

## APPENDIX C: GLOSSARY

This glossary identifies and provides a definition for the key terms that are employed in these guidelines. Although most of the definitions are adopted or adapted from existing, commonly-used standards and resources, in some cases the formulation of an original definition was necessary for the purposes of these guidelines. The standards and resources from which the definitions have been drawn include the following:

### National and International Standards

- ANSI/NISO Z39.7-2013 Information Services and Use: Metrics & Statistics for Libraries and Information Providers -- Data Dictionary
- ISAD(G): General International Standard Archival Description -- Second edition
- ISO 2789:2013 Information and Documentation -- International library statistics
- ISO 5127:2017 Information and Documentation -- Foundation and vocabulary

### Glossaries, Guidelines, Surveys, and Other Resources

- ACRL Academic Library Trends and Statistics Survey
- Describing Archives: A Content Standard (DACS)
- Descriptive Cataloging of Rare Materials (DCRM)
- Resource Description and Access (RDA)
- SAA Glossary
- SAA Word of the Week

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**Born Digital** Created and managed in a digital form.

**Byte** A group of binary digits or bits (usually eight) operated on as a unit. Typically expressed in the following multiples:

- 1 kilobyte (KB) = 1000 bytes, commonly calculated as  $2^{10}$  or 1024 bytes
- 1 megabyte (MB) = 1 million bytes, commonly calculated as  $2^{20}$  bytes or 1,048,576 bytes
- 1 gigabyte (GB) =  $10^9$  or 1 billion bytes, commonly calculated as  $2^{30}$  bytes
- 1 terabyte (TB) =  $10^{12}$  or 1,000,000,000,000 bytes, commonly calculated as  $2^{40}$  bytes

**Container** An enclosure for holding and protecting collection material and from which collection material is typically separated for use. Examples of containers include boxes, drawers, envelopes, folders, portfolios, and slipcases.

**Copy** A single exemplar or instance of a manifestation.

**Derivative** A digital file created from another digital file, intended for a purpose different than that of the original file.

**Digital** Expressed through a sequence of discrete units, especially binary code (i.e. the digits 0 and 1).

**Digitized** Converted to and managed in a digital form.

**Discoverable** Refers to any description of collection material that can be discovered by way of the web. Extends well beyond catalog records and finding aids to include a wide range of web content (blog posts, online exhibits, databases, lists of collections, etc.) as well as web-accessible content (documents, spreadsheets, etc.).

**Holdings** Collection material for which the repository provides sustained stewardship. Holdings consist primarily of collection material that has been formally accessioned by the repository. At the discretion of the repository, holdings may also include collection material that is on deposit at the repository and/or remote resources for which access rights have been acquired, at least for a certain period of time.

**Intellectual Unit** A coherent set of content, in any form, that can be understood and described as a unit.

**Physical Unit** A coherent document unit, inclusive of any protective devices, freely movable against other document units. Coherence may be achieved by, for example, binding, encasement, or digital containment. Examples of physical units include audio cassettes, computer discs, microfilm reels, rolls, sheets, video cartridges, and volumes.

**Published** Offered for sale or issued publicly by a creator or issuing body.

**Surrogate** A digital or physical copy created for the purpose of minimizing handling of the original and, once created, is what is delivered to users unless their research needs cannot be met by the surrogate.

**Title** A word or phrase by which the material being described is known or can be identified.