

Access point refers to the designated elements in the representation, like a name or a term or a code, etc., which the user can use as means to gain “entry” to the representation.

Authority control is a process which organizes information using a single distinct identifier for each topic.

Bibliography is a branch of library science that deals with the history, physical description, comparison and classification of books and other literary works. The term is also used to refer to a list of source materials (complete or selective) that are used or consulted in the preparation of a work or that referred to in the text.

Bibliographic control refers to the identification, description, analysis and classification of other materials of communication so that they may be effectively organized, stored, retrieved and used when needed.

Bibliographic utility is a group of computer service organizations that maintain large databases of cataloguing records and offer various cataloguing support services and related products to libraries and other customers.

Connexion is OCLC’s major cataloguing service which includes a suite of tools with built-in access to WorldCat.

Cooperative cataloguing is an arrangement in which a library or library system agrees to follow established cataloguing practices and work in automated systems or utilities that facilitate the creation of bibliographic and authority records in a form that can be shared with other libraries. [Source: Online Dictionary for Library and Information Science]

Description is a term used to refer to the preparation of a surrogate or a brief representation containing a bibliographic or metadata record.

Field is a term used to refer to a data in a record that forms a logical unit.

Integrated library system (ILS), also known as a library management system (LMS), is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed.

Metadata is loosely defined as “data about data”. Metadata is a concept that applies mainly to electronically archived or presented data and is used to describe the a) definition, b) structure and c) administration of data files with all contents in context to ease the use of the captured and archived data for further use.

Organization in library science is a term used to refer to the method of arranging both surrogates (bibliographic records) and physical resources, according to established orders, alphabetic (in most browsing lists or files), alpha-numeric (in Library of Congress classification order) or numeric (Dewey Decimal classification order).

OCLC stands for “Online Computer Library Center”, the largest international bibliographic utility.

Overlay is the process of replacing a record in local library system with the matching record from the bibliographic utility.

Record is a term used in the MARC (MACHine-Readable Cataloguing) format to refer to a collection of fields containing machine-readable information about a separately catalogued item. Each record is made up of control fields and bibliographic data fields.

SILAS stands for “Singapore Integrated Library Automation Services”, a local bibliographic utility which provides bibliographical products and support services to Singapore libraries.

VIAF or “Virtual International Authority File” is an international authority file used in authority control.

WorldCat is the online union catalogue of materials catalogued by OCLC member libraries and institutions.

Z39.2 Also known as ISO 2709. This is an ISO standard for bibliographic descriptions, entitled Format for Bibliographic Information Interchange on computers.

Z39.50 A client-server protocol established as a NISO (National Information Standards Organization) standard that allows the computer user to query a remote information retrieval system using the software of the local system and receive results in the format of the local system, often used in portal and gateway products to search several sources simultaneously and integrate the results.