

## Cataloguers' glossary

**AACR2 = Anglo-American Cataloguing Rules, 2nd edition**, which provided the rules for creating descriptions and access points (other than subjects) used in many OLIS bibliographic records. Succeeded by **RDA** from 1 April 2013.

**Access** = making a bibliographic record searchable by including terms which will be filed in the catalogue's indexes.

**Access points = Headings = Entries** = the terms in a record which are indexed and therefore searchable.

**ADM 'library'** = a part of the Aleph database which holds a particular institution's item records, orders and so on. Its name always consists of a 3-letter code for the institution and the number '50', e.g. BOD50.

**ADM record** = a tiny record created in Aleph to link an item record to the relevant bib. It contains the bib's system number.

**Aleph** = software supplied by Ex Libris and used for all staff activities on the OLIS catalogue – Acquisitions, Cataloguing, Circulation, Serial Checkin.

**Aleph library** = a part of the Aleph database which holds records of a particular type. BIB01, HOL60, AUT10 and the ???50 ADM libraries belonging to individual institutions are all 'libraries' in this sense.

**Areas** = the main divisions of an AACR2 description, e.g. publication/distribution area, series area.

**Attributes** = the characteristics of a FRBR 'entity'.

**AUT10** = the part of Oxford's Aleph database which holds authority records (except for those for pre-20 records).

**Authority records** = records created by NACO cataloguers or Library of Congress subject cataloguers, which give standardised or

**Authorized access points** together with cross-references, notes and citations.

**Base** = a set of records which can be searched in Aleph, including OLIS itself, various subsets of OLIS (e.g. maps, music) and a number of external databases.

**BIB01** = the part of Oxford's Aleph database which holds OLIS bibliographic records.

**BIB02** = a part of Oxford's Aleph database which may be used to store sets of bibliographic records supplied by vendors or other records wanted for special purposes.

**Bibliographic record/Bib** = a record describing a publication (or a unique entity such as an MS) as issued, and providing access points for it, but not including copy-specific differences such as condition, location and circulation status.

**BNB = British National Bibliography**, a service for which the British Library is responsible, which provides records for almost all items published in the British Isles.

**CIP records = Cataloguing in Publication records**, created for the Library of Congress or the British Library from pre-publication information; often found on a title page verso; useful, but not reliable.

**COPAC** = the RLUK/CURL OPAC.

**Description** = the part of a bibliographic record which enables it to represent a publication (or a unique item) clearly and helpfully. For most materials, it is largely transcribed from data on the item.

**Elements** = the smallest components of a record, e.g. title or date; for RDA they are independent, but for AACR2 they are grouped in areas.

**Entities** = the things identified by FRBR as objects of interest - works, expressions, manifestations, items, persons, families, corporate bodies, concepts, objects, events, places.

**Established headings** = Standardised names, titles and subject headings which have authority records in LCNAP or LCSH.

**Expression** = for FRBR, the realisation of a work in a particular medium, language, version and/or with additional subordinate material.

**Fields** = The main divisions of a MARC record, corresponding roughly to AACR2 areas.

**Fixed length data elements** = MARC fields which do not correspond with AACR2 areas but contain strings of brief codes, e.g. for country of publication, often used to filter searches.

**FRBR = Functional Requirements for Bibliographic Records** = an initiative to determine cost-effective cataloguing standards on the basis of what catalogue users want to achieve; provides the basic principles of RDA.

**HOL60** = the part of Oxford's Aleph database which contains holdings records.

**Holdings record** = in Aleph, a record holding location information and copy-specific notes for one or more physical items; in general cataloguing usage, a record containing copy-specific information, including the information which in Aleph goes on an item record.

**Identify** = for FRBR, provide or use information about the attributes of entities to distinguish them from other entities.

**Indicators** = single-digit codes to the right of a tag giving coded information relevant to the particular field.

**Item** = for Aleph, a particular physical unit identified by a barcode, so usually an individual copy of a publication; for AACR2, a particular publication, *not* an individual copy; for FRBR, an example of a manifestation, e.g. one copy of a publication.

**LCNAP = Library of Congress Name Authority File**, which contains all records created by NACO cataloguers.

**LCSH = Library of Congress Subject Headings** = a widely-used system of headings which enables searching by subject-matter; also, the file maintained by the Library of Congress which contains all established subject headings.

**Manifestation** = for FRBR, the embodiment of an expression in a particular publication or similar.

**MARC 21 = MACHine Readable Cataloguing**, the standards for assigning machine-readable labels to the text of an electronic record and giving additional coded information.

**NACO = Name Authority Cooperative Program**. NACO cataloguers worldwide create authority records for people, organisations and works, using AACR2 or RDA rules. These are uploaded to LCNAP, from where they may be viewed or downloaded.

**OCLC = Online Computer Library Center**, which manages a database consisting of records from thousands of institutions worldwide. Its OPAC is called WorldCat.

**OLIS = Oxford Library Information Service**, our shared electronic database and the community who contribute to it.

**OPAC = Online Public Access Catalogue** = the user-facing part of a library system. OLIS does not use the Aleph OPAC, but instead uses SOLO.

**Pre-20 record** = a brief bib for a publication received before 1920 and catalogued before 1988. Pre-20 records do not use modern standards and should be replaced rather than edited or copied.

**RDA = Resource Description and Access** = a cataloguing standard first published in 2010, used for OLIS from 1 April 2013.

**RLUK/CURL = Research Libraries UK** (formerly **Consortium of University Libraries**), which manages a database consisting of records from hundreds of British institutions and the Library of Congress; its OPAC is called COPAC.

**SCP = Shared Cataloguing Programme**, the arrangement by which the British copyright libraries each provide a share of the records for the British National Bibliography.

**SOLO** = Search Oxford Libraries Online, a Research Discovery tool which allows searching of many Oxford databases, including OLIS.

**Subfields** = Subdivisions of MARC fields, often coinciding with AACR2 elements.

**Tags** = MARC field codes.

**User tasks** = for FRBR, what a user wants the catalogue for: Find, Identify, Select, Obtain.

**Work** = for FRBR, a distinct intellectual or artistic creation, in abstraction from particular languages, media, versions, etc.

**WorldCat** = the OCLC OPAC.

**Z39.50** = a protocol which enables fuzzy matching of index types, allowing searching and copying of records between systems which have slight differences in the definitions of their indexes.