW - nätverk

**373. NEWSLETTER**

A serial publication consisting of one or a few printed sheets containing news and/or information of interest to a special group.

DU - mededelingenblad (n); nieuwsbrief (m); bulletin (n)

FR - lettre d'information (f); bulletin d'information (m)

GR - Rundbrief (m); Mitteilungsblatt (n)

IT - bollettino d'informazioni (m); notiziario (m)

SP - boletín de información (m); boletín informativo (m)

SW - nyhetsbrev; meddelandeblad; informationsblad

**374. NEWSPAPER**

A serial issued at stated, frequent intervals containing news, opinions, advertisements and other items of current interest.

DU - krant (f)

FR - journal (m)

GR - Zeitung (f); Tageszeitung (f); Tageblatt (f)

IT - giornale (m); gazzetta (f)

SP - periódico (m); diario (m)

SW - tidning

**375. NEWSPRINT**

A generic term used to describe low quality paper, chiefly used to print newspapers on.

DU - krantenpapier (n)

FR - papier journal (m)

GR - Zeitungspapier (n)

IT - carta da giornale (f)

SP - papel para diarios (m); papel prensa (m)

SW - tidningspapper

**376. NITRATE FILM**

*See* **CELLULOSE NITRATE FILM (116)**

**377. NON-BOOK MATERIALS**

*See also* **AUDIO-VISUAL MATERIALS (55)**

Formats other than print-on-paper that convey information, often by sound or image or electronically on computers.

DU - niet-boekmaterialen (m)(pl)

FR - non-livres (m)

GR - nicht-Bücher (n)(pl)

IT - materiale non librario (m)

SP - no-libros (m)

SW - audio-visuella media

378. **NUMBER**

*See also* **FASCICLE (228), ISSUE (308), PART (404)**

A single issue of a serial or series.

DU - deel (n); nummer (n)

FR - numéro (m)

GR - Nummer (f); Heft (n)

IT - numero (m)

SP - número (m)

SW - nummer

379. **OBJECT**

Something material that can be perceived by the senses.

DU - object (n); voorwerp (n)

FR - objet (m)

GR - Objekt (n)

IT - oggetto (m)

SP - objeto (m)

SW - sak

380. **OBJET D'ART (Art object)**

A work of fine or decorative art created by an artist or artisan.

DU - kunstvoorwerp (n)

FR - objet d'art (m)

GR - Kunstgegenstand (m); Kunstwerk (n)

IT - oggetto d'arte (m)

SP - objeto de arte (m)

SW - konstföremål; konstobjekt

381. **OEUVRE-CATALOGUE**

*See also* **CATALOGUE RAISONNÉ (113)**

A complete, systematic and critical listing of all the known works of a single artist, but including less information than is required by a Catalogue Raisonné.

DU - oeuvre-catalogus (m)

FR - catalogue de l'oeuvre (m)

GR - Oeuvre-Katalog (m); Werkkatalog (m); kritischer Katalog (m)

IT - catalogo delle opere (m)

SP - catálogo de las obras (m)

SW - oeuvreförteckning; oeuvre-catalogue; verkskatalog

**382. OFFPRINT**

A separately issued article, chapter, or other portion of a larger work, printed from the type or plates of the original, usually at the same time as the original.

DU - overdruk (m)

FR - tiré à part (m); tirage à part (m)

GR - Sonderdruck (m)

IT - estratto (m)

SP - tirada aparte (f); separata (f)

SW - särtryck

**383. OFFSET PRINTING**

A method for printing a large number of impressions, in which the image is transferred from one roller, or plate, to another, and then printed on paper.

DU - offset (m); offsetdruk (m)

FR - impression offset (f); offset (m)

GR - Offsetdruck (m)

IT - stampa offset (f)

SP - offset (m)

SW - offsettryck

**384. ON-LINE SYSTEM**

Equipment or devices directly connected to and controlled by the central processing unit of a computer.

DU - on line

FR - système en ligne (m)

GR - On-line System (n)

IT - sistema in linea (m)

SP - sistema directo (m)

SW - on-line system

**385. OP**

*See* **OUT OF PRINT (390)**

**386. OPEN ACCESS**

Any library area where users have unrestricted access to the collections.

DU - open opstelling (f)

FR - libre accès (m); accès libre (m)

GR - Freihand (f); Freihandbibliothek (f); Freihandbücherei (f)

IT - accesso libero (m)

SP - libre acceso (m)

SW - öppna magasin

**387. OPTICAL DISK**

*See also* **COMPACT DISK (158), VIDEODISC (570)**

A data storage device that uses a laser to read data from the disk. The data may be stored in an analogue format such as a videodisc, or in a digital format such as a compact disk.

DU - optische schijf (f)

FR - disque optique (m)

GR - optischer Plattenspeicher (m); optische Speicherplatte (f)

IT - disco a lettura ottica (m); disco ottico (m)

SP - disco óptico (m)

SW - optisk skiva

**388. ORIGINAL**

The source document from which copies are made.

DU - orgineel (n)

FR - original (m); document original (m)

GR - Original (n); Originalvorlage (f)

IT - originale (m)

SP - original (m)

SW - original

**389. ORNAMENT**

A thing used or serving to adorn.

DU - ornament (n)

FR - objet décoratif (m); ornement (m); élément décoratif (m)

GR - Ornament (n); Zierat (m); Verzierung (f); Zierstück (n)

IT - ornamento (m)

SP - ornamento (m); objetos decorativos (m)(pl)

SW - ornament

**390. OUT OF PRINT (OP)**

*See also* **IN PRINT (291)**

Not obtainable through the regular market because the publisher's stock is exhausted.

DU - uitverkocht

FR - épuisé

GR - vergriffen

IT - esaurito (m)

SP - agotado (m); agotada (f)

SW - utgången på förlaget

**391. OUTSIDER ART**

*See also* **NAIVE ART (370)**

Art produced independently of the academies, frequently not collected by museums.

DU - outsider art

FR - art marginal (m)

GR - Outsider-Kunst (f); Alternativkunst (f)

IT - outsider art (f)

SP - outsider art (m); arte fuereño (m)

SW - outsider konst

**392. OVERSIZE**

*See also* **FOLIO (243)**

An object too large to be housed in its expected place or sequence; of more than the usual size.

DU - extra groot; groot formaat (n)

FR - de format exceptionnel (m)

GR - Grossformat (n); Überformat (n)

IT - grande formato (m)

SP - de tamaño excepcional (m)

SW - överdimensionerad; över medelstorlek

**393. OWNERSHIP MARK (Stamp)**

A mark, sometimes hidden, identifying an item as the property of a library, museum, archive or individual.

DU - eigendomsmerk (n)

FR - marque de propriété (f)

GR - Eigentumsstempel (m)

IT - timbro di proprietà (m)

SP - señal de propiedad (f)

SW - ägarestämpel

**394. PVC**

*See* **PRIVATE VIEW CARD (453)**

**395. PAGE**

*See also* **LEAF (320), RECTO (471), VERSO (566);  
PAPERKEEPER (402)**

One side of a leaf, recto or verso.

DU - bladzijde (f)

FR - page (f)

GR - Seite (f)

IT - pagina (f)

SP - página (f)

SW - sida

396. **PAGINATION**

The ordering of pages of a book; the arrangement of microimages of pages on a microfilm.

DU - paginering (f)

FR - pagination (f)

GR - Paginierung (f); Seitenzählung (f)

IT - paginazione (f)

SP - paginación (f)

SW - paginering

397. **PALAEOGRAPHY** [U.S. - Paleography]

The study of early forms of writing conventions and the deciphering of early manuscripts.

DU - paleografie (f)

FR - paléographie (f)

GR - Paläographie (f); Handschriftenkunde (f)

IT - paleografia (f)

SP - paleografía (f)

SW - paleografi

398. **PAMPHLET (Leaflet)**

*See also* **BOOKLET (83)**

An independent publication consisting of a few leaves of printed matter fastened together but not bound.

DU - brochure (f); vlugschrift (n); pamflet (n)

FR - brochure (f); opuscule (m); libelle (m)

GR - Broschüre (f); Flugschrift (f); Heft (n)

IT - pamphlet (m); opuscolo (m)

SP - panfleto (m); opúsculo (m); folleto (m)

SW - broschyr

399. **PAPER**

(1) A thin sheet made of fibrous material which is suspended in water and then matted into sheets by dipping screens into the water suspension and lifting the fibres out. The fibres bond together to form a sheet of paper.

DU - papier (n)

FR - papier (m)

GR - Papier (n)

IT - carta (f)

SP - papel (m)

SW - papper

400. **PAPER**

(2) A conference paper. A formal written composition often designed for publication, generally presented orally.

DU - verhandeling (f); voordracht (f); lezing (f)

FR - communication (f); conférence (f); exposé (m)

GR - Referat (n); Schriftstück (n); Diskussionspapier (n)

IT - relazione (f)

SP - comunicación (f); ponencia (f)

SW - föredrag

401. **PAPERBACK (Softback)**

*See also* **HARDBACK (267)**

A book issued in paper covers.

DU - paperback (m); pocketboek (n)

FR - livre de poche (m); livre broché (m); édition de poche (f)

GR - Taschenbuch (n); Paperback (n)

IT - libro in broccatura (m)

SP - publicación en rústica (f); libro de bolsillo (m)

SW - pocketbok

402. **PAPERKEEPER**

A person who retrieves materials from closed or limited-access library stacks.

DU - magazijnbediende (m)

FR - magasinier (m)

GR - Bücherbote (m); Bücherbotin (f); Magazingehilfe (m);  
Magazingehilfin (f)

IT - distributore (m)

SP - paje (m/f)

SW - bokhämtare

403. **PARCHMENT**

Animal skin, especially sheep or goat, prepared as a surface for writing or painting on.

DU - perkament (n)

FR - parchemin (m)

GR - Pergament (n)

IT - pergamina (f)

SP - pergamino (m)

SW - pergament

404. **PART**

*See also* **FASCICLE (228), ISSUE (308), NUMBER (378)**

One of the subordinate units into which a document has been divided. A single issue of a serial publication.

DU - aflevering (f); nummer (n)

FR - numéro (m); fascicule (m); livraison (f)

GR - Heft (n); Nummer (f); Lieferung (f); Teil (m)

IT - quaderno (m); numero (m); fascicolo (m); parte (f)

SP - cuaderno (m); número (m); fascículo (m); parte (f)

SW - häfte; nummer; avsnitt

405. **PASSE-PARTOUT**

*See* **MAT (353)**

406. **PASTE PAPER**

Decorative papers, often used as cover papers or endsheets in books, produced by pressing or sliding objects into a wet paste or starch mixture that has been spread on paper.

DU - stijfselpapier (n)

FR - papier-reliure (m); papier marbré (m)

GR - Kleisterpapier (n); Buntpapier (n); Bezugspapier (n)

IT - carta a colla (f)

SP - papel de pasta (m)

SW - monteringspapper

407. **PATRON**

*See* **USER (564)**

408. **PATTERN BOOK**

A book of designs intended for reproduction or imitation.

DU - voorbeeldenboek (n)

FR - livre d'échantillons (m); livre de modèle (m)

GR - Musterbuch (n)

IT - campionario (m)

SP - muestrario (m)

SW - mönsterbok

409. **PERFECT BINDING**

*See also* **ADHESIVE BINDING (13)**

Proprietary method of holding pages of a book together with glue, using no stitching or sewing.

DU - garenloos binden (n)

FR - reliure sans couture (f)

GR - Klebebindung (f)

IT - rilegatura a colla (f)

SP - encuadernación encolando los pliegos a la pasta (f); encuadernación americana (f)

SW - limbindning

**410. PERFORMING ARTS**

Those arts which depend upon performance given by actors, musicians, artistes, and/or by public participation, e.g., pageants, theatre, circus, cinema, television, ballet, etc.

DU - uitvoerende kunsten (f)(pl)

FR - arts du spectacle (m)

GR - darstellende Künste (f)(pl)

IT - arti dello spettacolo (m)(pl)

SP - artes interpretativas (f)(pl)

SW - scenkonst; utövande konst

**411. PERIODICAL**

*See also* **JOURNAL (312), MAGAZINE (343), SERIAL (504)**

A publication appearing or intended to appear indefinitely at regular, stated, intervals.

DU - periodiek (f)

FR - revue (f); périodique (m)

GR - Zeitschrift (f); Journal (n); Periodikum (n)

IT - rivista (f); periodico (m)

SP - revista (f); publicación periódica (f)

SW - tidskrift

**412. PERMANENT COLLECTION**

Those works in a collection of a museum or gallery which are owned by the institution as distinct from loans and deposits.

DU - vaste collectie (f); vaste verzameling (f)

FR - collection permanente (f)

GR - Eigenbestand (m); Ständige Sammlung (f)

IT - collezione permanente (f)

SP - colección permanente (f)

SW - permanent samling; fast samling

**413. PERMANENT PAPER (Durable paper)**

A phrase usually applied to papers with a neutral or alkaline pH.

DU - permanent houdbaar papier (n)  
FR - permanent (m); permanente (f)  
GR - permanent; haltbar; langfristig  
IT - durevole; permanente  
SP - permanente (m); duradero (m)  
SW - permanent

**414. PHASE BOX**

A protective container for a fragile book, intended for its protection until it receives conservation treatment.

DU - beschermhuls (f)  
FR - emboîtement (m); boîte (f)  
GR - Phase-box (f); Kasette (f)  
IT - scatola protettiva (m)  
SP - caja (f)  
SW - tillfällighetskapsel

**415. PHASE CONSERVATION**

Planned sequential stages in conservation treatment when the entire prescribed treatment cannot be completed in the short term.

DU - gefaseerde conservatie (f)  
FR - programme de conservation (m)  
GR - schrittweise Konservierung (f)  
IT - programma di restauro a fasi (m)  
SP - restauración en fase (f)  
SW - etappkonservering

**416. PHASE PRESERVATION**

A long-term programme for stabilising a collection in successive stages when conservation treatment is not immediately available or appropriate.

DU - gefaseerde preservatie (f)  
FR - étape de préservation (f); programme de préservation (f)  
GR - Planung für langfristige schrittweise Konservierung (f)  
IT - programma di conservazione a lungo termine (m)  
SP - conservación en fase (f)  
SW - bevarande i flera steg

**417. PHONODISC**

*See* **RECORD (468)**

**418. PHOTOCOPIER (Photocopying machine)**

A machine that produces copies of a document through an electrostatic process.

DU - fotokopieerapparaat (n)  
FR - photocopieur (m); machine à photocopier (f)  
GR - Fotokopiergerät (n)  
IT - fotocopiatrice (f)  
SP - fotocopidora (f)  
SW - fotokopieringsapparat

419. **PHOTOCOPY** (*noun*)

*See also* **ELECTROSTATIC PROCESS (210)**

(1) A reproduction produced by use of an electrostatic copying machine.

DU - fotokopie (f)  
FR - photocopie (f)  
GR - Xerokopie (f); Xerographie (f)  
IT - fotocopia (f)  
SP - fotocopia (f)  
SW - fotokopia

420. **PHOTOCOPY** (*verb*)

*See also* **ELECTROSTATIC PROCESS (210)**

(2) To use an electrostatic process for the reproduction of a document.

DU - fotokopiëren  
FR - photocopier  
GR - xerokopieren; xerographieren  
IT - fotocopiare  
SP - fotocopiar  
SW - fotokopiera

421. **PHOTOCOPYING MACHINE**

*See* **PHOTOCOPIER (418)**

422. **PHOTOGRAPHY**

The science, engineering, art, and craft of producing relatively permanent images by the action of light on sensitive materials.

DU - fotografie (f)  
FR - photographie (f)  
GR - Fotografie (f); Photographie (f)  
IT - fotografia (f)  
SP - fotografía (f)  
SW - fotografi; fotografering

423. **PHOTOGRAVURE**

A process for printing from a photographic negative transferred to a metal plate and etched in.

DU - fotogravure (f)  
FR - photogravure (f); héliogravure (f)  
GR - Fotogravüre (f); Fotogravüre (f); Heliogravüre (f)  
IT - fotoincisione (f)  
SP - fotograbado (m)  
SW - fotogravyr

424. **PHOTOLITHOGRAPHY**

Lithography using plates prepared by a photomechanical process.

DU - fotolithografie (f)  
FR - photolithographie (f)  
GR - Fotolithografie (f); Fotolithographie (f)  
IT - fotolitografia (f)  
SP - fotolitografía (f)  
SW - fotolitografi

425. **PICTURE**

A visual image; may be a work of art.

DU - schilderij (n); afbeelding (f); beeld (n)  
FR - illustration (f); image (f); tableau (m)  
GR - Bild (n); Abbildung (f)  
IT - illustrazione (f); immagine (f); quadro (m)  
SP - ilustración (f); imágen (f); pintura (f); cuadro (m)  
SW - bild; illustration; målning

426. **PICTURE BOOK**

A book of illustrations with little or no text.

DU - plaatwerk (n); prentenboek (n)  
FR - livre d'images (m); livre illustré (m); album (m)  
GR - Bilderbuch (n)  
IT - libro illustrato (m)  
SP - libro con grabados (m); libro ilustrado (m)  
SW - bilderbok

427. **PICTURE FILE**

A collection of pictorial material identified and classified for reference purposes.

DU - fotoarchief (n); beeldarchief (n); fototheek (f); afbeeldingenarchief (n)  
FR - collection iconographique (f); archives iconographiques (f)  
GR - Bildarchiv (n); Fotothek (f)  
IT - fototeca (f); archivio fotografico (m)  
SP - fototeca (f); archivo fotográfico (m)  
SW - bildarkiv; fotoarkiv

428. **PICTURE LENDING PROGRAMME**

*See* **ART LENDING PROGRAMME (42)**

429. **PICTURE POSTCARD**

*See also MAIL ART (345), POSTCARD (438)*

A card with an image on one side, often representations of works of art, upon which a message can be written, then posted.

DU - prentbriefkaart (f)

FR - carte postale illustrée (f)

GR - Ansichtskarte (f)

IT - cartolina illustrata (f)

SP - tarjeta postal ilustrada (f); postal (f)

SW - vykort

430. **PICTURE RESEARCH**

Serious enquiry or examination of visual, pictorial images. Often the process of searching for a particular visual image for a given purpose, usually in publishing.

DU - afbeeldingenonderzoek (n); beeldresearch (n)

FR - recherche iconographique (f)

GR - Bildforschung (f)

IT - ricerca d'immagini (f)

SP - investigación visual (f)

SW - bildforskning

431. **PLASTIC ARTS**

The arts concerned with modelling or with representation of solid objects. Visual arts as opposed to those that use writing.

DU - beeldende kunsten (f)(pl)

FR - arts plastiques (m)

GR - bildende Kunst (f)

IT - arti plastiche (f)(pl)

SP - plástica (f); artes plásticas (f)(pl)

SW - plastik; bildhuggarkonst; skulptur

432. **PLATE**

*See also ILLUSTRATED BOOK (283), ILLUSTRATION (284)*

An illustration in a book, printed separately from the text often on a special paper.

DU - plaat (f)

FR - planche (f)

GR - Tafel (f)

IT - tavola (f)

SP - plancha (f); lámina (f)

SW - plansch

433. **POPULAR ART**

*See also FOLK ART (244)*

Visual art produced by and/or for the general public as a response to the daily environment; works produced for mass audiences as distinct from Folk art.

DU - kunst voor de massa (f)

FR - art populaire (m)

GR - Kunst für die Masse (f); populäre Kunst (f)

IT - arte popolare (f)

SP - arte popular (f)

SW - populärkonst; masskonst

**434. PORTFOLIO**

(1) A case for holding loose papers, consisting of two covers joined together at the back and usually tied in the front and the ends.

DU - portefeuille (m); map (f)

FR - carton à dessin (m); portefeuille (m)

GR - Mappe (f); Aktenmappe (f)

IT - cartella (f)

SP - carpeta para documentos (f); portafolios (m); cartapacio (m)

SW - mapp; portfölj

**435. PORTFOLIO**

(2) A group of prints or drawings issued by an artist.

DU - portefeuille (m); map (f)

FR - portefeuille (m)

GR - Mappe (f)

IT - portfolio (m)

SP - carpeta para documentos (f); portafolios (m); cartapacio (m)

SW - mapp; portfölj

**436. PORTRAIT**

A pictorial representation of a person, or persons, usually showing the face.

DU - portret (n)

FR - portrait (m)

GR - Bildnis (n); Porträt (n)

IT - ritratto (m)

SP - retrato (m)

SW - porträtt

**437. POST BINDER**

A structure that holds pages that are usually large and heavy together by metal posts in holes drilled through the book next to the binding edge.

DU - postzegelalbumband (m)

FR - Reliure à vis (f)

GR - Schraubenbindung (f)

IT - filza (f)

SP - encuadernación en poste (f)

SW - lösbladspärm

438. **POSTCARD**

*See also MAIL ART (345), PICTURE POSTCARD (429)*

A card upon which a message can be written and posted.

DU - briefkaart (f)

FR - carte postale (f)

GR - Postkarte (f)

IT - cartolina postale (f)

SP - tarjeta postal (f)

SW - brevkort

439. **POSTER**

A placard, usually decorative or pictorial, usually posted in a public place to advertise an event, exhibition, or business.

DU - affiche (n); aanplakbiljet (n); poster (m)

FR - affiche (f); poster (m)

GR - Plakat (n); Anschlag (m)

IT - cartellone (m); manifesto (m); poster (m); affisso (m)

SP - cartel (m); poster (m)

SW - affisch

440. **POTTERY**

*See CERAMICS (118)*

441. **PRE-PRINT**

A portion of a document containing one or more works which is printed and distributed prior to publication date or presentation.

DU - voordruk (m)

FR - prépublication (f)

GR - Vorabdruck (m)

IT - preprint (m)

SP - prueba de imprenta (f)

SW - provtryck

442. **PREFACE (Foreword)**

A note preceding the text of a book, stating its subject, scope, etc.; may also include acknowledgements of assistance.

DU - voorwoord (n)

FR - avant-propos (m); préface (f); introduction (f)

GR - Vorwort (n); Geleitwort (n); Vorrede (f)

IT - prefazione (f); proemio (m)

SP - prefacio (m); proemio (m); prólogo (m)

SW - förord; inledning; företal

443. **PRESERVATION**

*See also* **CONSERVATION (164), RESTORATION (485)**

The maintenance of objects as closely as possible to their original condition through appropriate environmentally controlled collection maintenance, repair, and physical treatment.

DU - conservering (f)

FR - preservation (f)

GR - Erhaltung (f); Bewahrung (f)

IT - conservazione (f)

SP - conservación (m)

SW - bevarande

444. **PRESERVATION MICROFILMING**

The microfilming for preservation purposes of books, serials, manuscripts, and other documents.

DU - preservatief verfilmen (n)

FR - microfilmage de conservation (m)

GR - Sicherheitsverfilmung (f)

IT - microfilmatura di conservazione (f)

SP - micropelícula de conservación (f)

SW - mikrofilmning för bevarandeändamål

445. **PRESS-CUTTING** [U.S. - Clipping]

An item cut from a newspaper or magazine and kept for its informational content.

DU - knipsel (n); kranteknipsel (n)

FR - coupure de presse (f)

GR - Ausschnitt (m); Zeitungsausschnitt (m)

IT - ritaglio (m); ritaglio di giornale (m)

SP - recorte (m); recorte de prensa (m)

SW - urklipp; pressklipp

446. **PRIMARY SOURCES**

Published and unpublished records without secondary interpretation or commentary.

DU - primaire bronnen (f)(pl)

FR - document original (m); sources primaires (f)(pl)

GR - Originalquellen (f)(pl)

IT - fonti originali (f)(pl)

SP - fuentes originales (f)(pl)

SW - originalkällor

447. **PRINT**

(1) A picture, design, or textual image produced by a printing process, such as a block or a plate.

DU - afdruk (m); prent (f)

FR - impression (f); estampe (f); gravure (f); épreuve (f); tirage (m)

GR - Druck (f); Abdruck (f); Druckschrift (f); Druckgraphik (f); Graphik (f)

IT - stampa (f); impressione (f)

SP - impreso (m); estampa (f); grabado (m)

SW - tryck; grafik

448. **PRINT**

(2) In photography a picture produced from a photographic negative.

DU - foto (f); afdruk (m)

FR - épreuve photographique (f)

GR - Abzug (m); Foto (n); Fotoabzug (m)

IT - stampa fotografica (f)

SP - copia (f); copia en papel (f)

SW - kopia; tryck

449. **PRINTED EPHEMERA**

*See* **EPHEMERA (217)**

450. **PRINTER**

A computer-output device which prints characters of data in text or graphic form on a medium such as paper.

DU - printer (m)

FR - imprimante (f)

GR - Drucker (m)

IT - stampante (f)

SP - impresora (f)

SW - skrivare

451. **PRINTING**

Any of various means of reproducing identical copies of graphic matter in a fixed form.

DU - drukkunst (f); drukken  
FR - impression (f); tirage (m)  
GR - Druckkunst (f); drucken  
IT - stampatura (f); tiratura (f)  
SP - impresión (f); tirada (f)  
SW - tryckning; boktryckarkonst

452. **PRIVATE PRESS**

A printing press that issues small editions at the pleasure of its owner, not necessarily for financial gain.

DU - private press  
FR - imprimerie privée (f)  
GR - Privatpresse (f); Privatverlag (m)  
IT - tipografia privata (f); stamperia privata (f)  
SP - imprenta privada (f); casa de edición particular (f)  
SW - privatpress; privatförlag

453. **PRIVATE VIEW CARD (PVC)**

Announcement of or invitation to a private viewing of an exhibition, usually at the time the exhibition opens.

DU - uitnodiging voor voorbezigting (f)  
FR - carte d'invitation (f)  
GR - Vorbesichtigungskarte (f)  
IT - biglietto d'invito (m)  
SP - inauguración privada (f); preestreno (f)  
SW - inbjudningskort till förhandsvisning; vernissagekort

454. **PROCEEDINGS (Transactions)**

The published record of a conference or meeting of a society or other organisation, frequently accompanied by abstracts or reports of papers presented.

DU - handelingen (f)(pl); verslagen (n)(pl)  
FR - actes (m); comptes-rendus (m); travaux (m)  
GR - Verhandlungen (f)(pl); Sitzungsberichte (m)(pl); Protokoll (n)  
IT - atti (m)(pl)  
SP - actas (f)(pl)  
SW - konferenstryck; förhandlingar

455. **PRODUCTION DESIGNER**

*See* **ART DIRECTOR (40)**

456. **PROOF**

*See also* **ARTIST'S PROOF (50)**

A trial impression of a printed image.

DU - proef (f); drukproef (f); proefdruk (m)

FR - épreuve (f)

GR - Korrektur (f); Probeabzug (m); Korrekturbogen (m); Fahne (f)

IT - prova (f)

SP - prueba (f)

SW - provtryck; korrektur

457. **PROVENANCE**

The history of the ownership and transmission of an object.

DU - herkomst (f); provenance (f)

FR - provenance (f); origine (f)

GR - Herkunft (f); Ursprung (m); Provenienz (f)

IT - provenienza (f)

SP - procedencia (f)

SW - proveniens; ursprung

458. **PUBLISHER**

The firm or other corporate body or the person responsible for the manufacture and distribution of a work to the public.

DU - uitgever (m)

FR - éditeur (m)

GR - Verleger (m); Herausgeber (m)

IT - editore (m); casa editrice (f)

SP - editor (m); editorial (f); casa editora (f)

SW - förläggare

459. **PVC**

*See* **PRIVATE VIEW CARD (453)**

460. **QUARTERLY**

A periodical published at regular intervals four times a year.

DU - kwartaalblad (n)

FR - trimestriel (m); publication trimestrielle (f)

GR - vierteljährliche Zeitschrift (f); Vierteljahresschrift (f)

IT - trimestrale (m)

SP - trimestral (m/f)

SW - kvartalstidskrift

461. **RAG PAPER**

Paper made of 100% linen and/or cotton fibre.

DU - lompenpapier (n)  
FR - papier chiffons (m)  
GR - Hadernpapier (n); Lumpenpapier (n)  
IT - carta di stracci (f)  
SP - papel de tela (m)  
SW - lumppapper

462. **RARE BOOK**

*See also* **ANTIQUARIAN BOOKSELLER (26), SECOND-HAND**

**(500)**

A book that is desirable due to scarcity, association, etc.; sufficiently difficult to find that it seldom or only occasionally appears on the market.

DU - zeldzaam boek (n)  
FR - livre rare (m)  
GR - Zimelie (f)  
IT - libro raro (m)  
SP - libro raro (m)  
SW - sällsynt bok; rar bok

463. **READER**

*See* **USER (564)**

464. **READER-PRINTER**

A machine that can be used to read a microform text and to make photocopies of the text.

DU - reader-printer (m)  
FR - lecteur-reproducteur (m)  
GR - Reader-Printer (m); Lese-und Druckvergrößerungsgerät (n)  
IT - lettore ottico-stampante (m)  
SP - lector-impresor (m); lector-reproductor (m)  
SW - reader-printer

465. **READING ROOM**

A room in a library used primarily for reading and study.

DU - studiezaal (f)  
FR - salle de lecture (f)  
GR - Lesesaal (m)  
IT - sala di lettura (f)  
SP - sala de lectura (f)  
SW - lässessal

466. **REALIA**

Objects distinct from library materials found in a library collection.

DU - realia (pl)

FR - realia (pl)

GR - Realien (n)(pl)

IT - oggetti (m)(pl)

SP - objetos (m)(pl)

SW - realia

467. **REBINDING**

Putting a new cover on a book.

DU - opnieuw binden; herbinden

FR - relier à nouveau

GR - umbinden; Neueinband (m)

IT - rilegare

SP - re-encuadernación (f)

SW - ombindning

468. **RECORD**

Phonodisc; sound recording on a disc.

DU - (geluids) opnames (f)(pl)

FR - disque (m)

GR - Schallplatte (f)

IT - disco fonografico (m); disco (m)

SP - disco (m)

SW - skiva

469. **RECORD COVER, RECORD SLEEVE**

*See* **ALBUM COVER (18)**

470. **RECORDS**

Archives, documentary evidence; named collections of data, standardised in format and content and treated as a unit.

DU - archieven (n)(pl); documenten (n)(pl)

FR - archives (f); acte écrit (m); document (m); dossier (m); notice (f)

GR - Archivalien (n)(pl); Akten (f)(pl); Urkunden (f)(pl)

IT - archivio (m)

SP - archivos (m)(pl)

SW - arkiv; urkund

471. **RECTO**

*See also* **LEAF (320), VERSO (566)**

The front or obverse side of a leaf; the right-hand page of an open book or manuscript.

DU - recto

FR - recto (m)

GR - Vorderseite (f); Schauseite (f); Recto (f); Schöndruckseite (f)

IT - recto (m)

SP - recto (m)

SW - framsida; recto; höger sida i uppslagen bok

472. **REFERENCE**

*See also CITATION (127, 128)*

A set of bibliographic elements that refers to a work and is complete enough to provide unique identification of the work for a particular bibliographic function.

DU - verwijzing (f)

FR - référence (f); renvoi (m)

GR - Verweisung (f); Zitat (n)

IT - riferimento (m); citazione (f)

SP - referencia bibliográfica (f)

SW - referens; bibliografisk referens

473. **REFERENCE LIBRARY**

A library (general or specialised) organised for consultation and research; generally non-circulating.

DU - presentiebibliotheek (f); naslagbibliotheek (f)

FR - bibliothèque de consultation (f); bibliothèque de référence (f)

GR - Präsenzbibliothek (f); Handbibliothek (f)

IT - biblioteca di consultazione (f)

SP - biblioteca de consulta (f)

SW - referensbibliotek

474. **REFORMAT**

To transfer or translate information originally in one medium to another, as in the microfilming or electronic imaging of printed materials.

DU - converteren

FR - transférer

GR - übertragung in ein anderes Datenformat (f); umformatieren; konvertieren

IT - convertire

SP - reformatear

SW - konvertera

475. **REISSUE**

*See* **REPRINT (480)**

**476. RELIEF PRINTING**

A generic term for printing from surfaces which are raised so that ink is deposited only on the image that is to be transferred to paper.

DU - reliefdruk (m)

FR - impression en relief (f); procédé d'impression en relief (m)

GR - Hochdruck (m); Reliefdruck (m)

IT - stampa in rilievo (f)

SP - impresión en relieve (f)

SW - relieftryck

**477. REORGANISATION [U.S. - Reorganization]**

The act of arranging something into a different order.

DU - reorganisatie (f)

FR - réorganisation (f)

GR - Reorganisation (f); neu organisieren; neu ordner; neu gestalten; umbilden

IT - riorganizzazione (f)

SP - reorganización (f)

SW - omorganisation

**478. REPAIR**

*See also* **RESTORATION (485)**

Rehabilitation of a worn book, work of art, etc.

DU - reparatie (f)

FR - réparation (f); restauration (f)

GR - Reparatur (f)

IT - riparazione (f)

SP - restauración (f)

SW - reparation; lagning

**479. REPORT**

An official or formal record of a special investigation.

DU - rapport (n); verslag (n)

FR - compte rendu (m); rapport (m); procès-verbal (m)

GR - Bericht (m); Report (m)

IT - relazione (f); rapporto (m); rendiconto (m)

SP - informe (m)

SW - rapport; redogörelse; protokoll

**480. REPRINT (Reissue)**

A new impression of an edition of a publication.

DU - herdruk (m)

FR - réimpression (f); réédition (f)

GR - Nachdruck (m); Neudruck (m); unveränderte Auflage (f)

IT - ristampa (f)

SP - reimpresión (f)

SW - nytryck

**481. REPRODUCE**

The act of copying or duplicating.

DU - kopieren; reproducieren

FR - copier; reproduire

GR - vervielfältigen; wiederabdrucken; reproduzieren; kopieren

IT - riprodurre

SP - copia (f); reproducción (f)

SW - kopiera; duplicera

**482. REPRODUCTION**

A copy of a work of art. Something made in imitation of a certain style or of an earlier period.

DU - kopie (f); reproductie (f)

FR - copie (f); reproduction (f)

GR - Kopie (f); Reproduktion (f); Wiedergabe (f)

IT - riproduzione (f)

SP - copia (f); reproducción (f)

SW - kopia; avskrift; reproduktion

**483. REPROGRAPHY**

The science, technology, and practice of document reproduction.

DU - reprografie (f)

FR - reprographie (f); duplication (m)

GR - Reprographie (f); Reprografie (f)

IT - riprografia (f); reprografia (f)

SP - reprografía (f)

SW - reprografiering

**484. RESOURCE**

Information or expertise to which enquirers, researchers, etc. may refer.

DU - bronnen (f)(pl)

FR - ressource (f)

GR - Hilfsmittel (n)(pl); Ressourcen (f)(pl)

IT - risorse (f)(pl)

SP - recursos (m)(pl)

SW - resurs; tillgång

**485. RESTORATION**

*See also* **CONSERVATION (164), PRESERVATION (443), REPAIR**

**(478)**

Treatment procedures that attempt to return an object as closely as possible to its original condition, incorporating original materials as much as possible.

DU - restauratie (f)

FR - restauration (f)

GR - Restaurierung (f)

IT - restauro (m)

SP - restauración (f)

SW - restaurering

**486. RESTORER**

*See also* **CONSERVATOR (165)**

A person who repairs objects, attempting to return them as closely as possible to their original condition.

DU - restaurateur (m); restauratrice (f)

FR - restaurateur (m); restauratrice (f)

GR - Restaurator (m); Restauratorin (f)

IT - restauratore (m); restauratrice (f)

SP - restaurador (m); restauradora (f)

SW - restaurator; (konservator)

**487. RETRIEVAL**

Finding information in a book or body of material, such as bibliographical data stored in a database.

DU - terugvinden; retrieval; terugzoeken; opzoeken

FR - recherche documentaire (f); recherche de l'information (f)

GR - Retrieval (n); Wiederauffinden (n)

IT - recupero d'informazione (m)

SP - recuperación de información (f)

SW - återsökning

**488. RETROSPECTIVE BIBLIOGRAPHY**

*See also* **BIBLIOGRAPHY (67)**

A bibliography which lists materials published in previous years.

DU - retrospectieve bibliografie (f)

FR - bibliographie rétrospective (f)

GR - retrospektive Bibliografie (f)

IT - bibliografia retrospettiva (f)

SP - bibliografía retrospectiva (f)

SW - retrospektiv bibliografi

489. **REVERSIBLE**

Easily and safely disassembled to correct an error in conservation treatment or to replace worn components.

DU - reversibel

FR - réversible

GR - reversibel; umkehrbar

IT - reversibile

SP - reversible

SW - reversibel

490. **REVIEW**

(1) An evaluation of a literary work, work of art, concert, play, etc., published in a periodical or newspaper.

DU - recensie (f)

FR - compte rendu (critique) (m); critique (f); recension (f)

GR - Rezension (f); Besprechung (f)

IT - recensione (f)

SP - reseña (f)

SW - recension

491. **REVIEW**

(2) A periodical devoted primarily to articles of criticism and appraisal.

DU - referaatijdschrift (n)

FR - revue (f)

GR - Rundschau (f)

IT - rivista di critica (f)

SP - revista (f)

SW - recensionstidskrift

492. **REVISED EDITION**

*See also* **EDITION (205)**

A new edition with the main text of the original edition changed and corrected; sometimes with additions that supplement it or bring it up to date.

DU - herziene uitgave (f)

FR - édition revue (f); édition corrigée (f)

GR - überarbeitete Ausgabe (f); revidierte Ausgabe (f); verbesserte

Auflage (f)

IT - edizione riveduta (f)

SP - edición revisada (f)

SW - reviderad upplaga

493. **RICE PAPER**  
A non-fibrous, delicate paper made from the pith of a small tree found in Asia.  
DU - rijstpapier (n)  
FR - papier de riz (m); papier de Chine (m)  
GR - Reispapier (n)  
IT - carta di riso (f)  
SP - papel de arroz (m); papel de China (m)  
SW - rispapper; japanpapper
494. **RING BINDER**  
A binding with several metal rings that open to hold loose-leaf materials.  
DU - ringband (m)  
FR - reliure à anneaux (f)  
GR - Ringbuch (n); Ringordner (m)  
IT - raccoglitore ad anelli (m)  
SP - carpeta de argollas (f)  
SW - ringpärm
495. **RUBRIC**  
Initials, catchwords, titles, or other parts of a work written or printed in red, as in manuscripts and early printed books.  
DU - gerubriceerd  
FR - rubrique (f)  
GR - Rubrica (f); Rubrik (f); rubrizieren  
IT - rubrica (f)  
SP - rubricado (m); rubricada (f)  
SW - rubrik; skrift med röda bokstäver
496. **SAFETY FILM**  
*See ACETATE FILM (8)*
497. **SALES CATALOGUE (Auction catalogue)**  
A listing of items, such as works of art, that are for sale by auction.  
DU - verkoopcatalogus (m); veilingcatalogus (m)  
FR - catalogue de vente (m)  
GR - Verkaufskatalog (m); Auktionskatalog (m)  
IT - catalogo d'asta (m)  
SP - catálogo de ventas (m)  
SW - försäljningskatalog

498. **SCHOOL**

A group or movement with its own identity, e.g. school of artists.

DU - school (f)

FR - école (f)

GR - Schule (f)

IT - scuola (f)

SP - escuela (f)

SW - skola

499. **SCRAPBOOK**

*See also* **ALBUM (17)**

A blank book into which various items are affixed.

DU - plakboek (n); knipselalbum (n); knipselboek (n)

FR - recueil de coupures (m)

GR - Sammelalbum (n)

IT - album di ritagli (m)

SP - álbum de recortes (m)

SW - klippalbum; klippbok

500. **SECOND-HAND**

*See also* **ANTIQUARIAN BOOKSELLER (26), RARE BOOK (462)**

Acquired after being used by another.

DU - tweedehands

FR - d'occasion; de seconde main

GR - antiquarisch

IT - di seconda mano; d'occasione

SP - de ocasión; de segunda mano

SW - begagnad; antikvarisk

501. **SECTION (Gathering)**

A term applied to each unit of folded leaves in sequential order comprising a book.

DU - katern (n)

FR - cahier (m)

GR - Lage (f)

IT - fascicolo (m); quaderno (m)

SP - sección (f)

SW - vikt ark

502. **SELECTION**

The process of deciding which materials should be added to a collection. A number of books and other materials collected together by the process of selection.

DU - keuze (f); selectie (f)

FR - sélection (f); choix (m)

GR - Auswahl (f)

IT - scelta (f); selezione (f)

SP - selección (f)

SW - urval; urvalstext

503. **SEMI-ANNUAL**

*See* **BIANNUAL (65)**

504. **SERIAL**

*See also* **JOURNAL (312), MAGAZINE (343), PERIODICAL (411)**

A publication issued in consecutive parts bearing numerical or chronological designations and intended to be continued indefinitely; includes periodicals, newspapers, annuals (reports, yearbooks, etc.), journals, memoirs, proceedings, transactions, etc., of societies and numbered monographic series.

DU - serie (f); vervolgwerk (n); seriële publikatie (f)

FR - publication en série (f)

GR - Serie (f); Reihe (f); Periodikum (n); Zeitschrift (f)

IT - pubblicazione periodica (f)

SP - publicación en serie (f); publicación periódica (f)

SW - serie; periodisk publikation

505. **SERIES**

*See also* **MONOGRAPHIC SERIES (364)**

A group of separate bibliographic items related to one another by the fact that each bears, in addition to its own title proper, a collective title applying to the group as a whole.

DU - reeks (f); serie (f)

FR - collection (f); série (f)

GR - Reihe (f); Folge (f); Serie (f)

IT - serie (f)

SP - colección (f); serie (f)

SW - serie; följd

506. **SHEET**  
A printer's unit; the full size of a paper when printed, forming the section of a book when folded.  
DU - vel (n)  
FR - feuille (f)  
GR - Bogen (m)  
IT - foglio (m)  
SP - hoja (f)  
SW - ark
507. **SHELVE**  
The act of placing materials on shelves in proper order.  
DU - plaatsen  
FR - ranger; classer  
GR - auf Regale stellen  
IT - riporre sugli scaffali  
SP - colocar en estantería  
SW - ställa upp böcker
508. **SHELVING**  
Structure upon which books and other materials are stored.  
DU - boekenrek (n)  
FR - rayonnage (m)  
GR - Regale (n)(pl); Regalsystem (n); Bücherregale (n)(pl)  
IT - scaffali (m)(pl)  
SP - estantería (f)  
SW - bokhylla
509. **SILK SCREEN PRINTING**  
A stencil technique of printing.  
DU - zeefdruk (m)  
FR - sérigraphie (f)  
GR - Seidensiebdruck (m); Siebdruck (m)  
IT - serigrafia (f)  
SP - serigrafía (f)  
SW - serigrafi
510. **SKETCH BOOK**  
A book of, or for, sketches or rough drawings.  
DU - schetsboek (n)  
FR - carnet de dessins (m); carnet de croquis (m)  
GR - Skizzenbuch (n)  
IT - album per schizzi (m)  
SP - álbum de esbozos (m); libro de dibujos (m)  
SW - skissbok

511. **SLEEVE**

*See also* **BOOK JACKET (79), SLIP-CASE (516)**

Paper or cardboard cover which fits over a book or a record to protect it and to advertise its contents.

DU - stofomslag (n)

FR - pochette (d'un disque) (f); jaquette (d'un livre) (f)

GR - Hülle (f); Schuber (m)

IT - copertina (f)

SP - camisa (f); sobrecubierta (f)

SW - omslag

512. **SLIDE (Transparency)**

An image on film or glass, usually positive, intended to be viewed by means of light passing through the image and base using a viewer or projector.

DU - dia (m); diapositief (n); lichtbeeld (n)

FR - diapositive (f)

GR - Diapositiv (n); Dia (n)

IT - diapositiva (f)

SP - diapositiva (f)

SW - diapositiv; diabild

513. **SLIDE LIBRARIAN**

*See* **VISUAL RESOURCES CURATOR (573)**

514. **SLIDE MOUNT**

The small cardboard, metal, or plastic frame which holds a transparency.

DU - diaraam (n)

FR - cache (m)

GR - Rahmen (m); Diapositivrahmen (m)

IT - montatura per diapositive (f)

SP - montura para diapositivas (f); marco para diapositivas (m)

SW - diaram

515. **SLIDE VIEWER**

*See also* **LIGHT BOX (330), LIGHT TABLE (332)**

A device used to look at slides and transparencies.

DU - viewer (m)

FR - visionneuse de diapositives (f); projecteur de diapositives (m)

GR - Diabetrachter (m); Diabetrachtungsgerät (n)

IT - visore per diapositive (m)

SP - aparato para ver diapositivas (m)

SW - diaprojektor

516. **SLIP-CASE**

*See also SLEEVE (511)*

Box designed to protect a book by covering it so that only the spine is exposed.

DU - foedraal (n); hoes (m); etui (n)

FR - étui (m); coffret (m)

GR - Schuber (m); Schutzkarton (m)

IT - custodia (f); contenitore (m)

SP - estuche (m)

SW - kassett; bokkassett

517. **SOFTBACK**

*See PAPERBACK (401)*

518. **SOFTWARE**

*See also HARDWARE (268)*

Computer program or other media which require hardware for use to be made of them.

DU - programmatuur (f); software (m)

FR - logiciel (m)

GR - Programm (n); Software (f)

IT - software (m)

SP - software (m)

SW - mjukvara

519. **SOLANDER BOX**

A box with a hinged top, shaped like a thick book, for storing prints, pamphlets and documents.

DU - overslagdoos (f); solander (m)

FR - boîte à archives (f)

GR - Sammelschachtel (f); Kapsel (f)

IT - scatola a forma di libro (f)

SP - caja en forma de libro (f)

SW - kapsel i form av en bok; dokumentask

520. **SPECIAL COLLECTION**

A collection of library materials separated from the general collection because they are of a certain form, subject, period, or are rare and valuable materials.

DU - speciale verzameling (f); bijzondere collectie (f)

FR - collection spéciale (f); fonds spécial (m)

GR - Sondersammlung (f); Spezialsammlung (f)

IT - collezione speciale (f)

SP - colección especial (f)

SW - specialsamling

521. **SPECIAL LIBRARY**

A library established, supported, and administered by a business firm, private corporation, association, government agency, etc., to meet the needs of its members or staff in pursuing the goals of the organisation.

DU - speciale bibliotheek (f); vakbibliotheek (f)

FR - bibliothèque spécialisée (f)

GR - Fachbibliothek (f); Spezialbibliothek (f)

IT - biblioteca specializzata (f)

SP - biblioteca especializada (f)

SW - fackbibliotek; specialbibliotek

522. **SPINE (Back of a book)**

The part of a book that is visible when it stands closed on the shelf.

DU - boekrug (m)

FR - dos (m)

GR - Rücken (m); Buchrücken (m)

IT - dorso (m)

SP - lomo (m)

SW - rygg; bokrygg

523. **SPIRAL BINDING**

A type of binding in which the single leaves and the separate front and back covers are fastened by means of a specially cut piece of plastic or metal with prongs that pass through slots near the binding edge and are curled back within the plastic cylinder.

DU - spiraalband (m)

FR - reliure à spirale (f)

GR - Spiralheftung (f); Spiralbindung (f)

IT - rilegatura a spirale (f)

SP - encuadernación en espiral

SW - spiralband

524. **STACKS (Bookstacks)**

An area of shelves in a library.

DU - magazijn (n)

FR - réserve (f); magasin(s) (m)

GR - Magazin (n)

IT - magazzini librari (m)(pl)

SP - reserva (f); almacén (m)

SW - magasin

525. **STAGE DESIGN**

Design for the stage.

DU - toneelontwerp (n); decorontwerp (n)

FR - décor de théâtre (m)

GR - Bühnengestaltung (f); Bühnenbild (n)

IT - architettura teatrale (f); decorazione teatrale (f)

SP - decoración teatral (f)

SW - scendesign; scendekor

526. **STAMP**

*See* **OWNERSHIP MARK (393)**

527. **STANDING ORDER**

*See also* **APPROVAL PLAN (33), BLANKET ORDER (74)**

A general order to a dealer or publisher to supply the volumes or parts of a particular title or type of publication as they are published, generally without the right to return.

DU - standing-order (f)

FR - commande permanente (f)

GR - Dauerauftrag (m); Standing Order (f); Forsetzungsbestellung (f)

IT - ordine permanente (m)

SP - petición permanente (f)

SW - stående order; stående beställning

528. **STENCIL**

A thin material in which a pattern, design or lettering is cut, through which a substance such as ink, paint etc. is passed to produce a corresponding pattern on the surface beneath it.

DU - stencil (n)

FR - peinture au pochoir (f); peinture au poncif (f); pochoir (m)

GR - Schablone (f); Matrize (f)

IT - stampino (m); stencil (m)

SP - plantilla (f)

SW - stencil

529. **STILL**

A single photographic image taken from a motion picture film.

DU - still; film still

FR - photogramme (m)

GR - Standfoto (n); Standaufnahme (f)

IT - fotogramma (m)

SP - fotograma (m)

SW - filmbild; stillbild

530. **STOCK**  
*See* **BOOKSTOCK (88), HOLDINGS (272, 273)**
531. **STRIP CARTOON**  
*See* **COMIC (153)**
532. **STUDIO**  
A working place for an artist.  
DU - atelier (n); studio (m)  
FR - atelier (m); studio (m)  
GR - Atelier (n)  
IT - studio (m)  
SP - taller (m); estudio (m)  
SW - studio; ateljé
533. **STYLE**  
A distinctive appearance or manner; a visual language.  
DU - stijl (m)  
FR - style (m)  
GR - Stil (m)  
IT - stile (m)  
SP - estilo (m)  
SW - stil
534. **SUBJECT BIBLIOGRAPHY**  
*See also* **BIBLIOGRAPHY (67)**  
A list of published works on a given subject.  
DU - vakbibliografie (f); speciale bibliografie (f)  
FR - bibliographie par sujets (f); bibliographie thématique (f)  
GR - Fachbibliographie (f); Spezialbibliographie (f)  
IT - bibliografia specializzata (f); bibliografia per materie (f); bibliografia tematica (f); bibliografia a soggetto (f)  
SP - bibliografía especializada (f); bibliografía temática (f)  
SW - fackbibliografi; specialbibliografi; ämnesbibliografi
535. **SUBJECT CATALOGUE**  
An arrangement of records for library materials by subject/topic.  
DU - onderwerpscatalogus (m)  
FR - catalogue matières (m); catalogue par sujets (m)  
GR - Sachkatalog (m); Realkatalog (m); Schlagwortkatalog (m)  
IT - catalogo a soggetto (m)  
SP - catálogo por materias (m)  
SW - ämneskatalog
536. **SUBJECT HEADING**

An access point to a bibliographical record based upon subject terminology, usually from a standardised or controlled vocabulary.

DU - trefwoord (n)

FR - vedette matière (f)

GR - Schlagwort (n)

IT - intestazione per soggetto (m)

SP - encabezamiento de materia (m)

SW - ämnesord

537. **SUBJECT INDEX**

A list of subject terms which provides access to a classification or the contents of a publication, catalogue or collection.

DU - onderwerpsregister (n); zaakregister (n)

FR - index des sujets (m); index matières (m)

GR - Sachregister (n); Sachverzeichnis (n)

IT - indice per soggetti (m); indice per materie (m)

SP - índice de materias (m)

SW - ämnesregister

538. **SUBJECT SPECIALIST**

A librarian who specialises in the literature of a particular discipline.

DU - vakreferent (m)

FR - bibliothécaire spécialisé (m)

GR - Fachbibliothekar (m); Fachbibliothekarin (f); Spezialbibliothekar (m); Spezialbibliothekarin (f)

IT - bibliotecario specializzato (m)

SP - bibliotecario especializado (m)

SW - fackbibliotekarie; specialbibliotekarie

539. **SUBSCRIPTION**

The arrangement by which in return for a payment in advance, a periodical publication is provided for a specific number of issues or a specified period of time.

DU - abonnement (n)

FR - souscription (f); abonnement (m)

GR - Abonnement (n); Subskription (f)

IT - abbonamento (m)

SP - suscripcion (f)

SW - subskription; abonnemang; prenumeration

540. **SUBTITLE**

A secondary title, usually an explanatory phrase, added to the main title of a work.

DU - ondertitel (m)

FR - sous-titre (m)

GR - Untertitel (m); Nebentitel (m)

IT - sottotitolo (m)

SP - subtítulo (m)

SW - undertitel

541. **SUPPLEMENT**

A complementary part of a written work, either serial or monographic, that brings up to date or continues the original text; may be issued with the text or separately.

DU - supplement (n); bijvoegsel (n); bijlage (f)

FR - supplément (m)

GR - Ergänzungsband (m); Anhang (m); Nachtrag (m)

IT - supplemento (m)

SP - suplemento (m)

SW - bilaga; tillägg; supplement

542. **SUSPENSION FILE**

*See* **VERTICAL FILE (567)**

543. **TABLE OF CONTENTS (List of contents)**

In a book or periodical publication, a list of its parts, their sequence, and references by number or symbol to their location.

DU - inhoudsopgave (f); inhoud (m)

FR - sommaire (m); table des matières (f)

GR - Inhaltsverzeichnis (n); Inhalt (m)

IT - indice (m); sommario (m)

SP - índice general (m); sumario (m); tabla de materias (f)

SW - innehållsförteckning

544. **TAPE**

*See* **MAGNETIC TAPE (344), VIDEOTAPE (571)**

545. **TECHNICAL DRAWING**

A cross-section, detail, diagram, elevation, perspective, plan, etc., made for use in a technical context.

DU - technische tekening (f)

FR - dessin technique (m)

GR - technische Zeichnung (f)

IT - disegno tecnico (m)

SP - dibujo técnico (m)

SW - teknisk ritning; tekniskt tvärsnitt

546. **TELEFACSIMILE**  
*See* **FAX (231)**

547. **TERMINAL**  
A workstation with a monitor and keyboard where computerised data can be entered, received, and/or manipulated.  
DU - terminal (m); werkstation (n)  
FR - terminal (m)  
GR - Terminal (m); Endgerät (n)  
IT - terminale (m)  
SP - terminal (f)  
SW - terminal

548. **TEXT**  
The main body of a book exclusive of front matter or back matter such as appendices, notes etc.  
DU - tekst (m)  
FR - texte (m)  
GR - Text (m)  
IT - testo (m)  
SP - texto (m)  
SW - text

549. **THESIS**  
*See also* **DISSERTATION (197)**  
A position or proposition that a person, often as a candidate for scholastic honours, advances and offers to maintain by argument.  
DU - proefschrift (n); dissertatie (f)  
FR - thèse (f)  
GR - Dissertation (f); These (f)  
IT - tesi (f); tesi di laurea (f)  
SP - tesis (f)  
SW - avhandling; dissertation

550. **TIP-IN**  
To attach a page, often an illustration, with paste onto a sheet or into a printed book along one edge.  
DU - inplakken  
FR - coller  
GR - einkleben  
IT - incollare; puntare a colla  
SP - pegar; encolar  
SW - inklistra; klistra in

551. **TITLE**

The distinguishing name of a work, or a subdivision of it, such as the chapter of a book.

DU - titel (m)

FR - titre (m)

GR - Titel (m)

IT - titolo (m)

SP - título (m)

SW - titel

552. **TITLE PAGE**

A page on the right-hand side, recto of a leaf, at the beginning of a book where the bibliographic information about the work is provided.

DU - titelblad (n); titelpagina (f)

FR - page de titre (f)

GR - Titelblatt (n); Titelseite (f)

IT - frontespizio (m)

SP - portada (f); página de título (f)

SW - titelblad; titelsida

553. **TRADE CATALOGUE**

A catalogue designed to present a line of products and to provide information to facilitate the ordering process.

DU - verkoopcatalogus (m); handelscatalogus (m)

FR - catalogue commercial (m)

GR - Verkaufskatalog (m)

IT - catalogo commerciale (m)

SP - catálogo comercial (m)

SW - handelskatalog

554. **TRANSACTIONS**

*See* **PROCEEDINGS (454)**

555. **TRANSLATOR**

One who renders text from one language to another following the original text as closely as possible.

DU - vertaler (m); vertaalster (f)

FR - traducteur (m); traductrice (f)

GR - Übersetzer (m); Übersetzerin (f)

IT - traduttore (m)

SP - traductor (m); traductora (f)

SW - översättare

556. **TRANSPARENCY**

*See* **SLIDE (512)**

557. **TRAVELLING EXHIBITION**

Works of art or artefacts that are moved as a group from one institution to another for display over a period of time.

DU - reizende tentoonstelling (f)

FR - exposition itinérante (f)

GR - Wanderausstellung (f)

IT - mostra itinerante (f)

SP - exposición itinerante (f)

SW - vandringsutställing

558. **TREASURES**

Anything valued and preserved as precious; great works of art reflective of a given culture.

DU - patrimonium (n)

FR - patrimoine (m)

GR - Nationale Kunstbesitz (m); Kulturerbe (n)

IT - patrimonio (m)

SP - tesoro (m); patrimonio (m)

SW - kulturarv; skatter

559. **TRIBAL**

*See* **ETHNIC (220, 221)**

560. **TYPESCRIPT**

*See also* **MANUSCRIPT (348)**

A copy of a work in typewritten form, as distinguished from one in printed or handwritten form.

DU - typescript (n); machineschrift (n)

FR - texte dactylographié (m); tapuscrit (m)

GR - Maschineschrift (f)

IT - dattiloscritto (m)

SP - copia a máquina (f)

SW - maskinskrivet exemplar; maskinskrivet manuskript

561. **TYPOGRAPHY**

The art or practice of printing; the style and appearance of printed matter.

DU - typografie (f); boekdrukkunst (f)

FR - typographie (f)

GR - Typographie (f); Buchdruckerkunst (f)

IT - tipografia (f)

SP - tipografía (f)

SW - typografi

562. **UNION CATALOGUE**

A catalogue of the collections of all the libraries in a geographical area, group, or library system.

DU - centrale catalogus (m)  
FR - catalogue collectif (m)  
GR - Zentralkatalog (m); Gesamtkatalog (m)  
IT - catalogo collettivo (m)  
SP - catálogo colectivo (m); catálogo centralizado (m)  
SW - samkatalog

563. **UNPUBLISHED**

Written material that has not been produced or issued for general distribution, i.e. diaries, memoirs, notes, etc.

DU - niet uitgegeven; ongepubliceerd  
FR - inédit (m); inédite (f)  
GR - ungedruckt; unveröffentlicht  
IT - inedito (m)  
SP - inédito (m)  
SW - opublicerad; ej förlagd

564. **USER (Client, Patron, Reader)**

Individuals who use a library or information source.

DU - gebruiker (m)  
FR - usager (m); utilisateur (m); utilisatrice (f); lecteur (m); lectrice (f)  
GR - Benutzer (m); Benutzerin (f); Leser (m); Leserin (f)  
IT - utente (m)  
SP - usuario (m); usuaria (f)  
SW - brukare; användare

565. **VELLUM**

*See also* **PARCHMENT (403)**

Fine parchment from the skin of calf, lamb, etc. for writing on or binding books.

DU - velijn (n)  
FR - vélin (m)  
GR - Pergament (n); Schreibpergament (n)  
IT - pergamena (f)  
SP - vitela (f); pergamino (m)  
SW - veläng; finaste pergament

566. **VERSO**

*See also* **LEAF (320), RECTO (471)**

The back, or reverse side of a leaf; the left-hand page of an open book.

DU - verso  
FR - verso (m)  
GR - Rückseite (f); Verso (n); Widerdruckseite (f)  
IT - verso (m)  
SP - verso (m)  
SW - baksida; verso; vänster sida i uppslagen bok

567. **VERTICAL FILE (Suspension file)**

*See also* **CUTTINGS FILE (182), EPHEMERA (217)**

A collection of materials, such as pamphlets, cuttings, and pictures, which are often ephemeral in nature and are filed vertically in drawers for easy reference.

DU - hangmappensysteem (n)  
FR - dossier suspendu (m)  
GR - Hängekartei (f); Vertikalkartei (f); Hängeregister (n)  
IT - sezione materiale minore (m)  
SP - clasificador vertical (m); registro suspendido (m)  
SW - hängmappsysteem

568. **VIDEO ART**

Art works produced by visual artists using the medium of video.

DU - videokunst (f)  
FR - art vidéo (m)  
GR - Videokunst (f)  
IT - video art (f); arte video (f)  
SP - arte de vídeo (f)  
SW - videokonst

569. **VIDEO CASSETTE**

*See* **CASSETTE (110)**

570. **VIDEODISC**

*See also* **OPTICAL DISK (387)**

An optical disk on which still images, moving images and/or sound are recorded in an analogue format. The images can be displayed on a television attached to the videodisc player, which may be controlled by a computer. Prior to the introduction of compact disks, which also use a laser to read the data, videodiscs were sometimes referred to as laserdiscs.

DU - beeldplaat (f); laser disk (m)  
FR - vidéodisque (m); disque laser (m)  
GR - Videodisc (f); Bildplatte (f); Laserplatte (f)  
IT - videodisco (m); disco laser (m)  
SP - vídeodisco (m); disco óptico (m)  
SW - videoskiva; laserskiva

571. **VIDEOTAPE**

Magnetic tape for the recording and playback of visual and audio signals.

DU - videoband (m); beeldband (m)  
FR - bande vidéo (f)  
GR - Videoband (n)  
IT - videonastro (m)  
SP - cinta de vídeo (f)  
SW - videoband

572. **VISUAL COMMUNICATION**

Conveying a message through sight, a recognition of symbols, rather than through textual or auditory means.

DU - visuele communicatie (f)  
FR - communication visuelle (f)  
GR - visuelle Kommunikation (f)  
IT - comunicazione visiva (f)  
SP - comunicación visual (f)  
SW - visuell kommunikation

573. **VISUAL RESOURCES CURATOR**

A librarian for collections of pictorial materials, such as slides, picture collections, etc.

DU - diathecaris (m); diathecaresse (f)  
FR - diathécaire (m/f); photothécaire (m/f)  
GR - Diathekar (m); Diathekarin (f)  
IT - responsabile delle risorse visive (m)  
SP - diapositecario (m); diapositecaria (f)  
SW - diatekbibliotekarie

574. **VOLUME (of a book)**

A major division of a bibliographic item, contained in one binding.

DU - boekdeel (n); band (m); deel (n)  
FR - volume (m); tome (m)  
GR - Band (m)  
IT - volume (m); tomo (m)  
SP - volúmen (m)  
SW - band; volym

575. **WATERCOLOUR** [U.S. - Watercolor]

A paint consisting of water and a binding material.

DU - waterverf (f); aquarel (f)  
FR - aquarelle (f)  
GR - Aquarell (n)  
IT - acquarello (m); acquerello (m)  
SP - acuarela (f) aguada (f)  
SW - akvarell

576. **WATERMARK**

A faint design made in some paper during manufacture, visible when held against the light, identifying the maker.

DU - watermerk (n)  
FR - filigrane (m)  
GR - Wasserzeichen (n)  
IT - filigrana (f)  
SP - marca de agua (f)  
SW - vattenstämpel

577. **WEEDING**

*See also DE-ACCESSIONING (186)*

Selecting materials for de-accessioning.

DU - saneren  
FR - éliminer; retirer  
GR - löschen; ausscheiden; tilgen  
IT - operare una cernita  
SP - expurgar  
SW - gallra

578. **WEEKLY**

A periodical or newspaper published once a week.

DU - weekblad (n)  
FR - hebdomadaire (m)  
GR - Wochenzeitschrift (f); Wochenblatt (n); Wochenschrift (f)  
IT - settimanale (m)  
SP - semanario (m); periódico semanal (m)  
SW - veckotidning

579. **WITHDRAWAL**

*See DE-ACCESSIONING (186)*

580. **WOODCUT**

*See XYLOGRAPHY (585)*

581. **WRAPPER**

*See BOOK JACKET (79)*

582. **WRITER**

*See AUTHOR (57)*

583. **XEROGRAPHY**

*See ELECTROSTATIC PROCESS (210)*

584. **XEROX**

*See ELECTROSTATIC PROCESS (210)*

585. **XYLOGRAPHY**

The use of woodblocks, as distinct from type, in printing; making woodcuts or wood engravings.

DU - blokdruk (m)

FR - xylographie (f)  
GR - Holzschnidekunst (f); Xylographie (f)  
IT - xilografia (f); silografia (f)  
SP - xilografia (f)  
SW - xylografi

586. **YEARBOOK**

*See also* **ANNUAL (24)**

An annual compendium of facts and statistics from the previous year, frequently limited to a special subject.

DU - jaarboek (n)  
FR - annuaire (m)  
GR - Jahrbuch (n)  
IT - annuario (m)  
SP - anuario (m)  
SW - årsbok

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