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Information and documentation — Vocabulary

Information et documentation — Vocabulaire

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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 5127-3:1988, 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.

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

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.

ISO 704:1987, *Principles and methods of terminology*

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.

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.

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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

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)

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

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

1.1.2.01
fr **langue**, f

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)

1.1.2.02
fr **langue naturelle**, f

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]

1.1.2.03
fr **langage artificiel**, m

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]

1.1.2.04
fr **texte**, m

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.

1.1.2.05
fr **phrase terminologique**, f

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.

1.1.2.06
fr **chaîne (1)**, f

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.

1.1.2.07
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).

1.1.2.08
fr   **mot (2)**, m

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.

1.1.2.09
fr   **caractère**, m

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.

1.1.2.10
fr   **désignation**, f

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1.1.2.11
symbol
designation (1.1.2.10) by means of letters, numerals, pictograms or any combination thereof

1.1.2.11
fr   **symbole**, m

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.

1.1.2.12
fr   **terme**, m

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.

1.1.2.13
fr   **nom**, m

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]

1.1.2.14
fr   **terminologie**, f

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 pronounciation 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)

1.1.3   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)

1.1.2.22
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

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

1.1.3.05
message
data (1.1.4.01) prepared for **communication** (1.1.3.01) purposes

1.1.3.05
fr **message**, m

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)

1.1.3.06
fr **théorie de la communication**, f

1.1.3.07
communication system
system (1.1.1.06) of managing **communication** (1.1.3.01) processes

1.1.3.07
fr **système de communication**, m

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.

1.1.3.08
fr **information (1)**, f

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)

1.1.3.09
fr **information (2)**, f

1.1.3.10
recorded information
information (1) (1.1.3.08) stored in, on, or by a **data medium** (1.1.4.02)

1.1.3.10
fr **information enregistrée**, f

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)

1.1.3.11
fr **notice (1)**, f

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)

1.1.3.12
fr **système d'information**, m

1.1.3.13
access
right, opportunity or means of obtaining **information (1)** (1.1.3.08) from **documents** (1.2.02)

1.1.3.13
fr **accès**, m

1.1.3.14
knowledge
cognizance which is based on reasoning and passes verification

1.1.3.14
fr **connaissance**, f

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.

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1.1.4.04
data transformation
switching of **data** (1.1.4.01) from one **data medium** (1.1.4.02) to another

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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

1.1.4.08
coding
process of **data transformation** (1.1.4.04) or data representation

1.1.4.09
format (1)
predetermined **arrangement (2)** (4.3.1.1.06) of **data** (1.1.4.01) on a **data medium** (1.1.4.02)

cf. **format (2)** (4.2.1.1.17)

NOTE 1   Adapted from ISO 1087-2:2000.

NOTE 2   Formats can be subdivided into input formats, storage formats and output formats.

1.1.4.10
data bank
set (1.1.1.03) of **files (2)** (2.3.4.10) or **databases** (1.1.4.11) combined with a **storage (1)** (4.3.1.1.01) **system** (1.1.1.06), a processing system and a **retrieval system** (4.3.2.1.02)

NOTE   This definition differs considerably from that given in ISO/IEC 2382-1:1993.

1.1.4.11
database
set (1.1.1.03) of related **data** (1.1.4.01) sufficient for a given purpose or for a given **data processing** (1.1.4.03) **system** (1.1.1.06)

NOTE   This definition differs considerably from that given in ISO/IEC 2382-1:1993.

1.1.4.12
full text database
source **database** (1.1.4.11) containing complete **documents** (1.2.02) or fundamental parts of documents

1.1.4.13
host
computer holding **databases** (1.1.4.11) accessible to other computers through a **communication** (1.1.3.01) network

1.1.4.14
internet
worldwide interlinked computer **systems** (1.1.06) and computer networks connected via gateways that enable the transfer of **data** (1.1.4.01) between them

1.2   Basic terms for information and documentation

1.2.01
documentation
continuous and systematic compilation and processing of **recorded information** (1.1.3.10) for the purpose of **storage (1)** (4.3.1.1.01), **classfying** (4.2.2.4.02), **retrieval** (4.3.2.1.01), utilization, or transmission

1.1.4.08
fr   **codage**, m

1.1.4.09
fr   **format**, m

1.1.4.10
fr   **banque de données**, f

1.1.4.11
fr   **base de données**, f

1.1.4.12
fr   **base de données de texte intégral**, f

1.1.4.13
fr   **serveur**, m

1.1.4.14
fr   **internet**, m

1.2.01
fr   **documentation**, f

1.2.02
document
recorded information (1.1.3.10) or material **object** (1.1.1.02) which can be treated as a unit in a **documentation** (1.2.01) process

1.2.03
secondary document
derived document
document (1.2.02) containing **data** (1.1.4.01), **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) about other documents

1.2.04
information management
planning, control and exploitation of **information (1)** (1.1.3.08) sources within an institution

1.2.05
information retrieval
process of recovering specific **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) from a store

1.2.06
document retrieval
process of recovering specific **documents** (1.2.02) from a store

1.2.07
reference retrieval
information retrieval (1.2.05) limited to **references** (4.2.1.3.07)

1.2.08
information science
study of functions, structure, and transmission of **information (1)** (1.1.3.08) or **information (2)** (1.1.3.09) and the management of **informations systems** (1.1.3.12)

1.2.09
archival science
branch of **information science** (1.2.08) applied to the organization, administration and operations of **archives (1)** (3.1.01) or **archives (2)** (3.1.02)

1.2.10
library science
branch of **information science** (1.2.08) concerned with the organization, administration and operations of **libraries (1)** (3.1.03) or **libraries (2)** (3.1.04)

1.2.11
librarianship
professional application of **library science** (1.2.10)

1.2.02
fr **document**, m

1.2.03
fr **document secondaire**, m

1.2.04
fr **gestion de l'information**, f

1.2.05
fr **recherche de l'information**, f

1.2.06
fr **recherche de documents**, f

1.2.07
fr **recherche de référence**, f

1.2.08
fr **science de l'information**, f

1.2.09
fr **archivistique**, f

1.2.10
fr **bibliothéconomie (1)**, f

1.2.11
fr **bibliothéconomie (2)**, f