

A

- **AACR2 (Anglo-American Cataloguing Rules):** Cataloging standard (rules) which have been in use; replaced by RDA. Most records in OCLC are either hybrids or RDA. These rules guide the creation of bibliographic metadata within a library catalog record (which consists of bibliographic, holding, and item data).
- **Access points:** Keywords, tags, controlled vocabularies and authorized headings to facilitate precision searching.
- **Administrative metadata (Rights):** A type of metadata that encompasses licensing, rights, copyright, and more. DRM (Digital Rights Management) is a type of Administrative metadata.
- **Arcs: The predicates in a graph, as applicable to the semantic web.**
- **Arrangement:** To assign a call number following specific rules such as in a specific classification system (DDC, LCC, etc.), especially for the purposes of shelving. More commonly called, Classification.
- **Attributes:** Characteristics, data values
- **Authority record:** a record containing the authorized (verified) form of an author's name, a series title, etc. In the bibliographic data of a library catalog record an access point via the authorized form links together the record for the item with its matching author, series, etc. This provides a mechanism for all materials of a particular author or series together.
- **Authority control:** The act of verifying and managing authority data (see also: **Identity Management**). Authority control typically involves working with authority records and matching data points within bibliographic or metadata records.

B

- **Barcode:** encoded set of lines which is placed on item and the code is input into a matching record (e.g. item record). Barcodes are used to check out materials, purchase items, and more. In FRBR, a barcode level record is an Item record.
- **Bib record (bibliographic record):** Primarily descriptive metadata record coded in MARC about a particular item.
- **BIBFRAME:** Project of the Bibliographic Framework Initiative to explore a semantic web and linked data friendly framework for library bibliographic data. A potential replacement for MARC.
- **Bibliographic:** descriptive metadata about a resource.
- **Bibliographical Framework Initiative:** Project to find a semantic web replacement for MARC.
- **Boolean logic:** Developed by English mathematician George Boole, it allows users to combine words or phrases to define searching in databases, such as library catalogs. Generally thought of in terms of and (include), not (exclude), or (expand).

C

- **Call Number:** A number or notation that is associated with a specific resource. Typically, call numbers are assigned to physical resources in order to facilitate location and retrieval from the shelves. Call numbers in libraries are often LC (Library of Congress) or DDC (Dewey), which are both a hierarchical classification system of numerical notation. Dewey is numerical notation only using a decimal point and truncation locations depending upon a topic's hierarchy; LC is a combination of an alphabetic and numerical with further rules for assigning call numbers. **Class (short for classification)**, is the act of assigning the call number based upon a topic's location in the classification schema (such as LC or DDC).
- **Cataloging:** Organizing materials & information in a logical and consistent way to facilitate ease of access, usually through creating a descriptive record. Cataloging can be original (creating a new record where none exists) or copy (using or modifying existing records). Cataloging as a term may be in the process of being replaced by **Resource Description**.
- **Class:** representing a concept, such as a group of items. In BIBFRAME, class identifies a type of resource (agent, subject, etc.). In LC and Dewey Classification Schemas, and the LC Subject Headings Thesaurus, class is used to mean higher level topics and also as verb for the act of classification. Classes can be hierarchical. Class are an abstraction of a type of thing; a resource designed to be the



range of a property whose object is structured or a URI. See also Class (Classification).

- **Classification:** To assign a call number following specific rules such as in a specific classification system (DDC, LCC, etc.), especially for the purposes of shelving. **Classify** and **Class** are verbs to represent the act of classification. **Arrangement** is an earlier term for classification.
- **Cloud based software:** Software that resides outside of an institution's servers and that is often hosted via a vendor server.
- **Connections:** Emory's project in linked data and bibliographic data.
- **Controlled vocabulary:** Vocabulary that is defined via a list or thesaurus.
- **CMS (Content Management Systems):** Web software to create a website; standard features of CMS include a database to store content, images, etc.; a form-based user interface to do website work, and a public portal. Drupal (semantic web capabilities), Wordpress, and Joomla are examples of CMSes.
- **Crosswalk:** Exporting data/records from one database into another, which often involves re-formatting or converting data.

D

- **Data:** Values (attributes) of a particular item, often stored as a collection within a record. A collection of records are stored in a database.
- **Databases:** A collection of records and/or datasets. Data in databases can be a flat file structure (all data in essentially one giant file) or more recently, in a table/relationship structure. MYSQL and PostGre are examples of databases.
- **Data Model:** Organization and structure of files and data.
- **Delimiter:** A code used to distinguish the beginning of a subfield. In many library catalogs and OCLC it is represented as ‡; however, in writing and procedures sometimes referred to as \$ or |.
- **Descriptive Metadata (Content):** describes a resource for purposes such as discovery and identification. It can include elements such as title, abstract, author, and keywords (tags).
- **Diachronic:** works that are planned to be created over time, rather than as a single static "act of publication" (book, movie, DVD, etc.); Converse is static.
- **Domains:** What things can be subjects; indicates that a property belongs to a given class; a constraints on nodes. (Not to be confused with internet domain names, e.g., robinfay.com)
- **Dublin Core (DC):** metadata standard (schema) created by the Dublin Core Metadata Initiative (DCMI), a project of the Library of Congress to create metadata for digital objects. DC is semantic web friendly and is used most heavily for digital objects on the web. Dublin Core defines elements as core (required); Dublin Core Qualified is a more granular version of DC, providing more detailed information. The University System of Georgia Institutional Repository (GKR) uses Dublin Core qualified for its metadata standards. Omeka uses Dublin Core as the default metadata schema. Also known as **DCMI**.
- **DRM (Digital Rights Management):** Licensing, usage and rights metadata which is encoded within a file, especially within music (mp3, wma) or text (such as ebook) formats.

E

- **EAD (Encoded Archival Description):** an XML standard for encoding archival finding aid.
- **End Points:** Web service/access point that uses SPARQL protocol and can be queried using SPARQL (i.e., how you can use data and data sets from other databases)
- **Entity:** The thing that is described; a resource; entity is the resource to be cataloged or described (book, author, subject, etc.) Entities have characteristics (attributes).
- **Expression (FRBR):** An expression of a work (concept) as defined by FRBR.

F

- **FRAD:** Functional Requirements for Authority Records works with the concepts of creators, authors, and contributors within authority records for bibliographic data. See also: **LRM**
- **FRBR:** Functional Requirements for Bibliographic Records. The concepts outlined in FRBR form the framework for RDA. FRBR is a semantic web framework built on an entity-relationship model to demonstrate and facilitate relationships between and among materials, creators of works (FRAD), and subjects (FRSAD). See also: **LRM**
- **FRBR Family (or Series):** The 3 FRBR data models viewed as complementary models. See also: **LRM**



- **FRBR Hierarchy (WEMI): Work-Expression-Manifestation-Item: From abstract to concrete.** *Work* as a concept or idea which is **Expressed** (think the act of creation; performance) onto/into a physical format (can be digital) aka a **Manifestation**, of which the library has a copy (**Item**). See also: **LRM**
- **FRSAD:** Functional Requirements for Subject Authority Records works with the concepts of subject headings for bibliographic data (in development). See also: **LRM**

G

- **Geometadata:** Metadata for place/geographic area; examples include location names and GPS coordinates.
- **Geotagging:** Tagging or adding place names to a data element, such as an image in Flickr or Instagram.
- **GIS (Geographic Information System):** A system that creates, manages, analyzes, and maps all types of data; typically, GIS connects specific geographic metadata to a map.
- **Graph:** A visual representation of statements / data. A graph might be represented in a flowchart sort of approach vs. a record data approach like a metadata or MARC record. A **named graph** includes URIs treated as nodes. **Nodes** are the subjects and objects in a graph.

H

- **Harvest:** To gather data or records from one source/database for use in another database, experiment, or project. Records (or data) can be automatically harvested and acted upon, such as batch loading records from one database to another. **Ingest** is the process of importing those records in.
- **Holdings record (can be MFHD):** a holdings record (may also know as the **MARC Format Holdings Data** or MFHD for short) in or attached to a library bibliographic record describing the call number, location info, volumes owned, etc.

I

- **Identity Management:** A more modern view of identity control / authority control for names which includes all aspects of an identity across a variety of platforms.
- **ILS:** Integrated Library System, a web-based library catalog, which may be hosted locally by an institution or cloud-based.
- **Ingest:** To import records from one source/database for use in another database, experiment, or project. Harvest occurs first, with ingest being the process of adding records.
- **Indicator:** Two numerical fields which follow a MARC tag, e.g., 245 14 ; 1 is the first indicator, 4 is the second indicator. Indicators affect indexing and display of information from the MARC fields. Indicators are defined by the information within the field and the MARC tag.
- **Individual:** An instance of a class.
- **Instance (BIBFRAME):** BIBFRAME collapses the WEMI model into Work-Instance-Item with Instance taking aspects of Manifestation and Expression. Instance includes properties specific to the materialization information related to the publication, production, manufacture, and distribution of the material. See also: **FRBR Hierarchy**
- **Institutional Repository (IR):** Online database of an institution's work, focusing on faculty research, committee work, proceedings, and student work, such as theses and dissertations.
- **Internet of Things (IoT):** Connected Devices using data for more personalized experiences. See also: **Semantic Web**
- **IRI (Internationalized Resource Identifier):** A URI in Unicode; See also: **URI**
- **ISBN:** International Standard Book Number began to appear in the late 1960s; assigned by an agency.
- **ISSN:** International Standard Serial Number; assigned by an agency for serials. Books that are part of series will often have a ISSN for the series and an ISBN for the book itself.
- **Item:** In BIBFRAME, FRBR, and LRM the item represents the physical or digital thing; the resource with a unique system number or barcode.
- **Item record:** Also known as a piece, copy, or barcode record, the item record represents each individual item associated with a title. In FRBR, this type of record is known as an Item level data. See also: **FRBR Hierarchy**

L



- **Location metadata (see Geometadata)**
- **Library of Congress (LC) Classification Scheme/Call numbers:** Call number scheme designed to organize materials by subject and/or main entry (author, etc.) which correlate to the subject headings.
- **Library of Congress (LC) Subject Headings (LCSH):** Subject Headings that are assigned in the cataloging process to facilitate access by topic. These subject headings are a controlled vocabulary which via the verified form of the heading within the bibliographic record (e.g., 650 MARC field), providing a more precise searching experience.
- **Library Reference Model (LRM ; 2017 -)**A unified bibliographic data model that includes aspect of FRBR (Functional Requirements for Bibliographic Records), FRAD (Functional Requirements for Authority Data), and FRSAD (Functional Requirements for Subject Authority Data). From the original FRBR family, concepts of the WEMI hierarchical model (Work-Expression-Manifestation-Item) remain as do the FRBR User Tasks. Authorities are remodeled with more of a focus on semantic web concepts of identity management and Subjects are addressed. LRM is the foundation for the RDA Toolkit and BIBFRAME.
- **Linked Data:** Linked data is a link (URL as a URI) to data that can then be utilized in some way. Linking to data for re-use or utilization.
- **Linked Open Data (LOD):** Linked Open Data is a link to data that can then be utilized in some way without barriers to access.
- **Literals:** Values as strings rather than things; a text string vs. linked data; a literal value may be transcribed directly from the resource (e.g., title) or follow specific standards (e.g., LC Subject Headings).
-

M

- **Manifestation (FRBR):** The physical item such as a book. Most bibliographic records currently describe (catalog) at the manifestation level (copy in hand); See *FRBR Hierarchy*
- **MARC: (MACHINE READABLE CATALOGING):** a type of record coding which allows information to be shared in a variety of formats.
- **MARC Field:** In MARC, a data field which begins with a MARC tag, followed by indicators and then coded data. A MARC field is the entire field line, e.g., 245 10 Ꞥa Prisons under the gavel : Ꞥb the federal court takeover of Georgia prisons / Ꞥc Bradley Stewart Chilton.
- **MARCXML:** Allows MARC records to be represented in XML.
- **Metadata:** describing data. Metadata in terms of search engines is assigning keywords and other values to assist in search engine retrieval. Catalogers assign keywords through titles, authors, contents notes, and subject headings.
- **Metadata Registry:** web site listing metadata schemas including those used by libraries.
- **Metadata Schema:** a set of rules covering the elements and requirements for coding.
- **MODS (Metadata Object Description Schema):** A metadata schema for bibliographic elements.

N

- **Named Graph:** *Named graphs:* graphs with URIs treated as nodes.
- **NAR (Name Authority Record):** The record containing the authorized (verified) form of an author's name, corporate body or conference. SARs (Series Authority Records) contain the authorized form of series headings.
- **Nodes:** The subjects and objects in a graph.

O

- **OAI (Open Archives Initiative):** Supports OAI-PMH, a protocol for metadata harvesting.
- **OCLC:** OCLC (Online Computer Library Center) is a collaborative database of records from libraries around the world. Libraries share records for cataloging purposes and Interlibrary Loan (ILL). UGA contributes records to OCLC and shares our holdings through OCLC.
- **Ontology:** There are many definitions for ontology, but generally viewed as a way to organize items and increase the ability of information exchange. **Ontologies typically are domain specific collections of classes and properties.**



- **OPAC:** Online Public Access Catalog is a public view of a library catalog.
- **Open Data:** Data which is accessible and available for use.
- **OWL (Web Ontology Language):** family of knowledge representation languages for authoring ontologies (source: Wikipedia).

P

- **Preferred Source:** The preferred source of information for resource description. For book-like resources, it is often the title page and its verso. For media, title screens or credits; for websites, about pages. RDA defines a hierarchy of reference sources for resource description.
- **Property:** An attribute of an individual represented as value of a class. In BIBFRAME, a class further describes a BIBFRAME resource (much like MARC subfields more specifically identify aspects of the concept).

R

- **Range:** What things (or strings) can be object; a constraint on a node.
- **Resource:** A thing that can be identified; anything which can be identified. Examples of resources include books, a mp3, a streaming movie, a website, etc.
- **Resource Description:** Organizing materials & information in a logical and consistent way to facilitate ease of access, usually through creating a descriptive metadata record. Resource Description is also known as **Cataloging** and can be original (creating a new record where none exists) or copy (using or modifying existing records).
- **RDA:** Resource Description and Access, our current set of guidelines. RDA is formed on the principles of FRBR and is programming language/schema neutral. These guidelines guide the creation of bibliographic metadata that within a library catalog record (which consists of bibliographic, holding, and item data).
- **RDF (Resource Description Framework)** a data model which allows relationships between data to be created; additionally a type of semantic framework.
- **RDFa:** (Resource Description Framework – in – attributes) is a W3C Recommendation that adds a set of attribute-level extensions to HTML, XHTML and various XML-based document types for embedding rich metadata within Web documents. (source: wikipedia)
- **RDF Statement / RDF Triplet:** A triple/triplet is a complete data element (a statement) in a semantic web environment. Triples are expressed as a subject, predicate, and object. In RDF, triplets are statements which are the basis for RDF descriptions relating a subject to an object, where the subject is the resource you're describing, the predicate is what you say about it, and the object is what you say.
- **Res:** The highest level thing in the LRM. Res can be thought of as the whole universe of knowledge and creation, with the resources and resource creators being part of that universe.
- **RIMMF (RDA In Many Metadata Formats):** Since RDA is not tied to MARC or any one metadata schema, records can be created under RDA in different schemas; additionally, a desktop training tool to create RDA records.

S

- **SARs (Series Authority Records):** records containing the authorized form of series headings.
- **Schema (see Metadata schema)**
- **SEO (Search Engine Optimization):** the practice of making the metadata, structure, and content of a website the best it can be to aid in search retrieval.
- **Semantic Web (Web 3.0):** A more highly evolved internet that is data driven and flexible, relying on machines to make actions, links, and more. From the user perspective, the Semantic Web will be a customized and personalized user experience, working with the devices that they have in a way that they wish to interact with the web. Searches are more relevant, needs are anticipated before expressed, and filters are more effective.
- **Serialization:** Mechanism to store data for use later.
- **Silo(ed):** To hide or conceal; especially in data; information or data that inaccessible due to proprietary programming or content, licensing, or other barriers to access.
- **Social Media (also; Social Networking):** Websites which allow users to create and/or share content in



some way on the web; either publicly or privately. Social Media is a feature of the Social Web (Web 2.0). Examples of social media include Pinterest, Facebook, Twitter, and Tumblr.

- **Social Web (See Web 2.0)**
- **SPARQL (Semantic Protocol and RDF Query Language):** Query Language for querying web data expressed as RDF; Searching language for the semantic web (like SQL)
- **Static:** Works that are planned and fixed to a single instance of time, a single static “act of publication” (book, movie, DVD, etc.); Converse is Diachronic. .
- **Subject Headings:** Controlled vocabulary access points and keywords; coded in MARC 6XX fields or Dublin Core Subject fields.
- **Surrogate:** Often used to mean a reproduction used for access and/or metadata/resource description purposes; surrogates can be print or digital, although more commonly digital.
- **Structural metadata:** Defines the parts to the whole and can include navigation, such as links to related files.

T

- **Tag (social media/sites definition):** A tag is a keyword that is entered by the user, usually an uncontrolled vocabulary, but not always.
- **Tag (MARC):** MARC tags are the 3 digit codes beginning a MARC field, e.g., 245 14. 245 is the MARC tag.
- **Taxonomy:** A structured or hierarchical arrangement of data elements; menus can be form of a taxonomy.
- **Thesaurus:** In metadata work, a thesaurus is a collection of controlled vocabulary terms to be used in creating metadata.
- **Title:** A word or phrase which contains the name of the item; coded in 2XX fields. In cataloging, the title is usually transcribed from the item in hand. Additional title info is and sometimes coded in 7xx fields
- **t.p.:** Title page, typically the first page after the cover in a resource with a book-like presentation. Serials, books, theses/dissertations, and ebooks, may all have a formal title page. In commercial publishing, information on a title page is determined by the publisher and author. The title page is the preferred source for resource description for book-like resources.
- **t.p. verso:** The verso or back of the title page. The verso often contains information useful for resource description.
- **Treatment:** To make a decision based about what type of resource you have and how you will process it / catalog it, and for physical resources, how you will shelve/arrange it, etc. How you will “treat” that resource. Treatment impacts how it is cataloged and where it goes in a library (its classification). Local decisions related to treatment may also determine its shelving and whether it can be checked out.
- **Triples (also; triplets):** A complete data element (a statement) in a semantic web environment. Triples are expressed as a subject, predicate, and object.

U

- **Unicode:** A coding standard which allows characters to display correctly in web displays of database, websites, library catalogs, and more. On example of this would include a record coded in Chinese language, which displays the proper. It is also used by other industries to allow for correct display of such characters as the Euro.
- **Uncontrolled vocabulary:** Terms/vocabularies which are not based upon a particular thesaurus or have a matching authority related access entry. Tags in Flickr, Facebook, and other social media sites are examples of uncontrolled vocabularies.
- **URI (Uniform Resource Identifiers):** Standard data that relates to authorized/official data, e.g., a text string (authorized/official form of a person’s name) or more commonly, links to data, such as metadata schema, an authority record, etc. URIs reduce the amount of data entry by pointing to data rather than rekeying it. As linked data is implemented more across the web landscape, URIs are being viewed more as URLs (Uniform Resource Locator) aka links. See also: **IRI**.
- **URL (Uniform Resource Locator):** a web link.
- **User created metadata (also; community created metadata):** Metadata such as tags, keywords, and



places which are entered by users of a website. This metadata may be uncontrolled (such as tags in Flickr) or controlled (such as selecting a location from geocoordinates in Flickr).

W

- **Web 1.0 (also; Read Web):** Early stages of the WWW, where users visited sites, read information, and were very limited in terms of what they could do at a website.
- **Web 2.0 (also; Social Web).** A web that is interactive, user and device driven. Users create and contribute content by blogging, uploading images and videos, sharing posts, creating reading lists, writing reviews, tagging, and publishing websites, among many activities.
- **Web 3.0 (See Semantic Web)**
- **WEMI Model: From FRBR, the bibliographic model: Work-Expression-Manifestation-Item: From abstract to concrete.** *Work* as a concept or idea which is **Expressed** (think the act of creation; performance) onto/into a physical format (can be digital) aka a **Manifestation**, of which the library has a copy (*Item*). See also: **LRM**
- **Work-Instance-Item (WII Model):** A mapping and remodeling of the FRBR WEMI model for BIBFRAME (2+). See also: **BIBFRAME, WEMI Model, and FRBR.**
- **Work (BIBFRAME):** A concept, an idea; abstract (not published or printed yet); BIBFRAME collapse the WEMI model into Work-Instance-Item. Work exists as a data control point that reflects the commonality of content between and among the various Instances associated with the Work as well as a reference point for other Works. See also: **FRBR Hierarchy**
- **Work (FRBR):** A concept, an idea; abstract (not published or printed yet); Work exists as a data control point that reflects the commonality of content between and among the various Manifestations and Expressions associated with the Work as well as a reference point for other Works. See also: **FRBR Hierarchy**
- **WorldCat:** collaborative database of data (records) from libraries around the world. Libraries share data records for cataloging purposes and Interlibrary Loan (ILL).

V

- **VIAF:** Virtual International Authority File: a project from OCLC and others to share authority data.

X

- **XQuery:** Programming Language to query XML
- **XML (eXtensible Markup Language):** is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable (Source: Wikipedia) XML is agnostic in terms of elements and can be used to “translate” MARC into XML via MARCXML. XML can be a data carrier.
- **XSLT (eXtensible Stylesheet Language Transformations):** a style sheet to display XML formatted data.

