



SLOVENSKI STANDARD

SIST ISO 5127:2005

01-november-2005

Informatika in dokumentacija – Slovar

Information and documentation -- Vocabulary

iTeh STANDARD PREVIEW

Information et documentation -- Vocabulaire
(standards.iteh.ai)

Ta slovenski standard je istoveten z: **ISO 5127:2001**
SIST ISO 5127:2005
<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

ICS:

01.040.01	Splošno. Terminologija. Standardizacija. Dokumentacija (Slovarji)	Generalities. Terminology. Standardization. Documentation (Vocabularies)
01.140.20	Informacijske vede	Information sciences

SIST ISO 5127:2005

en

iTeh STANDARD PREVIEW
(standards.iteh.ai)

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

INTERNATIONAL STANDARD

**ISO
5127**

First edition
2001-10-15

Information and documentation — Vocabulary

Information et documentation — Vocabulaire

**iTeh STANDARD PREVIEW
(standards.iteh.ai)**

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)

[https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-
d8698346e16f/sist-iso-5127-2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)



Reference number
ISO 5127:2001(E)

© ISO 2001

ISO 5127:2001(E)

PDF disclaimer

This PDF file may contain embedded typefaces. In accordance with Adobe's licensing policy, this file may be printed or viewed but shall not be edited unless the typefaces which are embedded are licensed to and installed on the computer performing the editing. In downloading this file, parties accept therein the responsibility of not infringing Adobe's licensing policy. The ISO Central Secretariat accepts no liability in this area.

Adobe is a trademark of Adobe Systems Incorporated.

Details of the software products used to create this PDF file can be found in the General Info relative to the file; the PDF-creation parameters were optimized for printing. Every care has been taken to ensure that the file is suitable for use by ISO member bodies. In the unlikely event that a problem relating to it is found, please inform the Central Secretariat at the address given below.

iTeh STANDARD PREVIEW (standards.iteh.ai)

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

© ISO 2001

The reproduction of the terms and definitions contained in this International Standard is permitted in teaching manuals, instruction booklets, technical publications and journals for strictly educational or implementation purposes. The conditions for such reproduction are: that no modifications are made to the terms and definitions; that such reproduction is not permitted for dictionaries or similar publications offered for sale; and that this International Standard is referenced as the source document.

With the sole exceptions noted above, no other part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.ch
Web www.iso.ch

Printed in Switzerland

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 5127 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 3, *Terminology of information and documentation*.

It cancels and replaces ISO 5127-1:1983, ISO 5127-2:1983, ISO 5127-3:1983, ISO 5127-3a:1981, ISO 5127-6:1983, ISO 5127-11:1987 of which it constitutes a technical revision. It also replaces ISO/DIS 5127-1:1996, ISO/DIS 5127-2:1998, ISO/DIS 5127-4:1983, ISO/DIS 5127-5:1997, ISO/DIS 5127-7:1998, ISO/DIS 5127-8:1984, ISO/DIS 5127-9:1997, ISO/DIS 5127-10:1998, ISO/DIS 5127-12:1998 and ISO/DIS 5127-14:1996.

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

ISO 5127:2001(E)

Introduction

The available parts of the ISO 5127 series were published in the 1980s. Since then, developments in the field of information and documentation have been so extensive that a revision of the ISO 5127 series was felt to have become necessary. Consequently, ISO/TC 46/SC 3 resolved, in May 1994 at its 26th meeting, to revise ISO 5127.

This International Standard (the revision) has the following structure:

- 1 Basic and framework terms
- 2 Documents, data media and their parts
- 3 Documentation institutions and their holdings
- 4 Documentation process
 - 4.1 Collection planning, development and acquisition
 - 4.2 Analysis, representation and content description
 - 4.3 Storage, search and retrieval
- 5 Use of information and documents
- 6 Preservation of documents
- 7 Legal aspects of information and documentation

ITeH STANDARD PREVIEW
(standards.iteh.ai)

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698546e16f/sist-iso-5127-2005)

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698546e16f/sist-iso-5127-2005>

This International Standard is published in English only but gives French equivalents for the English terms.

Information and documentation — Vocabulary

Scope

This International Standard is intended to facilitate international communication in the field of information and documentation. It presents terms and definitions of selected concepts relevant to the field and identifies relations between the entries.

The scope of this International Standard corresponds to that of ISO/TC 46, *Standardization of practices relating to libraries, documentation and information centres, indexing and abstracting services, archives, information science and publishing*.

Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

[SIST ISO 5127:2005](#)

ISO 704:1987, *Principles and methods of terminology* [standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005](#)

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

ISO 10241:1992, *International terminology standards — Preparation and layout*

Principles and rules followed

Entries

This International Standard comprises a number of entries; the term entry is to be understood as follows: "Set of elements consisting of an index number, a preferred term, admitted synonyms and a definition. In addition, a set may include examples and notes to facilitate the understanding of the concept or to refer to other terminological use in other fields". Terms dealing with terminology work are used with the meanings defined in ISO 1087.

Organization of an entry

The entries are organized according to ISO 10241.

Classification of an entry

Each entry is numbered according to the logical structure given in the introduction.

ISO 5127:2001(E)**Selection of terms and wording of definitions**

The selection of terms and the wording of definitions follows the rules established in ISO 704.

Spelling

Terms, definitions, examples and notes are given in what may be considered as the preferred spelling in the United Kingdom.

Indexes

At the end of clause 7, two alphabetical indexes, in English and French, include all the terms defined and their French equivalents. Multiple-word terms appear in alphabetical order both by natural order of words and by inverted order.

**iTeh STANDARD PREVIEW
(standards.iteh.ai)**

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

1 Basic and framework terms

1.1 Basic terms of related fields

1.1.1 General terms

1.1.1.01

concept

unit of **knowledge** (1.1.3.14) created by a unique combination of characteristics

[ISO 1087-1:2000]

NOTE Concepts are not bound to particular languages. They are, however, influenced by the social or cultural background.

1.1.1.01

fr **notion**, f

1.1.1.02

object

anything perceivable or conceivable

[ISO 1087-1:2000]

NOTE Objects may be material (e.g. an engine, a sheet of paper, a diamond), immaterial (e.g. conversion ratio, a project plan) or imagined (e.g. a unicorn).

1.1.1.02

fr **objet**, m

1.1.1.03

set

assembly of **objects** (1.1.1.02) or **concepts** (1.1.1.01) considered as a whole

iTeh STANDARD PREVIEW
(standards.iteh.ai)

1.1.1.03

fr **ensemble**, m

1.1.1.04

element

object (1.1.1.02) constituting part of a **set** (1.1.1.03)

SIST ISO 5127:2005
<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

1.1.1.04

fr **élément**, m

1.1.1.05

relation

intellectual connection between two or more **elements** (1.1.1.04)

1.1.1.05

fr **relation**, f

1.1.1.06

system

set (1.1.1.03) of interrelated **concepts** (1.1.1.01) or **objects** (1.1.1.02)

1.1.1.06

fr **système**, m

1.1.1.07

subject field

field of special **knowledge** (1.1.3.14)

[ISO 1087-1:2000]

NOTE The borderlines of a subject field are defined from a purpose-related point of view.

1.1.1.07

fr **domaine**, m

1.1.1.08

order

state of a **set** (1.1.1.03) in which the **relations** (1.1.1.05) between the different **elements** (1.1.1.04) have been recognized or established

1.1.1.08

fr **ordre**, m

ISO 5127:2001(E)

1.1.2 Language and terminology

1.1.2.01**language**

system (1.1.1.06) of **signs** (1.1.3.02) for **communication** (1.1.3.01), usually consisting of a **vocabulary** (2.2.1.17) and rules

1.1.2.02**natural language**

language (1.1.2.01) which is or was in active use in a community of people, and the rules of which are mainly deduced from the usage

cf. **special language** (ISO 1087-1:2000)

1.1.2.03**artificial language**

language (1.1.2.01) whose rules are explicitly established prior to its use

[ISO/IEC 2382-1:1993]

1.1.2.04**text**

data (1.1.4.01) in the form of **characters** (1.1.2.09), **symbols** (1.1.2.11), **words (1)** (1.1.2.07), phrases, paragraphs, sentences, **tables** (2.2.1.32) or other character **arrangements (2)** (4.3.1.1.06), intended to convey a **meaning** (1.1.3.04) and whose interpretation is essentially based upon the reader's **knowledge** (1.1.3.14) of some **natural language** (1.1.2.02) or **artificial language** (1.1.2.03)

[ISO/IEC 2382-1:1993]

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

1.1.2.05**terminological phrase**

word (1) (1.1.2.07) combination containing at least one **term** (1.1.2.12) and a number of other lexical items, the choice of which being restricted by the term in question

EXAMPLE Book a flight; commit an infringement.

1.1.2.06**string**

sequence of **elements** (1.1.1.04) of the same nature, considered as a whole

[ISO 1087-2:2000]

EXAMPLE Characters; bits; pulses.

1.1.2.07**word (1)**

orthographic word
smallest linguistic unit conveying a specific **meaning** (1.1.3.04) and capable of existing as a separate unit in a sentence

cf. **word (2)** (1.1.2.08)

NOTE A word **(1)** is marked off by spaces or punctuation before and after.

1.1.2.01

fr **langue**, f

1.1.2.02

fr **langue naturelle**, f

1.1.2.03

fr **langage artificiel**, m

1.1.2.04

fr **texte**, m

1.1.2.05

fr **phrase**

terminologique, f

1.1.2.06

fr **chaîne (1)**, f

1.1.2.07

fr **mot (1)**, m

**1.1.2.08
word (2)**

character (1.1.2.09) **string** (1.1.2.06) that is considered as a unit for a given purpose

cf. **word (1)** (1.1.2.07)

NOTE 1 Adapted from ISO/IEC 2382-4:1999.

NOTE 2 ISO/IEC 2382-4:1999 also gives a definition for “alphabetic word” (04.06.02).

**1.1.2.09
character**

member of a **set** (1.1.1.03) of **elements** (1.1.1.04) that is used for the representation, organization or control of **data** (1.1.4.01)

[ISO 1087-2:2001]

NOTE Characters may be categorized as graphic characters or as control characters.

**1.1.2.10
designation**

representation of a **concept** (1.1.1.01) by a **sign** (1.1.3.02) which denotes it

[ISO 1087-1:2000]

NOTE In terminology work, three types of designations are distinguished: symbols, terms and names.

**1.1.2.11
symbol**

designation (1.1.2.10) by means of letters, numerals, pictograms or any combination thereof

**1.1.2.12
term**

verbal **designation** (1.1.2.10) of a general **concept** (1.1.1.01) in a specific **subject field** (1.1.1.07)

[ISO 1087-1:2000]

NOTE A term may contain symbols and can have variants, e.g. different forms of spelling.

**1.1.2.13
name**

designation (1.1.2.10) of an individual **concept** (1.1.1.01) by a linguistic expression

NOTE Adapted from ISO 1087-1:2000.

**1.1.2.14
terminology**

set (1.1.1.03) of **designations** (1.1.2.10) belonging to one special **language** (1.1.2.01)

[ISO 1087-1:2000]

1.1.2.08

fr **mot (2)**, m

1.1.2.09

fr **caractère**, m

1.1.2.10

fr **désignation**, f

1.1.2.11

fr **symbole**, m

1.1.2.12

fr **terme**, m

1.1.2.13

fr **nom**, m

1.1.2.14

fr **terminologie**, f

iTeh STANDARD PREVIEW
(standards.iteh.ai)

SIST ISO 5127:2005

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

ISO 5127:2001(E)

1.1.2.15**nomenclature**

terminology (1.1.2.14) structured according to pre-established naming rules

NOTE 1 Adapted from ISO 1087-1:2000.

NOTE 2 Nomenclatures are elaborated for various fields, such as biology, medicine, physics and chemistry.

1.1.2.16**synonymy**

relation (1.1.1.05) between or among **terms** (1.1.2.12) in a given **language** (1.1.2.01) representing the same **concept** (1.1.1.01)

[ISO 1087-1:2000]

EXAMPLE Category-class; deuterium-heavy hydrogen.

1.1.2.17**quasi-synonymy**

relation (1.1.1.05) between or among **terms** (1.1.2.12) in a given **language** (1.1.2.01) representing different **concepts** (1.1.1.01) with similar **meanings** (1.1.3.04) which for some purposes may be considered synonyms

1.1.2.18**polysemy**

relation (1.1.1.05) between **designations** (1.1.2.10) and **concepts** (1.1.1.01) in a given **language** (1.1.2.01) in which one designation represents two or more concepts sharing certain characteristics

[ISO 1087-1:2000]

EXAMPLE Bridge: 1) structure carrying traffic over a gap; 2) part of a string instrument; 3) dental plate.

1.1.2.19**homonymy**

relation (1.1.1.05) between **designations** (1.1.2.10) and **concepts** (1.1.1.01) in a given **language** (1.1.2.01) in which one designation represents two or more unrelated concepts

[ISO 1087-1:2000]

EXAMPLE Bark: 1) sound made by a dog; 2) outside covering of the stems of woody plants; 3) sailing vessel.

1.1.2.20**homography**

quality (1.3.02) of two or more **terms** (1.1.2.12) having the same graphic form but unrelated **meanings** (1.1.3.04)

NOTE A different wording of the definition is given in ISO 1087-2:2000.

1.1.2.21**homophony**

quality (1.3.02) of two or more **terms** (1.1.2.12) having the same phonic form but unrelated **meanings** (1.1.3.04)

1.1.2.15

fr **nomenclature**, f

1.1.2.16

fr **synonymie**, f

1.1.2.17

fr **quasi-synonymie**, f

1.1.2.18

fr **polysémie**, f

1.1.2.19

fr **homonymie**, f

1.1.2.20

fr **homographie**, f

1.1.2.21

fr **homophonie**, f

1.1.2.22**transcription**

representation of the pronunciation of a given **language** (1.1.2.01) by the **characters** (1.1.2.09) of a writing **system** (1.1.1.06) or by a specially devised system of **notations (2)** (4.2.2.4.17)

NOTE These special systems can be alphabetic [e.g. International Phonetic Association's (IPA) symbols] or analphabetic (e.g. Kenneth Fike's notation in his classic book "Phonetics", 1943).

1.1.2.23**transliteration**

representation of the **characters** (1.1.2.09) of one writing **system** (1.1.1.06), alphabetic or syllabic, in terms of corresponding characters of a second writing system

1.1.2.24**romanization**

representation of non-Latin writing **systems** (1.1.1.06) in the Latin alphabet by means of **transliteration** (1.1.2.23), **transcription** (1.1.2.22) or both

1.1.2.25**translation**

conversion from one **language** (1.1.2.01) into another language

NOTE Usually such a language is a natural language.

1.1.2.26**notation (1)**

set (1.1.1.03) of **symbols** (1.1.2.11) representing numbers, quantities, pitch and duration of sound used in music

[BSI-DD 247:1998]

cf. **notation (2)** (4.2.2.4.17)

1.1.2.22

fr **transcription**, f

1.1.2.23

fr **translittération**, f

1.1.2.24

fr **romanisation**, f

1.1.2.25

fr **traduction**, f

1.1.2.26

fr **notation (1)**, f

STANDARD PREVIEW
(standards.itech.ai)

SIST ISO 5127:2005

https://standards.itech.ai/catalog/standards/sist-cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005

1.1.3 Communication and information**1.1.3.01****communication**

transfer of **meaning** (1.1.3.04) by means of transmission of **signals** (1.1.3.03)

1.1.3.02**sign**

any physical phenomenon interpreted to convey a **meaning** (1.1.3.04)

1.1.3.03**signal**

variation of a physical quantity used to represent **data** (1.1.4.01)

[ISO/IEC 2382-1:1993]

1.1.3.04**meaning**

interpretation of a **concept** (1.1.1.01) associated with a **sign** (1.1.3.02)

1.1.3.01

fr **communication**, f

1.1.3.02

fr **signe**, m

1.1.3.03

fr **signal**, m

1.1.3.04

fr **signification**, f

ISO 5127:2001(E)

1.1.3.05**message**

data (1.1.4.01) prepared for **communication** (1.1.3.01) purposes

1.1.3.06**communication theory**

scientific discipline concerned with the study of **communication** (1.1.3.01) processes and **communication systems** (1.1.3.07)

1.1.3.07**communication system**

system (1.1.1.06) of managing **communication** (1.1.3.01) processes

1.1.3.08**information (1)**

knowledge (1.1.3.14) that is communicated

cf. **information (2)** (1.1.3.09)

NOTE 1 Adapted from ISO 1087-2:2000.

NOTE 2 Information **(1)** concerns facts, concepts, objects, events, ideas, processes, etc.

1.1.3.09**information (2)**

(general) **message** (1.1.3.05) used to represent **information (1)** (1.1.3.08) within a **communication** (1.1.3.01) process in order to increase **knowledge** (1.1.3.14)

cf. **information (1)** (1.1.3.08)

1.1.3.10**recorded information**

information (1) (1.1.3.08) stored in, on, or by a **data medium** (1.1.4.02)

1.1.3.11**record (1)**

set (1.1.1.03) of **data** (1.1.4.02) on one person or **object** (1.1.1.02), selected and presented for a predefined specific purpose

cf. **record (2)** (2.2.1.08)

1.1.3.12**information system**

communication system (1.1.3.07) enabling the **communication** (1.1.3.01) and processing of **information (2)** (1.1.3.09)

1.1.3.13**access**

right, opportunity or means of obtaining **information (1)** (1.1.3.08) from **documents** (1.2.02)

1.1.3.14**knowledge**

cognizance which is based on reasoning and passes verification

1.1.3.05

fr **message**, m

1.1.3.06

fr **théorie de la communication**, f

1.1.3.07

fr **système de communication**, m

1.1.3.08

fr **information (1)**, f

1.1.3.09

fr **information (2)**, f

1.1.3.10

fr **information enregistrée**, f

1.1.3.11

fr **notice (1)**, f

1.1.3.12

fr **système d'information**, m

1.1.3.13

fr **accès**, m

1.1.3.14

fr **connaissance**, f

iTeh STANDARD PREVIEW
(standards.iteh.ai)

[SIST ISO 5127:2005](https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005)

<https://standards.iteh.ai/catalog/standards/sist/cd72c72c-70c5-4034-b910-d8698346e16f/sist-iso-5127-2005>

1.1.4 Data processing

1.1.4.01

data, pl

representation of **information (1)** (1.1.3.08) in a formalized manner suitable for **communication** (1.1.3.01), interpretation and processing

[ISO 1087-2:2000]

1.1.4.02

data medium

support

physical medium in or on which **data** (1.1.4.01) can be recorded and from which data can be retrieved

[ISO 1087-2:2000]

1.1.4.03

data processing

DP

systematic performance of operations upon **data** (1.1.4.01)

[ISO 1087-2:2000]

EXAMPLE Arithmetic or logic operations upon data, merging or sorting of data, assembling or compiling of programs, or operations on text, such as text editing, sorting, merging, storing, retrieving, displaying or printing.

1.1.4.04

data transformation

switching of **data** (1.1.4.01) from one **data medium** (1.1.4.02) to another

EXAMPLE Paper to microform; computer input microfilm (CIM).

1.1.4.05

data conversion

changing **data** (1.1.4.01) from one form of representation to another

1.1.4.06

code (1)

set (1.1.1.03) of rules for the transformation of a **language** (1.1.2.01) into another language

cf. **code (2)** (1.1.4.07)

NOTE This definition differs from the one given in ISO/IEC 2382-4:1999 which refers to a special application.

1.1.4.07

code (2)

set (1.1.1.03) of **data** (1.1.4.01) transformed or represented in different forms according to a pre-established set of rules

cf. **code (1)** (1.1.4.06)

NOTE In ISO 1087-2:2000, "code" (1.1.4.07) is called an "identifier".

1.1.4.01

fr **données**, f, pl

1.1.4.02

fr **support de données**, m

1.1.4.03

fr **traitement de données**, m

1.1.4.04

fr **transformation (de données)**, f

1.1.4.05

fr **conversion (de données)**, f

1.1.4.06

fr **code (1)**, m

1.1.4.07

fr **code (2)**, m