

THE LIBRARIANS' GLOSSARY

TERMS USED IN LIBRARIANSHIP AND THE
BOOK CRAFTS

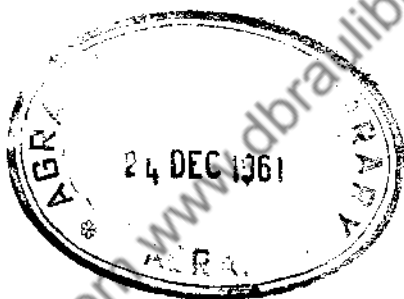
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PREFACE

THE need for a glossary of terms used in librarianship has been felt by students of library work and by librarians in the performance of their duties for a long time. This work is an attempt to meet that need. It is primarily a glossary of *library* terms, but includes such subjects as printing, paper-making, publishing, binding, and illustrating, with which a librarian must be familiar, not only for the satisfactory performance of his professional duties, but also to meet the requirements of the Library Association's examinations. These other subjects have, therefore, been included, but only partially, because complete glossaries of these subsidiary subjects would not only be of immense size and beyond the purse of the average library assistant, but would be duplicating material which can be found in other books. The terms associated with these subjects have, therefore, been selected with the needs of the examination student and the practising librarian in mind.

This work has been compiled primarily for the use of students of librarianship who have always needed such a book at hand during their studies, and was intended to be of more immediate value for those preparing for the new Library Association syllabus, which included a section on terminology. The postponement of the adoption of this syllabus for a couple of years will not make the need for the book any the less.

It is anticipated that not only will the book be useful to public, university, county and school librarians, but that it will also find a place on the open shelves in reference libraries.

In certain subjects connected with librarianship, terms are used with different meanings by different people. In some

cases it has been possible to give several definitions, in others the more usual definition and the one generally accepted has been used.

The classified lists of terms at the end of the book have been provided as a check-list for students, but they will also be useful as a reminder when trying to remember a term which is temporarily evasive.

I am indebted to my former Chief, W. C. Berwick Sayers, to my former colleague, Henry A. Sharp, and to Kenneth G. Hunt, for their valuable suggestions made when looking through the Classification, Cataloguing and Bibliography sections, respectively. Mr. Sharp has, in addition, permitted me to use the definitions which form an appendix to his *Cataloguing*. I am indebted also to Miss Helen M. Briggs for compiling the definitions of the terms used in palæography and archives.

I am grateful to the following publishers for permission to use definitions from certain books published by them: R. R. Bowker & Co. (Holden's *Bookman's Glossary*); G. E. Stechert & Co. (Hitchler's *Cataloguing for Small Libraries*); Spalding and Hodge, Ltd. (*Paper Terminology*); Allen and Unwin, Ltd. (Knight's *Business Man's Guide to Printing*); The Library Association (*A. A. Code*); United Typothetæ of America (*Dictionary of Graphic Arts Terms*); Grafton & Co. (Coutts and Stephen's *Library Bookbinding, Library Economics*).

PREFACE TO SECOND EDITION

NOR until one compares the Library Association's examination papers of 1938 with those of 1956, or makes a systematic review of post-war library literature, does one realize the enormous progress that has taken place in the field of librarianship during this period.

When the first edition of the *Glossary* became out of print it was obvious that it would be unsatisfactory to reprint it. Complete revision was necessary, not only because of the development of the theory of librarianship and of library techniques, but also because of changes in the constitution and activities which library and bibliographical organizations have undergone.

The purpose and coverage of this edition of the *Glossary* are still the same but the scope has been very slightly widened to include some terms which, though not strictly limited to librarianship and the book crafts, are frequently met with by librarians in the course of their daily work. To find a satisfactory, or comprehensive definition of such is sometimes not easy.

This edition contains about 1,200 (75 %) more entries than the first edition.

I am again grateful to friends for assistance with terms on certain subjects, and should like to express my great appreciation to the following for definitions of a few terms in fields in which they are specialists : Mr. W. Turner Berry for elucidating some printing terms ; Mr. P. McGrath for definitions concerning British Government publications ; Mr. B. Palmer for definitions of some terms used by Ranganathan ; and Mr. F. A. Sharr for clarification of terms concerning county library work.

Singapore, November, 1958.

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GLOSSARY

A.C.R.L. Association of College and Reference Libraries.
A.D.S. (autograph document signed). A document entirely in the handwriting of the signer.

A.L. *See* A.L.S.

A.L.A. Abbreviation for American Library Association. Also for Associate of the Library Association (British).

A.L.S. (autograph letter signed). A letter entirely in the handwriting of the signer. If unsigned it is referred to by the letters "A.L."; if written by someone else but signed, by "L.S."; if typed and signed by hand, by "T.L.S."

A.S.F.E.C. Arab States Fundamental Education Centre.

A.S.L.I.B. The Association of Special Libraries and Information Bureaux.

ABBREVIATED CARD. A catalogue card (title, translator, etc.) which does not give as much information as the main entry card.

ABERRANT COPY. One in which binding or machining errors, and not merely defects, occur, and the correct state of which can be recognized.

ABRIDGED DECIMAL CLASSIFICATION. An abridgement of Dewey's *Decimal Classification* intended for use in small and slowly growing libraries.

ABRIDGED EDITION. An edition in which the author's text is reduced in length, or which summarizes the original text of a work. *See also* EXPURGATED EDITION.

ABRIDGEMENT. *Synonymous with* EPITOME (*q.v.*).

ABSOLUTE LOCATION. *See* FIXED LOCATION.

ABSOLUTE SIZE. *See* EXACT SIZE.

ABSTRACT. 1. A form of current bibliography in which contributions to periodicals are summarized: they are frequently arranged in classified order. When published in periodical form they are known as journals of abstracts. 2. The individual entry.

ABSTRACT JOURNAL. *See* ABSTRACT.

ABSTRACTING SERVICE. The preparation of abstracts, usually in a limited field, by an individual, an industrial organization for restricted use, or a commercial organization, and supplied regularly to subscribers.

ABSTRACTION. The mental process of dividing and grouping involved in classifying.

ACCESSION. To enter in an accessions register particulars of each book in the order of its acquisition.

ACCESSION BOOK. *See* ACCESSIONS REGISTER.

ACCESSION CARD. *See* ACCESSIONS REGISTER.

ACCESSION DATE. The date on which a publication is entered in the ACCESSIONS REGISTER (*q.v.*).

ACCESSION DEPARTMENT. *See* CATALOGUING DEPARTMENT.

ACCESSION NUMBER. The number given a book from the ACCESSIONS REGISTER (*q.v.*).

ACCESSION ORDER. The arrangement of books on the shelves according to the order of their addition to a class; a numerical and chronological as distinguished from a classified arrangement.

ACCESSION SLIP. *See* PROCESS SLIP.

ACCESSION STAMP. A rubber stamp which is impressed on the back of a title-page; when the information is written in the appropriate panels of which the stamp is comprised, it gives much information concerning the records, and processing of, the individual book.

ACCESSIONS. A group term indicating additions to the stock of a library.

ACCESSIONS LIST. *See* ACCESSIONS REGISTER.

ACCESSIONS REGISTER. The chief record of the books

added to a library. Books are numbered progressively as they are added to stock and entered in the register. It may be in book form or on cards, and gives a condensed description and history of each book from its reception to its withdrawal.

ACCIDENT. *See* PREDICABLES, FIVE.

✓ ACQUISITION. The processes of acquiring, or the department concerned with acquiring, books for a library.

ACQUISITIONS OFFICER. An assistant who undertakes the duties necessary for acquiring new books for a library.

ACTING EDITION. An edition of a play which gives directions concerning exits, entrances, properties, etc. It is intended for actors and is often issued in a limp cover, usually of paper.

ADAPTATION. A book that has been re-written or edited, wholly or in part, usually for a particular purpose such as for reading by children when the original was intended for adults, or a novel adapted for dramatic presentation. Not to be confused with an abridgement or EPITOME (*q.v.*).

ADDED COPIES. Duplicate copies of titles already in stock. Not to be confused with ADDED EDITION (*q.v.*).

ADDED EDITION. A different edition from the one already in the library.

✓ ADDED ENTRY. 1. A secondary catalogue entry, i.e. any other than the MAIN ENTRY (*q.v.*) Where printed cards are used, it is a duplicate of the main entry, with the addition of a special heading for subject, title, editor, series, or translator. When printed cards are not used, the added entry is formed from the main entry by the omission of all or part of the imprint and collation, and sometimes of sub-titles. It must not be confused with a CROSS REFERENCE (*q.v.*). 2. The heading chosen for an added entry.

ADDED TITLE-PAGE. A title-page other than the one from which a catalogue entry is made. It may precede or follow the one chosen and may be more general, such as a series title-page, or may be equally general, as a title-page in another language, and placed either at the beginning or end of a book.

ADDENDUM. (*Pl.*—Addenda) *Synonymous with* APPENDIX (*q.v.*).

ADDITIONS, LIST OF. A list of recent books added to a library's stock. It may be in alphabetical, classified, or accession order.

✓ **ADJUSTABLE CLASSIFICATION.** A scheme of classification designed by James Duff Brown in 1897. It was of little value, as the provision for new subjects was by leaving blank certain numbers in the notation. It was superseded by his SUBJECT CLASSIFICATION (*q.v.*).

✓ **ADJUSTABLE PERIODICALS LIST.** A list, consisting of the titles of periodicals typed or printed on small strips of card which are kept in position by xylonite strips attached to a wooden backing and framed, or in a visible index.

ADJUSTABLE SHELF. A shelf whose position may be adjusted to accommodate books of varying heights.

ADMINISTRATIVE OFFICE ASSISTANT. In American libraries, a person, such as a business manager or secretary to the Chief Librarian or Director, who performs work of a specialized nature but does not require to have a library training.

ADOPTION OF THE PUBLIC LIBRARIES ACTS. The decision of the local authority to take the necessary administrative and legal steps to provide library facilities as permitted by law.

ADULT DEPARTMENT. The department of a library which provides books for the use of adults.

ADVANCED COPY (SHEET). A copy of a book, usually bound, but sometimes in sheets, to serve as a proof of

the binder's work, for review, notice, advertising or other purposes.

ADVISER, READERS'. *See* READERS' ADVISER.

AERIAL MAP. A map made from one or more photographs taken from an aeroplane.

AEROGRAPH. An instrument, used for blowing a fine spray of liquid colour on to a lithograph stone or drawing by means of compressed air.

AIR-DRIED. Hand-made or good machine-made paper or brown paper which is hung over lines and dried slowly in air at a uniform temperature, as distinct from paper which is machine-dried in heat.

AJOURÉ BINDING. A style of binding practised in the last third of the fifteenth century at Venice. It was in the traditional Eastern manner with arabesques, gilding, and cut-out leather, over a coloured background.

ALBERTYPE. A process of making pictures with a gelatine-covered plate, the printing being a variety of photogravure. *United Typothetae*.

ALCOVE. A recess formed by placing two presses at right angles to a wall, and touching it at one end.

ALCOVE MARK. In an old library, the mark used to indicate in which alcove any particular book may be found. Books in such libraries are arranged according to location and not classification. *See also* FIXED LOCATION.

ALDINE (ITALIAN) STYLE. Ornaments of solid face without any shading whatever, used by Aldus and other early Italian printers. The ornaments are Arabic in character, and are suitable for early printed books.

ALL ALONG. The method of sewing by hand the sections (usually on cords or tapes) of a book, when the thread goes "all along" or from KETTLE STITCH (*q.v.*) to kettle stitch of each section. Also used to describe machine book-sewing when each section is sewn with the full number of stitches. *See also* TWO SHEETS ON.

ALL-OVER STYLE. The style of book decoration which covers the whole of the side of a binding, as distinct from a corner, centre or border design, whether made up of a single motif, different motifs, or a repeated motif.

✓ **ALL RIGHTS RESERVED.** A phrase placed in a book usually on the back of the title-page, signifying that the copyright is reserved, and that proceedings may be taken against any person doing anything which infringes that copyright.

ALLOCATE, TO. The process of deciding into which department or library of a library system books and other material shall be allocated.

ALLOCATION. The act of allocating books. *See also* **ALLOCATE, TO.**

ALLONYM. A false name, especially the name of some person assumed by an author to conceal identity or gain credit; an alias; a pseudonym.

ALLUSION BOOK. A collection of contemporary allusions to a famous writer.

ALMANAC. An annual hand book containing a variety of useful information.

ALOGRAPHY. A lithographic printing process whereby an aluminium plate is used.

ALPHABET MARK. A mark, such as the **CUTTER AUTHOR MARK** (*q.v.*), which is incorporated in the call number of a book to enable alphabetic order to be maintained on the shelves without the use of abnormally long symbols.

ALPHABETIC SUBJECT CATALOGUE. One arranged alphabetically by subjects, usually without subdivisions.

✓ **ALPHABETICO-CLASSED CATALOGUE.** An alphabetical subject catalogue, in which entries are not made under the specific subject, as in the dictionary form, but under broad subjects arranged alphabetically, each being subdivided alphabetically. Author and title entries may be included in the same alphabet.

ALPHABETIZATION. Arranging a list of words, names,

or phrases according to the letters of the alphabet. In the main there are two methods in use: 1, "word by word," or "nothing before something"; 2, "letter by letter" strictly according to the letters irrespective of their division into words, or of punctuation. This may also be called the "solid" method. In 1951 the British Standards Institution issued a Standard (no. 1749) on *Alphabetical arrangement* in which it recommended the "word by word" method (which is used in this book) whereby items which have the same first or second words are arranged in the alphabetical order of the subsequent word, e.g.,

Rose
Rose garden
Rosebery

If the letter by letter order were used these words would be arranged

Rose
Rosebery
Rose garden.

The British Standard also recommends that when words are joined by a hyphen they shall be arranged as separate words, but a word with a hyphenated prefix (i.e. an element which cannot be a separate word) shall be arranged as one word, e.g.

Switch	Precipitation
Switch-plug	Prefabrication
Switch starter	Pre-impregnated
Switchboard	Pressure.

ALTERNATIVE LOCATIONS. Bliss considers that one of the principles of classification is to provide alternative locations for certain studies or sciences regarded from different points of view or preferred in other allocations.

ALTERNATIVE TITLE. A sub-title following the words "or", "a" or "an." More commonly known as the sub-title.

AMBIGUOUS TITLE. One which is so vague that it may be misunderstood. In a catalogue, amplification may be made in brackets immediately following the title, or in a note.

AMERICAN BRAILLE. An obsolete variation of BRAILLE (*q.v.*).

AMERICANA. Material relating to the Americas, whether printed about, or in, the Americas, or written by Americans.

AMPERSAND. The abbreviation, sign or character for the word "and," thus : &. Also called "Short and."

—**ANA** (often with the euphonic *i* added : IANA). A suffix to names of persons or places, denoting a collection of books, anecdotes, literary gossip, or other facts or pieces of information, e.g. Americana, Johnsoniana, Lincolniana.

ANAGRAM. A transposition of the letters of a word or sentence resulting in some new word or sentence.

ANALYSIS. A book is said to be "analysed" when any part of it is recorded separately in a catalogue by means of an ANALYTICAL ENTRY (*q.v.*).

ANALYSIS. (*Classification*). Breaking down a subject into its FACETS (*q.v.*).

ANALYTIC. See ANALYTICAL ENTRY.

ANALYTICAL BIBLIOGRAPHY. The kind of bibliography which determines facts and data concerning a publication by examining the signatures, catchwords, cancels and watermarks, and making a record in an approved form of the results. Also called "critical" or "historical bibliography."

ANALYTICAL CATALOGUING. The branch of cataloguing which is concerning with making ANALYTICAL ENTRIES (*q.v.*).

✓ **ANALYTICAL ENTRY.** An entry in a catalogue for part of a book, periodical or other publication, including a reference to the work containing it. Analytics may be made under authors, subjects or titles.

ANALYTICAL INDEX. An index in which the entries are not arranged alphabetically, but the subject of the work is divided under a number of main headings and these in turn are sub-divided as necessary. The abstracts (or papers) included in the volume to be indexed are then classified according to this scheme and so placed in their appropriate places in the analytical index.

ANALYTICAL METHOD. In classification, the breaking down of a specific subject into constituent elements according to a given formula, these elements then being reassembled in a pre-determined order designed to give the most useful arrangement.

ANALYTICO-SYNTHETIC CLASSIFICATION. A scheme which gives the classifier the maximum autonomy in constructing numbers for new specific subjects not enumerated in the schedules. Ranganathan's *Colon Classification* is the first scheme of this kind.

ANASTATIC PRINTING. A process or method of obtaining facsimile impressions of any printed design or engraving by transferring it to a plate of zinc, which, on being subjected to the action of an acid, is etched or eaten away, with the exception of the parts covered with ink. These parts are left in relief and can be printed from readily.

ANASTATIC REPRINT. An unaltered reprint made in the mid-nineteenth century, especially in France, by making an inked offset of the type on metal plates which were etched in relief.

ANGLO-AMERICAN CODE. The cataloguing code devised by the Library Association and the American Library Association, and published in 1908. It consists of definitions, 174 substantive rules (with variations where the two committees could not agree, and where some recognized authority such as the Library of Congress differed from the rule recommended) appendices

of abbreviations, transliterations, and sample catalogue cards illustrating the rules. In 1949 the American Library Association published the *A.L.A. Cataloguing Rules for Author and Title Entries* which incorporated the Library of Congress rules printed as "supplementary rules" in the 1908 edition and ignored the English variations of certain rules which appeared in this edition. Considerable clarification took place and better, and more numerous, examples were given.

ANNAL. A record of events in their chronological order year by year.

ANNALISTIC ARRANGEMENT. A bibliography of an author's writings arranged in order of publication.

ANNALS. A record of events arranged in chronological order.

ANNOTATION. A note added to an entry in a catalogue, reading list or bibliography, to elucidate, evaluate or describe the contents of a book, and sometimes giving particulars of the author.

ANNUAL. A serial publication issued once a year.

ANONYM. 1. An anonymous publication. 2. An anonymous person or writer. 3. A pseudonym.

✓ ANONYMOUS. A book is said to be anonymous when the author's name does not appear anywhere in the book (title-page, preface, introduction, foreword). According to some authorities, if the authorship can be traced in other catalogues or bibliographies it may be otherwise considered.

ANONYMOUS CLASSIC. A work of unknown or doubtful authorship, commonly designated by title, which may have appeared in the course of time in many editions, versions, and/or translations.

ANOPISTHOGRAPHIC BLOCK BOOK. One that is printed on only one side of the paper.

ANTERIOR NUMERICAL CLASSES. The first group of the main classes of Bliss' *Bibliographic Classification*.

They are bibliothic in character and conform to the generalia classes of other schemes. Three of the nine divisions accommodate general works (2 bibliography, 6 periodicals, 7 miscellanea) ; the remainder provide for special collections of books which for some reason it is preferred to shelve apart from the main collection. *See also* SYSTEMATIC AUXILIARY SCHEDULES.

ANTHOLOGY. A collection of choice extracts, usually of poetry or on one subject from the writings of one author, or various authors.

ANTIQUA. A German name for Roman types. A small book hand based on the Caroline minuscule, called *lettera rotonda* or *lettre ronde* (round letter) in Italy and France. Type based on this writing is now known as Roman, and is the usual kind of type (as distinct from *italic*) used for book work.

ANTIQUE. (*Paper*). The name given to printing papers made from esparto grass. They usually have a rough surface, and the poorer qualities are called *featherweight*, so loosely woven that 75 per cent of the bulk is air space. The term originally referred to machine-made paper made in imitation of hand-made paper. (*Binding*). Designates blind tooling. *See* TOOLING.

ANTIQUE FINISH (PAPER). A rough surface, suggestive of old hand-made printing paper.

ANTIQUE TOOLING. A form of blind tooling.

ANTONYM. A word having the opposite meaning of another. The opposite of synonym.

ANTONYMOUS CATCHWORDS. Headings used in an index, which are exactly opposite in meaning.

APOCALYPSE. One of the important early block books.

APOCONYM. A name changed by the cutting off or elision of letters or syllables.

APOCRYPHAL. Of unknown authorship or doubtful authenticity.

APOGRAPH. A copy of an original manuscript.

APP. Abbreviation for APPENDIX (*q.v.*).

APPENDIX. Matter which comes at the end of the text and contains notes too long for footnotes, tables of figures, tables of statistics, or other items for which there is no room in the body of the book, or which from the nature of the information is more suitably placed at the end of the text.

APPLICATION BLANK. *Synonymous with APPLICATION FORM* (*q.v.*).

APPLICATION FORM (VOUCHER). The form, usually a card size 5 in. by 3 in., on which persons wishing to join the children's or adult lending libraries, or to obtain books for use in (or away from) a reference library, make their application. In many libraries, applicants for lending library tickets have to obtain the signature of a ratepayer as guarantor, but in most libraries, as recommender. In most libraries, applicants whose names appear in the current list of electors are permitted to borrow without obtaining the signature of another person.

APPLIED BIBLIOGRAPHY. *Synonymous with HISTORICAL BIBLIOGRAPHY* (*q.v.*).

APPRAISAL. An estimate of the value of a book as a contribution to a subject.

AQUATINT. 1. A process of etching on copper or steel plates by means of nitric acid, producing an effect resembling a fine drawing in water colours, sepia or India ink. It is used to render tonal effects rather than lines. Now supplanted commercially by lithography.
2. A print made by this method.

AQUATONE. A photographic printing process which is similar to collotype, but is used with offset presses.

ARABESQUE. A species of decoration consisting of interlaced lines and convoluted curves arranged in more or less geometrical patterns; so called because it was brought to its highest perfection by Arabian or kindred

artists. Also applied to a fanciful mixture of animals, birds, and insects, and of plants, fruit and foliage, involved and twisted; but pure arabesque has in it no representation of living forms, as this is forbidden by the Koran.

ARABIC FIGURES. The numerical characters 1, 2, 3, etc., as distinct from Roman numerals I, II, III, etc., so called as having been introduced into European from Arab use.

ARCHETYPAL NOVEL. Commonly used to describe the earliest romances, tales and works of fiction; the forerunner of the modern novel.

ARCHIVE. 1. A public record or historical document kept in a recognized repository. 2. The repository itself.

ARCHIVIST. A person who has the care of an archive.

AREA. In a county library system, a compact and limited area, such as a borough and an urban district, two adjacent urban districts, or an urban district and one or two parishes, which for administrative purposes is treated in some measure as a unit.

AREA HEADQUARTERS. In a county library system, the administrative centre for public library service points in an AREA (*q.v.*).

AREA LIBRARIAN. One who is in charge of a compact and limited portion of a county library area, and responsible for a small number of branches and other service points in that area.

ARISTRONYM. A title of nobility converted into, or used as, a surname.

ARM. The projecting, or unclosed, horizontal or upward-sloping stroke of a type letter.

ARMARIA. Used in the first centuries of the Christian era to indicate cupboards for keeping books.

ARMARIAN. A worker in a monastic library whose duty it was to prevent the books under his charge from being injured by insects, to look after bindings, and keep a correct catalogue. He presided over a SCRIPTORIUM

(*q.v.*) and supplied the scribes with parchment, pens, ink, knives, awls and rulers. Also called an "Armarius."

ARRANGER. One who transcribes a whole musical work, or a part of a work, for a medium of performance other than that intended by the composer. The arrangement may be a simplification or amplification, the medium of performance and the musical structure remaining the same.

ARRAY. In classification, the series of co-ordinate subdivisions which are obtained by dividing a class or a division according to a single characteristic: e.g., Literature divided according to characteristic *Form* gives the array Poetry, Drama, Novel, Essay. Each co-ordinate division in an array should exclude all of the others, and the whole array should be exhaustive of the contents of the class. The order of the divisions in an array should be that deemed most helpful to users.

ARS MORIENDI. A mediaeval block book setting forth by means of pictures and text the art of dying becomingly.

ART. The name given to papers coated on one or both sides after the paper is made by brushing on China clay, sulphate of barium, or sulphate of lime and alumina (the last for the "satin-white" finish) and afterwards polished. In *imitation art* the paper is "loaded" (i.e. the China clay is mixed in with the fibre) not "coated." *Matt art* is unglazed coated paper with a smooth, soft, egg-shell finish.

ART CANVAS. A cloth for bookbinding, also known as *light-weight buckram*.

ART VELLUM. 1. A brand name for a lightweight book cloth. 2. A fabric used for classes of works which do not require a very strong cloth.

ARTIFICIAL CHARACTERISTIC. See **CHARACTERISTIC OF A CLASSIFICATION.**

ARTIFICIAL CLASSIFICATION. One in which some accidental thing is adopted as the "difference." *See* PREDICABLES, FIVE. Classification by analogy, i.e. by external or accidental likeness, unlikeness, or apparent purpose. *See* CHARACTERISTIC OF A CLASSIFICATION.

ARTISTIC MAP. One made by an artist rather than by a cartographer ; such maps consequently appeal to the eye and are often not correct cartographically. They are used as illustrations, endpapers, and for advertisement.

ARTIST'S PROOF. A proof of an engraving or etching, usually with the signature of the artist in pencil, and sometimes with a small sketch, known as a *remarque*, in the margin. Used as a model or sample. Also called "Remarque Proof."

ARTOTYPE. A photo-engraved picture made by one of the gelatine processes. *United Typothetae.*

ASCENDER. The vertical ascending stem of lower-case letters such as b, d, k, etc. ; that part which extends above the X-HEIGHT (*q.v.*). *See also* DESCENDER.

ASCETONYM. The name of a saint used as a proper name.

ASSEMBLING. Bringing together the various parts of a printing job in the correct order.

ASSOCIATION BOOK. One having an autograph inscription or notes by the author, or in any way intimately connected with a prominent person who may have owned or presented it, or have belonged to someone connected with its contents.

ASSOCIATION LIBRARY. A library in Canada which is financed by the members of an association and staffed by volunteers. So named to distinguish such libraries from rate-supported or free public libraries.

ASTERISK (*). The first and frequently most used reference mark for footnotes, technically known as a "Star." *See also* REFERENCE MARKS.

ASTRONOMICAL MAP. One showing the stars.

ASYNDETIC. Without cross-references. The reverse of syndetic. *See also* SYNDETIC CATALOGUE.

ATLAS. A volume of maps, with or without descriptive letterpress. It may be issued to supplement or accompany a text, or be published independently. Also, a volume of plates illustrating any subject; a large size of drawing paper measuring $26\frac{1}{2}'' \times 34''$; a large square folio, resembling a volume of maps, sometimes called "Atlas folio."

ATLAS FOLIO. The largest size folio. About 25 in. by 16 in. *See also* ELEPHANT FOLIO.

ATTRIBUTED AUTHOR. The person to whom a book is attributed, because of doubt as to the authorship.

AUDIO-VISUAL AIDS. Material such as gramophone records, tape recordings and various VISUAL AIDS (*q.v.*) used as an adjunct to teaching.

AUDIT. Checking accounts for accuracy and to see that expenditure is authorized by the appropriate authority. Local government accounts in England and Wales may be audited by BOROUGH AUDITORS or DISTRICT AUDITORS (*qq.v.*), or by a professional auditor, in which case the above-mentioned provision of borough auditors does not apply. In Scotland, accounts of county and town councils are audited by an auditor appointed by the Secretary of State. In Ireland, library accounts must be audited in the same way as the other accounts of a local authority.

AUTHOR. The person, persons, or corporate body responsible for a book's existence. Usually to be distinguished from an editor, translator, compiler, etc., though, failing any alternative, these may be regarded as authors for purposes of cataloguing.

AUTHOR ANALYTIC. *See* ANALYTICAL ENTRY.

AUTHOR AUTHORITY LIST. *See* NAME AUTHORITY FILE.

AUTHOR BIBLIOGRAPHY. One listing books, articles, or other contributions to knowledge by, or by and about,

a particular author. It may include biographies and criticisms of his work as well as works by him.

AUTHOR CARD. A catalogue card bearing an author entry ; usually the main entry card.

AUTHOR CATALOGUE. A catalogue of author entries arranged alphabetically under authors' names ; it usually includes entries under editors, translators, etc.

AUTHOR ENTRY. A catalogue entry under the name of the person or body responsible for a book's existence. Failing a real name, the author entry may have to be made under a pseudonym, initials, or some other heading. It is usually the **MAIN ENTRY** (*q.v.*).

AUTHOR HEADING. The heading under which an author entry is made.

AUTHOR INDENTATION. *Synonymous with* **FIRST INDENTION** (*q.v.*).

AUTHOR INDEX. An index of authors' names.

AUTHOR MARK. Symbols (letters, figures, or other signs) used to represent authors and individualize books having the same class, subject, or shelf number, in order to simplify the arrangement of books and catalogue entries. *See also* **CUTTER AUTHOR MARKS**, **MERRILL ALPHABETING NUMBERS**.

AUTHOR NUMBER. *Synonymous with* **AUTHOR MARK** (*q.v.*).

AUTHOR-PUBLISHER. The writer of a work who is his own publisher.

AUTHOR STYLE. The usual combination of black capitals and lower-case letters which is used for author headings in a catalogue. *See also* **SUBJECT STYLE**.

AUTHOR TABLE. A printed list used in assigning author numbers, e.g., the **CUTTER AUTHOR MARKS** (*q.v.*), or the **CUTTER-SANBORN THREE-FIGURE TABLE** (*q.v.*).

AUTHORITIES. *See* **PRIMARY SOURCES**, **SECONDARY SOURCES**.

AUTHORITY CARD. A card which gives the form selected for a heading in a catalogue. If a personal name

is used as a heading, references to sources and records of variant forms are given ; if a corporate name, sources, brief history and any changes of name are given.

AUTHORITY ENTRY. An entry for a society or institution, giving such particulars as the date of founding, date of incorporation, changes of name, and affiliation or union with other societies.

AUTHORITY LIST. A list of all personal and corporate names, names of anonymous classics and sacred books, the titles of anonymous books and the headings for series cards, which are used as headings in the catalogue ; sometimes references are given to books in which each name and its variants were found and in the case of corporate entries, sources, a brief history and particulars as to changes of name. The entries are made when a heading is first decided upon. It gives the cataloguer a record of the forms used in the public catalogues. If the list is kept on cards, one entry to a card, each card is known as an "authority card." *See also* NAME AUTHORITY FILE, SUBJECT AUTHORITY FILE.

AUTHORIZED EDITION. An edition issued with the consent of the author or the representative to whom he may have delegated his rights and privileges.

AUTHOR'S BINDING. A superior binding used on a few copies of a book as presentation copies from the author.

AUTHOR'S CORRECTIONS. Deviations from the original copy, as distinct from corrections by the author of printer's errors.

AUTHOR'S EDITION. The collected or complete edition of an author's works, uniformly bound, and indicating on the title-page that it is the complete works of the author. *See also* DEFINITIVE EDITION.

AUTHOR'S PROOF. The clean proof sent to an author after the compositor's errors have been corrected. Abbreviated: A.P.

AUTHOR'S REVISE. Proof bearing the author's or editor's corrections.

AUTOBIOGRAPHY. The life of a person written by himself.

AUTOGRAPHED EDITION. An edition of a work, copies of which are signed by the author. *See also* LIMITED EDITION.

AUTOGRAPHY. 1. The author's own handwriting. 2. Reproductions of the form or outline of anything by an impression from the thing itself. 3. A lithographic process of reproducing writing, drawing, etc., in facsimile. 4. That branch of diplomatics which is concerned with autographs.

AUTO-LITHOGRAPHY. A lithographic method in which the artist draws in reverse directly on to the stone or other medium.

AUTONYM. The real name of an author.

AUTOTYPE REPRODUCTION. One reproduced by the autotype process, which is a variety of the collotype process, in which the plate is coated with a light-sensitive resin instead of a gelatine.

AUXILIARY NUMBER. One placed after the class number in order to group the books by some method, as alphabetically or chronologically. The OLIN BOOK NUMBER (*q.v.*) and CUTTER AUTHOR MARKS (*q.v.*) are auxiliary numbers.

AUXILIARY PUBLICATION. The use of microprint or microfilm for the publication of a very small edition such as a few copies of a thesis written for a university degree.

AVERAGE SLOPE MAP. One which indicates the average steepness of land slopes.

AZOFLEH. A proprietary machine for document copying using diazo sensitive materials throughout. *See also* DIAZOTYPE PROCESS.

AZURE TOOLING. (*Bookbinding*). Tooling in which horizontal lines are shown close together.

AZURED TOOL. A bookbinder's tool with close parallel lines running diagonally across its surface. Derived from the use of thin horizontal lines used in heraldry to indicate blue.

B.N.B. See BRITISH NATIONAL BIBLIOGRAPHY.

B.S.I.B. See BRITISH SOCIETY FOR INTERNATIONAL BIBLIOGRAPHY.

B.U.C.O.P. The British Union Catalogue of Periodicals.

BACK. 1. The "back" or inside margins of pages.
2. *Synonymous with SPINE (q.v.).* 3. The surface of a piece of movable type parallel to the BELLY (q.v.).

BACK BOARD. The piece of millboard or strawboard which is used for the back cover of a book.

BACK FILE. The file of "back numbers" (i.e. those preceding the current issue) of a periodical.

BACK MARGIN. The margin of a printed page which is nearest the fold of the section. Also called : "Gutter," "Gutter margin," "Inner margin," "Inside margin."

BACK MARK. A small oblong block or number printed in such a position on the sheet that when the sheets of a book are folded and placed together for casing, the oblongs or numbers will follow each other in a slanting and/or numerical sequence down the spine and thus show if any section has been duplicated or omitted. See also BLACK STEP.

BACK NUMBER. An issue of a periodical which precedes the current number.

BACK TITLE. The title which is placed on the back of a book. See also BINDER'S TITLE, COVER TITLE.

BACK UP. To print the second side of a sheet after the first has been completed.

BACKBONE. *Synonymous with SPINE (q.v.).*

BACKED. 1. A damaged leaf of a book, whether text or plate, which has been "laid down" on, or pasted on to paper, gauze or linen. 2. The spine of a book which is covered with a different material to the sides, as

"marbled boards backed with leather." 3. The spine of a book which has been re-covered with a different material to the original, a "re-backed" one having been re-covered with similar material to the original.

BACKING. Bending over the folds at the back of a book to provide grooves into which to fit the boards. The ridge so formed is called a "joint."

BACKING BOARDS. (*Binding*). Boards used when backing and forming the groove or joint. They are made of very hard wood and sometimes faced with iron. The edge intended to form the groove is thicker than that which goes towards the fore-edge, so that when placed on either side of the book in the lying press the power of the press is directed towards the back.

BACKING MACHINE. A machine for backing books, generally used for publishers' binding and cheap work.

BACKSTRIP. *Synonymous with SPINE (q.v.).*

BACONIAN CLASSIFICATION. The scheme propounded by Francis Bacon in his *Advancement of Learning* (1605), which more than any other philosophical scheme of thought, or classification of knowledge, has had the greatest influence on library classification. It was based on the three faculties, Memory, Imagination, and Reason, and these produced the three main headings, History, Poetry, and Philosophy. The scheme was used for the arrangement of books, and its inversion is the basis of Dewey's Decimal Classification.

BAILIFF. 1. Official under a sheriff mainly concerned with serving of writs and making arrests. 2. Manorial official, usually next in rank to the Steward, and standing in a similar relationship to him as (1) to the sheriff.

BANDS. The cords or strings whereon the sheets of a book are sewed. With flexible sewing the bands appear upon the back. When books are sewn so as to imbed the cord in the back, the appearance of raised

bands is sometimes produced by narrow strips of leather glued across the back before the volume is covered. The space between the bands is called "between bands."

BAR. The horizontal stroke of letters ; e.g., A, H and e.

BARRIER. 1. The fixture placed beside a staff enclosure to form a passage through which readers must pass to have their books charged or discharged. *See* CHARGE.
2. A fixed or movable structure placed to keep the public within bounds or to prevent access to a department or part of the building.

BASIC STOCK. Standard books which it may be considered should form the basis of a well-balanced and authoritative book stock.

BASIL. A thin sheepskin not suitable for library book-binding. It is mostly used for binding account books.

BAS-RELIEF PRINTING. *Synonymous with* EMBOSSEMENT (*q.v.*).

BASTARD TITLE. *Synonymous with* HALF TITLE (*q.v.*).

BASTARD TYPE. Type having the face larger or smaller than the size proper to the body, as a nonpareil face on a brevier body, or 10 point face on 11 point body (as this book), used to give the appearance of being leaded. *See also* GOTHIC, or BLACK LETTER, TYPE.

BASTARDA. *See* GOTHIC, or BLACK LETTER, TYPE.

BATTERED. Type matter or electros when accidentally injured, or so worn, that they give defective impressions are said to be battered.

BATTLEDORE. *See* HORN-BOOK.

BEARD. That part of the shoulder of a piece of movable type that slopes down from the "face," or bottom of the printing surface of the letter to the front of the "body," but more particularly that portion sloping from the bottom serifs of the face to the "belly." It consists of the BEVEL (*q.v.*) and the SHOULDER (*q.v.*).

BEATER. *Synonymous with* BREAKER (*q.v.*).

BED. That part of the printing machine or press on which the forme is laid. *See also* CHASE.

BEDFORD BINDINGS. Bindings by Francis Bedford (1799-1883) an Englishman who succeeded to the business of Charles Lewis. He was the greatest English binder of his time, but his work has little artistic merit and little originality. He attained good results by imitating early Venetian work, with twisted or Saracenic ornament, as well as the later Veneto-Lyonese style, practised in England in Queen Elizabeth's time.

BELLES LETTRES. Polite literature, or works of literary art showing grace and imagination, as poetry, drama, criticism, fiction and essays. From the French; literally "beautiful letters."

BELLY. The front of the part of a piece of movable type called the body.

BEN DAY PROCESS. A process invented by Ben Day to produce shaded tints or mottled effects by transferring various inked designs in relief on a gelatine film to the metal plate which is later etched.

BESPEAKING BOOKS. *See* RESERVED BOOK.

BEST BOOKS. A group of books considered to be the most authoritative on a subject or group of subjects.

BEST SELLER. A book which is so popular that unusually large numbers are sold.

BEVEL. The part of the shoulder of a piece of movable type immediately sloping down from the "face." The distance from the face to the bottom of the bevel is known as the "depth of strike."

BEVELLED BOARDS. Heavy boards with bevelled edges principally used for large books in imitation of antique work.

BIBELOT. An unusually small book, valuable as a curiosity because of its format or rarity.

BIBLE PAPER. A very thin tough paper used for Bibles or other lengthy books.

BIBLIA PAUPERUM. A type of mediaeval picture book of scriptural subjects, with descriptive vernacular text.

Very popular among clergy and laity in continental countries before the Reformation. Many manuscript copies are preserved in different languages. It was one of the first books printed in the Netherlands and Germany, first from blocks and then from type. It was reprinted several times in later years, most recently in 1884, with a preface by Dean Stanley.

BIBLIO. The bibliographical note or imprint which is placed on the back of the title-page.

BIBLIOGENESIS. The production of books.

BIBLIOGNOST. One versed in knowledge about books and in bibliography.

BIBLIOGONY. The production of books.

BIBLIOGRAPH. A bibliographer.

BIBLIOGRAPHEE. A person concerning whom a bibliography has been made.

BIBLIOGRAPHER. 1. A person who is able to describe the physical characteristics of books by recognized methods. 2. One able to prepare bibliographies by recognized principles.

BIBLIOGRAPHIC CLASSIFICATION. A scholarly and detailed scheme devised by H. E. Bliss and first applied in the College of the City of New York in 1902 where the author was librarian. In addition to normal sub-division there are Systematic Auxiliary Schedules which are used on similar lines to Dewey's common subdivisions: these provide for subdivision by form, geography, language, historical period, and of the philology of any language, of an author's works, etc. Apart from these schedules and the Anterior Numerical Classes, the notation is alphabetical, and although not extending beyond four letters, tends to be complete.

BIBLIOGRAPHIC INDEX. A systematic list of writings or publications (e.g. of books or periodical articles) with or without annotations.

BIBLIOGRAPHICAL CLASSIFICATION. One designed

for the classification of books and other literary material, and for the entries in bibliographies and catalogues. *See also* KNOWLEDGE CLASSIFICATION.

BIBLIOGRAPHICAL NOTE. 1. A note, often a footnote, containing a reference to one or more books or periodical articles, etc., as sources for the work. 2. A note in a catalogue or in a bibliography relating to the bibliographical history of, or describing, a book. 3. A note, often a footnote or annotation, in a catalogue, mentioning a bibliography contained in a book.

BIBLIOGRAPHICAL SERVICE. The facilities, procedures and devices which are employed to produce a bibliography consisting of a continuing series of publications, or bibliographical information as requested.

BIBLIOGRAPHICAL TOOL. A publication, such as a list of books, which is used by a bibliographer in the course of his work.

BIBLIOGRAPHING. The action of consulting bibliographies.

BIBLIOGRAPHIZE. To make a bibliography of.

BIBLIOGRAPHY. 1. A list of books and sometimes of other material too, such as articles and illustrations, by an author, on a subject, printed by one printer, in one place, or during one period: the literature of a subject. Bibliographies may be (a) complete, (b) general or universal, i.e. attempting to include books published in every country and age, and on all subjects, (c) national, i.e. those printed or published in a specific country, (d) select, usually "best books," or books suited to a special purpose, (e) special, i.e. limited to one author or subject, (f) trade, compiled primarily to facilitate the sale or purchase of books. 2. The art or science of correctly describing books (their literary contents, physical make-up). Loosely, the science of books. The science of making books. The science of books can be divided into: HISTORICAL, dealing with the history of book

production; BIBLIOTHECAL, concerned with the collection, preservation, and organization of books in libraries; ENUMERATIVE, lists of all kinds of books with annotations enumerating their contents; PRACTICAL, dealing with the work of student and author in compiling bibliographies (*Van Hoesen and Walter*). 3. The study of lists of literature (*Schneider*). 4. The art of recording books. The science of the making of books and of their extant record. (*Esdaile*). 5. A list of books arranged according to some permanent principle. (*Besterman*).

BIBLIOGRAPHY OF BIBLIOGRAPHIES. An extensive list of bibliographies.

BIBLIOLATER. A worshiper of books.

BIBLIOLATRY. Book-worship.

BIBLIOLOGICAL. Pertaining to bibliography.

BIBLIOLOGIST. One versed in bibliography.

BIBLIOLOGY. The scientific description of books, dealing with their construction from the beginnings to the present day, including paper and other materials, typography, illustration and binding.

BIBLIOMANIA. A mania for collecting and possessing books.

BIBLIOMANIAC. One affected with a mania for collecting books, particularly old or rare editions.

BIBLIOPEGIC. Relating to the binding of books.

BIBLIOPEGY. The art of bookbinding.

BIBLIOPHEGUS. The name used in early Christian times for bookbinder.

BIBLIOPHILE. A lover of books who knows how to discriminate between good and bad editions.

BIBLIOPHILE BINDING. A special binding such as might be used by a bibliophile.

BIBLIOPHILE EDITION. A specially printed and bound edition of a book which is published for sale to bibliophiles. *See also* FINE PAPER COPY.

BIBLIOPHILISM. The love of books.

BIBLIOPHOBIA. A dislike of books.

BIBLIOPOESY. The making of books.

BIBLIOPOLE. One who deals in books, especially rare or curious ones.

BIBLIOPOLY. The selling of books.

BIBLIOSOPH. One who knows, or knows about, books.

BIBLIOTAPH. One who keeps his books under lock and key.

BIBLIOTHECA. 1. A library. 2. A bibliographer's catalogue.

BIBLIOTHECAL. Belonging to a library.

BIBLIOTHECAL CLASSIFICATION. A classification scheme for the arrangement of books on the shelves of a library.

BIBLIOTHECAL SCHEMES. See BIBLIOGRAPHICAL CLASSIFICATION.

BIBLIOTHECARY. 1. A librarian. 2. A library.

BIBLIOTHETIC. Pertaining to, or based on, the placing or arrangement of books.

BIFURCATE CLASSIFICATION. 1. A classification branching in pairs, positive and negative, such as the Tree of Porphyry. Also called classification by dichotomy. 2. The bifurcate division of a genus by a single significant difference into a species and a residuum, which may or may not be disregarded in further division.

BIFURCATION. A method of subdivision in classification whereby every class is divided into two only, a positive and a negative group. Also called "Dichotomy."

BILL. 1. A written complaint at law. 2. A draft of a proposed law introduced in a legislative body.

BILL OF MIDDLESEX. A precept having the same force as a writ, but with the formal opening omitted.

BILL OF TYPE. 1. A complete assortment of any fount of type. 2. The plan or ratio by which founts of type are made up by type founders in order to provide the correct

proportion of each letter or character, as ascertained by experience as to probable requirements. Also called "Fount Scheme," "Scheme."

BI-MONTHLY. A serial publication issued in alternate months.

BIND IN. To fasten supplementary material securely into a bound book.

BINDER'S BOARD. See **MILLBOARD**, **STRAWBOARD**.

BINDER'S TICKET. A small engraved or printed label, usually fixed to the top outside corner of one of the front end papers between about 1750 to 1825, and giving the name of the binder. These tickets were superseded by the binder's name stamped in gilt, ink, or blind, on one of the inside boards, usually on the extreme lower edge : this is called a "name pallet."

BINDER'S TITLE. The title lettered on the back of a book when re-bound, to distinguish it from the publisher's title on the cover or title-page. See also **BACK TITLE**, **COVER TITLE**.

BINDERY. A place in which books are bound or re-bound.

BINDING. 1. The cover of a volume. 2. The finished work resulting from the processes involved in binding a book. 3. Colloquially, a number of books in a library which are waiting to be re-bound, or those which have been re-bound. See also **BOOKBINDING**.

BINDING BOOK. A book in which are entered particulars of books sent to a binder for re-binding. It may vary in information given, from a title list to full binding instructions.

BINDING COPY. A book which is so worn as to need re-binding.

BINDING DEPARTMENT. The department of a library or printing establishment in which books are bound or re-bound.

BINDING FROM SHEETS. Purchasing books in unfolded sheets and having them bound by the library binder.

BINDING RECORD. A record of books sent to the binder. This may consist of the book-cards, a duplicate of the binding slips, or a special record such as that kept in a **BINDING BOOK** (*q.v.*).

BINDING SLIP (SHEET). The form on which instructions for binding are written for the binders' guidance. A slip relates to one book only and is usually inserted in a book before it leaves the library and remains in it throughout all the binding processes.

BIOBIBLIOGRAPHY. A bibliography which contains brief biographical details about the authors.

BIOGRAPHEE. A person who is the subject of biography.

BIOGRAPHICAL DICTIONARY. A collection of lives of people arranged in alphabetical order.

BIOGRAPHY. 1. A written account of a person's life. 2. The branch of literature concerned with the lives of people.

BISCOE TIME NUMBERS (BISCOE DATE TABLE). A table (designed by W. S. Biscoe) which allocates letters to year periods in order to arrange books in chronological, rather than alphabetical, order both on the shelves and in the catalogue.

The full table is as follows :

A	B.C.	J	1830-1839	S	1920-1929
B	0-999	K	1840-1849	T	1930-1939
C	1000-1499	L	1850-1859	U	1940-1949
D	1500-1599	M	1860-1869	V	1950-1959
E	1600-1699	N	1870-1879	W	1960-1969
F	1700-1799	O	1880-1889	X	1970-1979
G	1800-1809	P	1890-1899	Y	1980-1989
H	1810-1819	Q	1900-1909	Z	1990-1999
I	1820-1829	R	1910-1919		

Examples of use : a book published in 1676 would be lettered E76, a book published in 1916 would be lettered R6.

BI-WEEKLY. *Synonymous with* FORTNIGHTLY (*q.v.*).

BLACK. A mark made unintentionally on a sheet of paper by a lead, space or piece of furniture which has risen. Also called "Work up."

BLACK FACE. *Synonymous with* BOLD FACE (*q.v.*).

BLACK LETTER. A term used to indicate old English, text, or church type, which was based on the writing in mediaeval manuscripts. *Synonymous with* GOTHIC TYPE (*q.v.*).

BLACK-LIST. A list of readers who have lost books and not paid for them, or owe fines, and of guarantors who have not fulfilled their obligations in respect of readers they have guaranteed.

BLACK STEP. A rule about 6 points thick and 24 points long printed between the first and last pages of a section so as to show on the spine of the section when folded. In the first forme it is positioned opposite the top line of text, and about 24 points lower in each successive forme, so that when all the sections of a book have been gathered and placed together a diagonal line is seen across the spine. Any error in gathering is immediately apparent.

BLANK LEAVES. The unprinted leaves to be found at each end of a book. If these are conjugate with printed leaves they should be included in a bibliographical description of the book, but if only binder's fly-leaves, ignored.

BLED. A book, the letterpress or plates of which have been cut into by the binder is said to have been "bled." *See also* CROPPED.

BLEED. To trim printed matter so close that the text or plates are cut into. *See also* CROPPED, CUT, TRIMMED, UNCUT.

BLIND-BLOCKED. Lettering on book covers not inked or gilt, only embossed or impressed.

BLIND P. The paragraph mark ¶. *See also* PARAGRAPH MARK, REFERENCE MARKS.

BLIND REFERENCE. A Reference in an index to a catch-word which does not occur in the index, or a reference in a catalogue or bibliography to a heading under which no entry will be found.

BLIND STAMPING. Embossing lettering or a design on to book covers without using gold leaf or colour. Also called "Antique," "Blind blocking" and "Blind tooling."

BLIND TOOLING. *See* TOOLING.

BLINDED-IN. A design which is impressed on a book cover with heated tools but not coloured or gilt.

BLISS' BIBLIOGRAPHIC CLASSIFICATION. *See* BIBLIOGRAPHIC CLASSIFICATION.

BLOCK. 1. To print with a solid shading at the bottom or sides, as a second impression in a different colour and in a projecting position. 2. In bookbinding, to emboss or letter book covers with a block or frame containing the entire device, and at one operation, as distinguished from die stamping. 3. A large stamp without a handle used in a blocking press by bookbinders for impressing a design on a book cover. 4. A type-high piece of wood or metal, either with or without a design, from which an impression can be made. 5. To secure a plate to its proper position for printing. 6. A piece of wood or metal on which a stereotype, electrotpe or other plate is mounted to make it type high. 7. A piece of hard wood used by engravers. 8. The core of a roller on a lithographing press. 9. In photography, to paint over a part of a negative to prevent or modify its printing.

BLOCK BOOK. One printed from engraved blocks of wood. Block books originated in the Netherlands and in Germany after about 1410; most are dateable from 1460 to 1480. They were printed on one side of the leaf in a thin brownish ink. Generally they may be divided into three groups; 1, those which have pictures and words descriptive of the pictures engraved at the foot of the picture or in cartouches proceeding from the mouths

of the principal figures ; 2, those which have pictures on one page and a full page of explanatory text opposite, or form distinct and separate units on the same page ; 3, those with xylographic text only. The *Biblia pauperum* and *Apocalypse of St. John* are well-known examples of Group 1 ; *Ars Memorandi*, *Ars Moriendi* and *Speculum Humanae Salvationis* of Group 2 ; and the *Donatus de Octobus Partibus Orationis* of Group 3. Block books continued to be printed well into the 16th century and several of the later ones were printed on a press with printer's ink, in such instances often on both sides of the paper. Those printed on one side only of the paper are called "anopisthographic." Books printed from engraved wood blocks are called "xylographic" books. See also WOOD BLOCK.

BLOCKING. The impressing of a gold leaf, metal foil, or other graphic medium into the book-cover by means of a stamp having a raised surface. The term is also applied to the impressing of type, blocks, etc., without any intervening media, this operation being known as "blind-stamping."

BLOTTING PAPER. Absorbent paper made from specially prepared rags, and unsized.

BLUE BOOK. A more lengthy official publication of similar character to a WHITE PAPER (*q.v.*), printed with a blue paper cover. (The traditional blue cover is now used principally for Select Committee Reports and for certain Accounts and Papers presented to Parliament under statute). The French colour is yellow ; German, white ; Italian, green.

BLUE PRINT PROCESS. A method of reproducing documents whereby a sheet of paper, which has been treated with a preparation mainly consisting of ferro prussiate, together with the document are exposed to powerful arc lamps. The paper is then developed by placing it in running water. A blue and white negative

results and this can be used to produce a blue and white positive. Only single-sided documents which are perfect (having no creases or alterations) are suitable for reproduction by this process.

BLURB. The publisher's description and recommendation of a book, usually found on the front flap of a book jacket.

BOARD LABEL. The label pasted on the inside of the front board of a library book to show ownership, and usually bearing a few of the more important rules. Also called a "Book plate" or "Book label."

BOARD OF DIRECTORS. *Synonymous with* BOARD OF LIBRARY TRUSTEES (*q.v.*).

BOARD OF LIBRARY TRUSTEES. The committee responsible for the control of an American library system. Also known as "Library Board," "Board of Directors," "Library Trustees" and occasionally, "Library Commission."

BOARDS. The sheets of millboard, pasteboard or straw-board used for binding books. 1. When covered with paper, a book so bound is said to be bound in "paper boards," when covered with cloth, in "cloth boards." 2. So named because wood was used originally.

BODY. (*Printing*). 1. The measurement (or thickness) from top to bottom of a type letter, slug, rule, lead, etc. 2. The part of a piece of movable type from the foot to the flat surface at the upper end, above which is the "SHOULDER" (*q.v.*) and from which the moulded letter rises. It comprises the "BELLY," "BACK," "SIDES," "PIN-MARK," "NICKS," and "GROOVES" (*q.v.*). Also called the "Shank" or "Stem." (*Paper*). The apparent weight of a sheet of paper.

BODY MATTER. (*Printing*). The text, as distinct from display matter, or illustrations.

BODY OF THE BOOK (WORK). The main part of the book, commencing at the first page of the text and including any illustrations or foot-notes which may accompany

it, and excluding any preliminary or appended matter.

BODY PAPER, or BOARD. The foundation for art, chromo, coated, blue print, gummed, photographic and other papers which are made by coating or treating with a composition of any kind. Also called "base" or "raw" paper.

BODY TYPE. Type, of 14 point or less, used for the main body of a composition, as distinguished from the display type used in headings, etc. It also includes sizes of type up to 24 point which may be used in book work. Display type may begin at 18 point.

BOILER. The part of paper-making machinery in which the raw material is boiled in water before it goes into the **BREAKER** (*q.v.*). Also called "Kier." See also **DIGESTER**.

BOLD FACE. Heavy-faced type, also called "Full face" and "Black face." **This is bold face**, and is indicated in a MS. by wavy underlining ~~~~~.

BOLT. The folded or doubled edge of paper at the head and fore-edge of a sheet in an uncut or unopened book.

BONE FOLDER. A flat piece of bone six to eight inches long and about one inch wide with rounded corners and edges which is used for folding paper and in book repairing.

BONNANGE CARD CATALOGUE TRAY. An obsolete form of tray invented by M. F. Bonnange. The cards are hinged near the bottom, the lower piece (which is thicker than the upper) having shoulders which fit into grooves in the sides of the tray.

BOOK. 1. A written or printed literary composition, especially on sheets, bound together. 2. A division of a literary work.

BOOK BOXES. Boxes in which books are transported.

BOOK CARD. A piece of card or plastic material on which are written the means of identifying a particular book (usually some or all of the following: charging symbol, accession number, class number, author, title)

and which is used in charging (i.e. recording) the loan of the book. Also called "Charging Card," and in America "Book Slip," "Charge Slip" and "Charging Slip."

BOOK CARRIER. *See* BOOK CONVEYOR.

BOOK CATALOGUE. *Synonymous with* PRINTED CATALOGUE (*q.v.*).

BOOK CLASSIFICATION. A general term covering bibliographical and bibliothecal classifications.

BOOK CLOTH. Cotton or linen cloth (usually coloured) used for book covers.

BOOK CONVEYOR. A system of metal containers joined to an endless chain, which is capable of conveying books between the various parts of a large library on different floors. Also called "Book carrier," "Book distributor."

BOOK COVER. *See* COVER.

BOOK DISTRIBUTOR. *See* BOOK CONVEYOR.

BOOK DRIVE. A campaign to secure gifts of books or of money for buying books. (American.)

BOOK END. *See* BOOK SUPPORT.

BOOK HAND. A style of artificial, calligraphic handwriting used for books (as distinct from the cursive styles used by individuals for records, memoranda, correspondence, etc.), before the introduction of printing. Uncial, Caroline minuscule, Gothic, and Humanistic are book hands. Bastard, and Chancery are not.

BOOK JACKET. The paper wrapping covering a book as issued by the publisher. It serves the purposes of protecting the book, and if illustrated (as it usually is), of attracting attention. It bears the name of the author, the title, and usually has on the first flap a BLURB (*q.v.*), and elsewhere particulars of other books by the same author or issued by the same publisher. Also called "Dust cover," "Jacket," "Wrapper."

BOOK LABEL. *See* BOARD LABEL, BOOK PLATE.

BOOK LIST. A list of books, usually on some specific subject and arranged in classified or author order.

BOOK MARK. A piece of paper or other material placed between the leaves of a book to mark a place. Book marks are frequently used as a means of advertising. It may take the form of a piece of ribbon fastened in the "hollow" back of a book, i.e. between the back folds of the sections and the spine. Also called "Book marker." *See also* BOOK NUMBER.

BOOK NUMBER. The number, letter, or other symbol or combination of symbols used to distinguish an individual book from every other book in the same class. It usually consists of the (a) AUTHOR MARK, (b) WORK MARK, (c) VOLUME NUMBER. Also called "Book mark." *See also* CALL NUMBER.

BOOK OF HOURS. The name given to books of private devotions designed for the laity, which were very popular and in general use throughout the Catholic Church from the 14th to the 16th centuries. Both before and after the discovery of printing they were often beautifully illuminated, and fine examples of them are today much coveted by collectors. Great personages were fond of having these books made specially for themselves, with decorations and illustrations of an individual appeal.

BOOK PAPER. A name given to paper manufactured for books to distinguish it from newsprint, cover paper and writing paper.

BOOK PLATE. A label pasted in a book to mark its ownership and sometimes to indicate its location in a library. Private book plates are often ornate or artistic: simpler and smaller ones bearing merely the owner's name are called "book labels."

BOOK POCKET. The strong paper receptacle like the corner of an envelope pasted on the inside of the board of a book to take the book card. The BOARD LABEL (*q.v.*), frequently serves this purpose.

BOOK POST. A postal rate applying to the carrying of

books : it is usually cheaper than the ordinary parcel rate providing the packages are made up in such a way that the postal authorities may examine them at will without breaking any seals and without inconvenience.

BOOK PRESS. A press, usually of wood or steel, into which books are placed during binding or repairing processes.

BOOK RACK. A shelf or small group of shelves used for displaying books.

BOOK REST. A portable fitting similar to the music rest of a piano which is placed at a convenient angle for reading on a table or desk to hold a book when notes are being made from it.

BOOK REVIEW. An evaluation of a book published in a periodical or newspaper.

BOOK SATCHEL. A bag used in mediaeval times for carrying books. It frequently hung from a cleric's habit cord or on a warrior's belt.

BOOK SELECTION. The process of choosing books for inclusion in a library.

BOOK SHRINE. A box or chest, usually ornamented, in which valuable books were placed in mediaeval times.
See also CUMDACH.

BOOK SIZES.

	Octavos :	Quartos :
Pott	$6\frac{1}{4} \times 4$	$8 \times 6\frac{1}{4}$
Foolscap	$6\frac{3}{4} \times 4\frac{1}{4}$	$8\frac{1}{2} \times 6\frac{3}{4}$
Crown	$7\frac{1}{2} \times 5$	$10 \times 7\frac{1}{2}$
Large Post	$8\frac{1}{4} \times 5\frac{1}{4}$	$10\frac{1}{2} \times 8\frac{1}{4}$
Demy	$8\frac{3}{4} \times 5\frac{5}{8}$	$11\frac{1}{4} \times 8\frac{3}{4}$
Post	8×5	10×8
Medium	$9 \times 5\frac{3}{4}$	$11\frac{1}{2} \times 9$
Royal	$10 \times 6\frac{1}{2}$	$12\frac{1}{2} \times 10$
Super Royal	$10\frac{1}{4} \times 6\frac{3}{4}$	$13\frac{1}{2} \times 10\frac{1}{4}$
Imperial	$11 \times 7\frac{1}{2}$	15×11

See also OCTAVO, PAPER SIZES.

BOOK SLIDE. A coverglass used as a lantern slide and bearing in ink particulars of a book or books available for borrowing at the close of a library talk.

BOOK SLIP. *See* BOOK CARD.

BOOK STACK. A room closed to the public, which is equipped to shelve large numbers of little-used books in as small a space as possible. Stack rooms are usually built adjacent to the points of service, have narrow gangways and steel shelving, and do not require natural lighting.

BOOK STAMP. An ownership mark made by means of an ink impression from a metal or rubber stamp, embossed, on the title page cover or end-paper of a book.

BOOK STOCK. The whole of the books comprising a library.

BOOK STAND. A small portable stand for carrying or displaying a few books.

BOOK STORE. 1. A room or stack in which books are kept. 2. A book shop.

BOOK SUPPORT. An L or I shaped piece of iron or wood placed at the end of a row of books to keep them upright. Also called "Book End."

BOOK TALK. A talk about books, often given in a library by a librarian.

BOOK TRAY. A tray for carrying books. It has three sides no more than about four inches high provided with slots or handles to facilitate carrying.

BOOK TROUGH. A short V-shaped shelf for displaying books on a counter or desk.

BOOK TRUCK. A wheeled trolley about 3 ft. long, with two or three shelves accessible from each side which is used for conveying books to different parts of a building.

BOOK VAN (WAGON). A large motor van fitted up with shelves so that readers in outlying areas where there is no library may choose their books. A vehicle used for delivering books to county branches. Also

called a TRAVELLING LIBRARY (*q.v.*) or (in America) a "Bookmobile."

BOOK WEEK. A local or national event in which librarians, often with the co-operation of booksellers and publishers, arrange book displays and lectures, with the object of stimulating interest in books, particularly amongst children. These are arranged on a national scale less often in England than in America, where in addition to the general book week in November others dealing with a particular type of book are arranged, as Religious Book Week, Catholic Book Week.

BOOKBINDING. 1. The act or process of binding a book, whereby the sheets are sewn or otherwise fastened into a permanent cover of bookbinder's board, the sides and back of which are covered with leather or cloth, or other suitable material. 2. The strong covering of the book.

BOOKCASE. A case with shelves for books: it may or may not have doors.

BOOKETERIA. A self-service library, mainly of novels, placed in a modern store in parts of American towns which are not served by branch libraries. Borrowers issue books to themselves, place returned books in special parts of book shelves for assistants who attend each morning to discharge them, and leave any fines due.

BOOKLET. A small book in a paper cover or in very light binding.

BOOKMARK LIST. A list of books printed in the form of a bookmark.

BOOKMOBILE. *See* BOOK VAN.

BOOKWORM. 1. The larvae of a moth or beetle which burrows into the covers and pages of books. 2. A person who reads voraciously.

BORDER. 1. (*Bibliography*). An ornamental enclosure of a title-page or a substantial part of it, or of a page of type, illuminated manuscript or body of printed matter; or merely an ornamental design placed on one or more

sides of the above. *See also* BLOCK 4, COMPARTMENT, FRAME, RULE BORDER. 2. (*Binding*). Ornamentation placed close to the edges of the sides of a book and spine of a volume. To be distinguished from FRAME (*q.v.*).

BOROUGH AUDITORS. Persons elected to audit the accounts of a municipal borough. There are three in all for each borough; the two elected by the burgesses are known as elective auditors and must not be members of the council or officials; the one appointed by the mayor as the mayor's auditor must be a member of the council. A municipal borough council, may, by resolution, have its accounts audited by a DISTRICT AUDITOR (*q.v.*), or by a professional auditor, in which case the above mentioned provision of borough auditors, does not apply. In Scotland, accounts of county and town councils are audited by an auditor appointed by the Secretary of State. In Ireland, library accounts must be audited in the same way as the other accounts of a local authority.

BORROWER. *See* READER.

BORROWER'S INDEX. *See* BORROWER'S REGISTER 1.

BORROWER'S NUMBER. The registration number assigned to a member of a library.

BORROWERS' REGISTER. 1. A list of members of a library entered in the order of joining and giving particulars as to name and address and the number (if any) of the tickets. This requires an index. 2. Borrowers' application forms filed in alphabetical order. This is the modern and more satisfactory method.

BORROWER'S TICKET (CARD). The membership card entitling the holder to borrow books from a library.

BOSS. A metal knob, often ornamented, fixed upon the covers of books, usually at the corners and centre, for protection and embellishment.

BOTTOM NOTE. *See* FOOTNOTE.

BOUND. A book which is sewn or otherwise fastened into stiff boards.


BOUND VOLUME. Any book that is bound ; usually a number of issues of a periodical comprising a volume and bound.

BOWDLERIZED. A text which is altered by changing or omitting words or passages considered offensive or indelicate : after Thomas Bowdler who in 1818 published an expurgated edition of Shakespeare.

BOWL. The full rounded and entirely enclosed portion of a type letter as in O, B, D, b, a ; the part enclosing a closed COUNTER (*q.v.*).

BOXED. A work in two or three volumes inserted into a container to display them, keep them together, or protect them.

BOYET STYLE. A style of book decoration practised by Luc Antoine Boyet, who worked in France in the 18th century for Count Hoym. It is characterized by a plain border, ornamental corners and edges, and a central monogram or device. Boyet is sometimes credited with introducing DOUBLURES (*q.v.*).

BRACE. (*Printing*). A bracket  cast on its own body, usually to a definite number of ems. A *sectional brace* is made of several parts which can be assembled to the length required.

BRACKETS. Rectangular enclosing marks []. Used in cataloguing to indicate something which does not appear in the original but is added by the cataloguer. To be distinguished from CURVES (), (*q.v.*). Also called "Square Brackets."

BRADEL BINDING. A type of temporary binding said to have originated in Germany, and first adopted in France by a binder named Bradel.

BRAILLE. A system of reading and writing for the blind in which the letters are formed by raised dots embossed into the paper in groups of six, three high and two wide. Named after the inventor Louis Braille (1809-1852) a blind Frenchman.

BRANCH LIBRARIAN. The librarian in charge of a branch library.

BRANCH LIBRARY. A library other than the main one (called the "Central") in a system. It usually comprises adult lending and children's departments, a quick-reference collection and possibly a news-room, and is intended to meet the library needs of the surrounding population, particularly in the matter of books for home-reading. It is housed in premises set aside for the purpose, is specially equipped and furnished, and staffed by trained assistants. The book stock is a permanent one. Sometimes called a "District Library." In English county libraries, a *full-time branch* is open not less than thirty hours a week : a *part-time branch*, less than thirty but more than ten. A *sub-branch* is one staffed, stocked and administered from a larger branch in the vicinity.

BRASS RULE. See RULE.

BREAKER. A part of the machinery used to make paper ; it is a tub-like vessel into which the raw material is placed after boiling in the "boiler" or "kier" in order that it may be washed and further broken to reduce and separate the fibres. Also called "Beater" or "Hollander."

BRIEF. A papal letter usually on a matter of discipline ; less formal than a BULL (*q.v.*).

BRISTOL BOARD. A fine quality board used for drawings or paintings. It is made by pasting two or more sheets of paper together, the substance being determined by the number of sheets.

BRITISH NATIONAL BIBLIOGRAPHY. An organization which exists to issue a printed list of books published in Great Britain. Full catalogue entries are made from books received at the copyright office of the British Museum, classified by Dewey's Decimal Classification and published each week in classified order, but with appropriate subject headings. Quarterly, half-annual and annual cumulations are made. The publications are

known as *British National Bibliography*. Entries are also available on international standard size cards (12.5×7.5 cms. or 5×3 ins.).

BRITISH SOCIETY FOR INTERNATIONAL BIBLIOGRAPHY, THE. Founded in 1927 as the British section of the Institut de Bibliographie, and amalgamated in 1948 with the Association of Special Libraries and Information Bureaux to become the Association of Special Libraries and Information Bureaux (A.S.L.I.B.).

BROAD CLASSIFICATION. An arrangement of books in main classes with little or no subdivision, instead of in their more minute subdivisions. *See also* CLOSE CLASSIFICATION.

BROADSHEET. A long, narrow advertising leaflet; usually the long quarto of the sheet of paper from which it is cut. It may be printed on both sides. Sometimes used synonymously with BROADSIDE (*q.v.*).

BROADSIDE. A large sheet of paper printed on one side right across the sheet, for sheet distribution and usually intended to be posted up, e.g., proclamations, ballad sheets, newssheets, sheet calendars, etc. *See also* BROADSHEET. Also used of a poster of which the width is greater than the depth.

BROCHURE. Literally "a stitched work" (from the French "brocher," to stitch). A short printed work of a few leaves, merely stitched together, and not otherwise bound; a pamphlet.

BROKEN LETTER. One, the face of which is damaged and cannot give a complete impression. Indicated in a proof by placing a small x in the margin.

BROKEN ORDER. The removal of a section, or sections, of the book stock from its proper sequence in the classification in order to facilitate use.

BROWN CLASSIFICATION. The familiar name for James Duff Brown's *Subject Classification* (*q.v.*). *See also* ADJUSTABLE CLASSIFICATION.

BROWNE BOOK CHARGING SYSTEM. The method attributed to Nina E. Browne but having an earlier origin, of issuing books. The reader has a limited number of tickets, each of which is available for one book only at a time, and which he gives up when books are borrowed and which he receives when they are returned. This simple, reliable and speedy method has been replaced in America by the Newark and Detroit methods and others based on them, but is used almost universally in England. *See also* TOKEN METHOD.

BROWSING ROOM. A room provided in an American college, university, or public library which contains novels and non-fiction books on all subjects, but no text books. It is intended for recreational reading and not for study, in order to help achieve which, furnishings are bright and informal. Books may or may not be borrowed for home reading. A development of the POPULAR LIBRARY (*q.v.*).

BRUSH-PEN. A pen, with a fibrous point, made of reed, used for writing on papyrus.

BRUSSELS EXPANSION. A familiar name for the UNIVERSAL DECIMAL CLASSIFICATION (*q.v.*).

BUCKRAM. A strong textile, either of linen or cotton, used for covering books.

BUCOP. *See* B.U.C.O.P.

BULL. A formal papal letter under the leaden seal (Bulla).

BULLETIN. 1. A publication, generally a pamphlet, issued by a government, society or other organization at regular intervals and in serial form. 2. A periodical or occasional publication containing lists of books added to a library, and other library information.

BULLETIN BOARD. A notice board in a library on which are exhibited lists of books, announcements of forthcoming events, jackets of new books added to the library, and miscellaneous library information.

BUMPER. A machine used to compact the sections of a book after they have been sewn together. Also called a "Nipper" or "Smasher."

BURNISHED EDGES. Coloured or gilt edges which have been made smooth and bright by a polishing tool.

BYE-LAWS. In respect to libraries, laws which govern the use of libraries, museums, art galleries and schools provided by a library authority; protect the same and their fittings, furniture and contents from injury, destruction or misuse; require a guarantee or security from any person using the same; and enable the staff to exclude or remove persons committing any offence against the Libraries Offences Act 1898, or against the bye-laws. A set of model bye-laws has been prepared by the Minister of Education to whom bye-laws must be submitted for approval by local authorities in England and Wales. The provisions in Northern Ireland and in Scotland are slightly different.

C. Abbreviation for chapter (*q.v.*), caput or *circa* (*q.v.*).

C.D. SYSTEM. Abbreviation for the CLASSIFICATION DECIMALE UNIVERSELLE now known as UNIVERSAL DECIMAL CLASSIFICATION (*q.v.*).

C.I.C.R.I.S. The Co-operative Industrial and Commercial Reference and Information Service: a co-operative scheme whereby ten libraries in West London undertake to specialize in an agreed technical field for books, periodicals and other printed material, and to make contact with other sources of information in its selected field.

CABINET EDITION. See LIBRARY EDITION.

CADASTRAL MAP. One drawn on a large scale to show ownership, extent and value of land for purposes of taxation.

CADENZA. An ornamental passage played by a soloist (originally improvised) towards the end of a piece of music or the end of a section.

CALCOGRAPHY. See CHALK DRAWING.

CALDECOTT MEDAL. An award made annually in America for the most distinguished American picture book for children. Named after Randolph Caldecott, the nineteenth-century English artist and book illustrator.

CALENDAR. A chronological list of documents, with annotations indicating or summarizing the contents of each.

CALENDER. A machine consisting mainly of metal rollers between which paper is passed to give it a smooth, shiny surface. The degree of smoothness depends on the pressure of the rollers.

CALENDERED PAPER. Paper that is given a smooth surface by rolling.

CALF. A book-binding leather made from calfskin. It may have a rough or a smooth (the more usual) finish. Books which are full-bound can be further described as being diced, grained, marbled, mottled, scored, sprinkled, stained or tree, according to the form of decoration used. Special styles are known as antique, divinity, law, reversed or roughened.

CALL NUMBER. As the term implies, the number by which a reader requisitions a book. Usually the classification number (or in fixed location, shelf number) followed by the **BOOK NUMBER** (*q.v.*) or simply the **AUTHOR MARK** (*q.v.*). It is used to indicate the position of a book on the shelves.

CALL SLIP. A printed blank on which are entered the author, title and call number for books required in a reference or university library.

CALLIGRAPHY. The art of fine handwriting : penmanship. A calligrapher is a trained penman. Calligraphic types are those designed in close sympathy with the spirit of good handwriting.

CAMBRIDGE STYLE. The English style of book decoration characterized by double panels with a flower tool at each of the outer four corners.

CAMEO BINDING. A binding having the centre of the boards stamped in relief, in imitation of antique gems or medals. Also called "Planquette binding."

CAMEO STAMP. The earliest form of tool for blind tooling used between the 11th and early 16th centuries.

CAMERAGRAPH. A similar machine to the photostat, but reproducing work on both sides of the sheet.

CANCEL. This term is loosely given to a part of a book (leaf, part of a leaf or leaves) on which a major error which cannot be allowed to remain appears, and to the leaf which is printed to take the place of the original. The original leaf, which would be more accurately described as the "Cancelled leaf" (Cancellandum), is cut out by the binder and the corrected one (cancel, cancelling leaf, cancellans) pasted to its stub. Occasionally both leaves are found in a book, the binder having omitted to remove the cancelled leaf.

CANCEL TITLE. A reprinted title-page to replace one cut out.

CANCELLANDUM. *See* CANCEL.

CANCELLANS. *See* CANCEL.

CANCELLATION. The removal of a leaf or a section of a book because of textual error, or for some other reason, leaving a portion of the leaf in the form of a stub. The portion left is known as a disjunct leaf. The portion of the leaf removed is known as the cancellandum and a leaf inserted to take its place is known as the cancellans.

CANCELLED LEAF. *See* CANCEL.

CANCELLING LEAF. *See* CANCEL.

CANEVARI BINDING. Named after Demetrio Canevari (1539-1625), physician to Pope Urban VII, and usually consisting of a blind-tooled centre panel enclosing a sunken portion bearing a large cameo either glued to the leather or impressed on it.

CAPITALIZATION. The use of capital letters.

CAPITALS. The largest letters of any size of type : those kept in the Upper case. Sometimes called "full capitals" to distinguish them from SMALL CAPITALS (*q.v.*). The headings used in this glossary are in capitals. The use of capitals is indicated in a MS. by a treble under-lining. Abbreviation : Cap. *See also* UPPER CASE LETTERS.

CAPSA. A cylindrical box used in Roman libraries to hold one or more rolls standing upright.

CAPTION. 1. The heading at the beginning of the text or of a chapter, section, etc. 2. The wording which appears immediately underneath, or adjacent and relating to, an illustration. This is sometimes called "Cut line," "Legend," or "Underline."

CAPTION TITLE. The title of a work given at the beginning of the first page of text. Also called "Head title," "Drop-down title," "Text title."

CARD CABINET. The case of drawers for accommodating a CARD CATALOGUE (*q.v.*). Also called a "Card Catalogue Cabinet."

CARD CATALOGUE. A catalogue, the entries of which are made on cards of uniform size and quality, and stored in any desired order on their edges in drawers, each card being restricted to a single entry.

CARD CHARGING. The recording of issues of books by means of book-cards associated with readers' tickets or identification cards.

CARD DRAWER. A drawer for holding cards in a CARD CABINET (*q.v.*).

CARD INDEX. An index made on cards usually of standard size (5 in. by 3 in.) and kept on their edges in a drawer.

CARET. The mark (Λ) used in a MS. or proof to signify that something is omitted and indicate where an addition or insertion is to be made.

CARNEGIE LIBRARY. A library built with the financial assistance of funds given by Andrew Carnegie.

CARNEGIE MEDAL. An award made to the writer of an outstanding book of British authorship and production for boys and girls. Named after Andrew Carnegie the iron-master and philanthropist.

CAROLINGIAN. A minuscule book hand developed in France in the 8th century from the Roman cursive, much influenced by the English half uncial. The Carolingian minuscule is the prototype of the modern styles of penmanship, and of lower-case roman type. It belongs to the 2nd dynasty of French Kings founded by Carl the Great (Charlemagne).

CARREL. A small room connected with a reference library, which is set aside for continuous research work by one reader.

CARRIAGE. A flat frame bearing the guide rails on which the plank (supporting the stone on which rests the forme) of a hand printing machine moves to its printing position.

CARTOGRAM. A highly abstracted, simplified map the purpose of which is to demonstrate a single idea in a diagrammatic way. In order to do this outlines of land or the exact locations of other features are often altered.

CARTOGRAPHER. A maker of maps.

CARTOGRAPHER ENTRY. An entry under the name of the maker of a map.

CARTOGRAPHY. The science and art of making maps.

CARTOUCHE. 1. A frame, either simple or decorative, or a scroll, in which the title, name of the cartographer, and other particulars relating to a map are placed. The cartouche usually appears in a corner of the map, and in old maps was frequently adorned with country scenes, animals, human figures, armorial or architectural designs, etc. 2. A drawn framing of an engraving, etc.

CARTOUCHE TITLE. The title which appears within the cartouche or scroll-like design on a map or engraving.

CARTRIDGE PAPER. A hard, tough paper made with a rough surface and in a number of grades.

CARTULARY *Synonymous with CHARTULARY (q.v.).*

CASE. (*Binding*). The cover for a book which is made completely before being attached to a book by means of the endpapers and sometimes tapes in addition. (*Printing*). A tray divided by "bars" into compartments in which printer's type is kept and which is placed on the FRAME (*q.v.*) when in use, and in a cabinet when idle. *See also CASING.*

CASE BOOK. A book bearing a cloth cover, as originally issued by the publisher. Thus "cased."

CASED. *See CASE BOOK.*

CASING. The operation of inserting a sewn book into its case, or cover, which is made separately from the book, and pasted to the book by means of endpapers.

CASTING OFF. The process of estimating the amount of space COPY (*q.v.*) will occupy when set up in a given size of type.

CATALOGUE. A list of books, maps, etc., arranged in some definite order. It records, describes and indexes the resources of a collection, a library or a group of libraries. To be distinguished from (1) a list, which may or may not be in any particular order, and from (2) a bibliography, which may not be confined to any one collection of books.

CATALOGUE CARD. 1. A plain or ruled card on which catalogue entries may be made. 2. A card containing such an entry.

CATALOGUE DRAWER, CATALOGUE TRAY. One of the drawers of a card catalogue, in which catalogue cards are kept.

CATALOGUE RAISONNEE. A catalogue, usually arranged by subjects, with comments, elucidations, appraisals, and bibliographical details. Also called CLASSED CATALOGUE and CLASSIFIED CATALOGUE (*q.q.v.*).

CATALOGUER. A librarian who prepares a catalogue entry for a catalogue.

CATALOGUING. Strictly, the process of making a catalogue; it may cover all the processes involved in preparing books for the shelves, or simply the preparation of entries for the catalogue.

CATALOGUING DEPARTMENT. The department of a library which deals with the cataloguing of the books. Where there is no **ORDER DEPARTMENT** (*q.v.*), the work of ordering and processing books is also done here.

CATCH LETTERS. Groups of letters (usually three in a group) appearing in dictionaries, gazetteers, etc., at the tops of pages to indicate the first or last words of a page or column. Those on *verso* pages represent the first three letters of the first word on that page, those on the *recto* represent the first three of the last word on that page. Sometimes two groups of letters joined by a hyphen indicate the first and last words on a page.

CATCH LINE. A line of type inserted temporarily at the top of matter by the compositor in order to identify it.

CATCH STITCH. *Synonymous with KETTLE STITCH* (*q.v.*). Also a stitch made when sewing on tapes by passing the needle (after it comes out of the right side of the tape and before it goes across the tape) eye-end down under three or four threads below it and then into the loop so formed. The thread is then pulled up tight to form a knot in the centre of the tape before being drawn back into the middle of the section. This is done to avoid too great looseness.

CATCH TITLE. *Synonymous with CATCHWORD TITLE* (*q.v.*).

CATCHWORD. 1. The word occurring at the bottom of a page after the last line, such word being the first on the following page. Catchwords originally appeared at the last page of a quire of a MS. and served as a guide to the binder. Later, they appeared at the foot of every verse, sometimes every page, but in conjunction with the signature served no useful purpose and were

discontinued in the nineteenth century. Also called "Direction word." 2. A word at the top of a page or column in encyclopaedias and works of a similar nature, denoting the first or last heading dealt with on the page. 3. In indexing, the word or words which govern the position of an entry in the index.

CATCHWORD ENTRY. An entry in a catalogue under some striking word in a book's title, other than the first, which is likely to be remembered.

CATCHWORD TITLE. A PARTIAL TITLE (*q.v.*) consisting of some striking or easily remembered word or phrase. It may be the same as a sub-title or the ALTERNATIVE TITLE (*q.v.*). Also called "Catch title."

CATEGORICAL TABLES. Tables of 0-975 numbers for subdivisions occurring more than once, for forms, standpoints, qualifications and other modes of dividing subjects. These are added (after a point) to subject numbers in any part of Brown's *Subject Classification* to subdivide the books at that number :

E.g. .1 Bibliography.

.2 Dictionaries.

.10 History.

.33 Travel.

.57 Museums.

Russia S 000.

— Bibliography of S 000.1

— History of S 000.10

— Travel in S 000.33

— Museums in S 000.57

London U 900

— Bibliography of U 900.1

— Dictionary of U 900.2

— History of U 900.10

— Travel in U 900.33

— Museums in U 900.57

CATENA. A series of extracts from the writings of the

fathers, arranged with independent additions to elucidate scripture and provide a commentary thereon.

CATENATI. Chained books.

CATHEDRAL BINDING. One decorated with Gothic architectural motifs, often including a rose window, done between 1815 and 1840 in England and France. In England the decoration was sometimes built up of large single tools : in France it was normally stamped on the covers.

CENTRAL LIBRARY. The chief library in a system containing the office of the Chief librarian, the administrative department, and the largest collections of books. Sometimes called the "Main Library," it is usually situated in the centre or busiest part of a town.

CENTRALIZED CATALOGUING. 1. The cataloguing of books by some central bureau, and the distribution therefrom, of printed entries on catalogue cards, or otherwise. Notably the Library of Congress scheme and the British National Bibliography. 2. The cataloguing at one library of all the books of a library system comprising more than one library, thus achieving uniformity throughout the system.

CENTRALIZED REGISTRATION. The registering of readers at one library in a system, comprising several libraries, rather than at those at which the application forms are handed in.

CENTRE. In an English county library, a small static library service point, provided in premises which may at times be used for other purposes, open less than ten hours a week, having a stock which is changed from time to time, and staffed by voluntary or paid librarians.

CENTRE NOTE. (*Printing*). One placed between columns of type. *See also* INCUT NOTE.

Cf. Abbreviation for *Confer* (*q.v.*).

Ch. Abbreviation for CHAPTER (*q.v.*).

CHAIN. In classification, the succession of divisions

subordinate one to another expressing the relation "A includes B, which in turn includes C" (or, conversely, "C is part of B, which is part of A"), e.g. Literature, English Literature, English Poetry, Shakespeare's Poetry, the Rape of Lucrece, constitute a chain of divisions in the class Literature.

CHAIN-LINE. *See* LAID PAPER.

CHAIN MARK. *See* LAID PAPER.

CHAIN STITCH. *See* KETTLE STITCH.

CHAINED BOOKS. Books chained to shelves or reading desks in libraries of the 15th to early 18th centuries to prevent theft.

CHAINED LIBRARY. One in which the books were chained to shelves or reading desks.

CHALCOGRAPHY. Engraving on copper or brass.

CHALK DRAWING. One executed in crayon or pastel. The art of drawing with chalks or pastels is called calcography.

CHANCERY. The department of the Lord Chancellor, from which issue documents under the Great Seal, such as Charters, Letters Patent, writs and the like, also the place where Charters, Letters Patents and documents of a like nature are enrolled.

CHANGED NAME. Used of a person who has written under a different name.

CHANGED TITLE. Used to describe a book that has been published under a different title to the one originally used.

Chap. Abbreviation for CHAPTER (*q.v.*).

CHAPBOOK. A small, cheap book, in a paper binding, and of a popular, sensational, juvenile, moral or educational character. These were popular in the 17th and 18th centuries, and contained tales, ballads, historical incidents, lives, tracts, interpretations of dreams, palmistry, astrology, etc. They were sold by chapmen, i.e., pedlars, hawkers. The word comes from the Anglo-Saxon root *ceap* (trade).

CHAPTER. The division of a book.

CHAPTER HEADING (HEAD, HEADLINE). The heading placed above the text beginning a chapter.

CHARACTERISTIC OF A CLASSIFICATION. A term used to express the principles by which a group is divided (as, genus into species) e.g. the characteristic that divides the animal kingdom into two parts is the absence or presence of a backbone. The characteristic is said to be "natural" when it exhibits the inherent properties of the things classified. When it does not affect the structure, purpose, or intrinsic character of the things to be divided, but separates according to an accidental quality it is said to be "artificial." Thus, in zoology, the presence of a backbone is a natural characteristic, while the habitat (land, sea, or air) is an artificial characteristic. The characteristics chosen as the basis of arrangement must be essential (i.e., the most useful) for the purpose of the classification. They must be used consistently, i.e., it is impossible to classify a subject by two characteristics at once. *See* CROSS CLASSIFICATION. Ranganathan's characteristics are : differentiation, concomitance, relevance, ascertainability, permanence, relevant sequence, consistency.

CHARGE. 1. The record of a loan, giving particulars of the book lent and the reader's name and address. 2. To "issue" a book ; to record the loan of a book ; to make a "charge."

CHARGE SLIP. *See* BOOK CARD.

CHARGING CARD. *See* BOOK CARD.

CHARGING DESK. *Synonymous with* STAFF ENCLOSURE (q.v.).

CHARGING MACHINE. A machine used for recording the loan of books to readers.

CHARGING METHODS. The methods by which loans of books are recorded. *See* BROWNE BOOK CHARGING SYSTEM, DETROIT SELF-CHARGING SYSTEM, DICKMAN

CHARGING SYSTEM, NEWARK CHARGING SYSTEM, PHOTO-CHARGER, TOKEN CHARGING.

CHARGING SLIP. *See* BOOK CARD.

CHARGING SYSTEM. The method used in keeping an account of the loan of books. *See* CHARGING METHODS.

CHARGING TRAY. The steel or wooden tray which is used to hold the "charges."

CHART. 1. A map of the heavens, or to aid sea navigators. 2. Information of any kind arranged in tabular form, or graphically by means of curves.

CHARTER. An instrument whereby a sovereign or legislature grants rights to a person or corporation.

CHARTER ROLL. A parchment roll upon which charters were enrolled at the Chancery.

CHARTULARY (CARTULARY). 1. A keeper of archives. 2. A place in which records or charters relating to a religious, civil or private state are kept. 3. The book in which they are listed or copied.

CHASE. (*Printing*). A rectangular iron frame in which, by means of wedges, composed matter is secured and rendered portable. The wedges are called side- and foot-sticks and quoins. When they are adjusted, between the type matter and the chase, the whole becomes a forme, and is said to be "locked up." In SHEET WORK (*q.v.*) the forme which contains the text which will be on the inside pages of a printed sheet when folded, is called the "inner forme" and that which contains those on the outside, the "outer forme."

CHASED EDGES. *Synonymous with* GAUFFERED EDGES (*q.v.*).

CHEAP EDITION. An edition of a book issued at a cheaper price. Usually it is a reprint of an earlier edition, printed on poorer paper and bound in a cheaper cover.

CHECK-LIST. A record on which is noted each number, or part, of a work "in progress" as it is received.

CHECK MARKS. Indications on title-pages of material to be omitted in the entries, e.g. () may mean, "omit from all cards," [] may mean "omit from title card but include on subject cards." They are pencilled on by the cataloguer as a guide to his assistants.

CHEMICAL WOOD. Wood reduced to pulp by a chemical process and for use in the manufacture of paper.

CHEQUERING. To divide a surface like a chess-board in squares of alternately different ornament or colours, formed by equidistant vertical and horizontal lines.

CHI. (*Bibliography*). The Greek letter χ used to denote an unsigned gathering or leaf in respect of which no signature can be inferred and which is not the first gathering. *See also* Pi.

CHIARASCURO. 1. A black and white sketch. 2. A method of printing engravings, usually wood-engravings from blocks representing lighter and darker shades, used especially in the 15th and 16th centuries. 3. A print produced by this means. 4. The earliest form of colour printing. It was a woodcut method, the colours being successively printed in register from separate blocks after an impression from the master block had been made.

CHIEF ASSISTANT. The senior assistant librarian next to the deputy librarian.

CHILDREN'S BOOK WEEK. *See* BOOK WEEK.

CHILDREN'S LIBRARY. The department reserved for the exclusive use of children. It usually contains lending and reference sections and periodicals.

CHINA PAPER. Very thin, silky and costly, waterleaf paper used for proofs for woodcuts and for woodcuts to be mounted on stronger paper. Also called "Chinese Paper" and "India Proof Paper."

CHINESE STYLE. A book printed on double leaves, i.e., with unopened folds at the fore edges and the interior pages blank. Japanese style refers to a Japanese book printed in the same manner.

CHIROXYLOGRAPHIC. A mediaeval block book in which the illustrations are printed from blocks and the text added by hand.

CHOROCHROMATIC MAP. One in which areal distribution is shown by distinctive colours or tints. This method is used for most geological, soil or political maps.

CHOROGRAPHIC MAP. One representing a large region, country, or continent, on a small scale.

CHOROPLETH MAP. One showing "quantity in area" calculated on a basis of average numbers per unit of area, as population in a country, by tinting civil divisions by graduated lines or colours, the degree of darkness of which is proportionate to the value represented.

CHOROSCHEMATIC MAP. One in which small semi-pictorial symbols such as dots or lines of various shapes, sizes and density are used over the area of the map to represent distribution without indication of quantity, of land utilization or vegetation.

CHRESTOMATHY. A collection of extracts and choice pieces, especially from a foreign language, with notes of explanation and instruction.

CHROMO. Pertaining to colours. 1. In colour printing there are many terms prefixed by this word, the combining word often giving the particular definition, such as chromo-collotype, chromo-lithography, chromo-xylography. 2. (*Paper*). A heavily coated paper used for chromo-lithography; it is more heavily coated than art paper.

CHROMOGRAPHY. A reproduction of a coloured illustration by lithography, or one of the many photo-mechanical process.

CHROMO-LITHOGRAPHY. See COLOUR LITHOGRAPHY.

CHROMO-XYLOGRAPHY. Coloured woodcuts. See also CHIAROSCURO.

CHRONICLES. These differ from annals in being more

connected and full, though like annals, the events are treated in the order of time.

CHRONOGRAM. A phrase, sentence or inscription, in which certain letters (usually distinguished by size or otherwise from the rest) express by their numerical values a date or epoch, e.g.

stVLtVM est DIffICILes habere n Vgas, which is :

V L V M D I I C I L V
5 50 5 1000 500 1 1 100 1 50 5 = 1718.

CHRONOLOGICAL ORDER. Arrangement in order of date. Applies to order of entries in a catalogue (date of publication—imprint or copyright) or of the material itself (books, pamphlets or cuttings).

CHRYSOGRAPHY. The art of writing in gold letters, as practised by mediaeval writers of manuscripts.

CIPHER. The initials of a name, or the arrangement of its letters in an ornamental manner, but disposed in such a way that it becomes a kind of private mark.

CIRCA. (*Lat.* "about"). Used to indicate uncertainty in a date, as c. 1934, about 1934.

CIRCUIT EDGES. The edges of a book-cover which overlap the edges of the book. Used mostly for Bibles. Also called "Divinity Edges," "Yapp Edges."

CIRCULATING LIBRARY. A library which lends books for use outside the building. In England, the term usually indicates a commercial library where payment has to be made for the use of the books.

CIRCULATION. The total number of books issued from a library in a given period.

CIRCULATION DEPARTMENT. The American term for the department of a public library which lends books for home-reading. Called a "Lending department" in England.

CIRCULATION DESK. The American equivalent of the English **STAFF ENCLOSURE** (*q.v.*). Also called "Charging

Desk," "Delivery Desk," "Discharging Desk," "Issue Desk," "Lending Desk," "Loan Desk," "Receiving Desk," "Return Desk," "Slipping Desk."

CIRCULATION RECORD. A record of the books issued for home-reading.

CIRCULATION WORK. The American term indicating the work of a department issuing books for home-reading.

CLASP. A metal fastening hinged to one board and made to clip or lock into a loop on the other board of a bound book or album.

CLASS. (*Classification*). (*n.*). A group of concepts, or of things, assembled by some likeness which unifies them. This likeness is called the "characteristic of a classification." *See also* FORM CLASSES, MAIN CLASSES.

(*v.*). To classify books according to a scheme of classification.

CLASS CATALOGUE. *Synonymous with* CLASSIFIED CATALOGUE (*q.v.*).

CLASS ENTRY. An entry in a catalogue under the name of a class, as distinct from one under a specific subject.

CLASS GUIDE. A guide to the shelves which gives the main class symbol and subject, and perhaps the same information for the main divisions of the class. It is usually placed at the end of a press or over the centre tier.

CLASS LETTER. The first letter of a division of a classification scheme whose notation begins with a letter of the alphabet, which is used to designate a particular division of the classification.

CLASS LIST. A list of the books in a particular class, usually arranged in classified order.

CLASS MARK. The classification symbol placed on the spine of the book, on the title-page and added to a catalogue entry indicative of the book's place in the classification and on the shelves.

CLASS NOTATION. *Synonymous with* CLASS MARK (*q.v.*).

CLASS NUMBER. One or more characters showing the class to which a book belongs. In a **RELATIVE LOCATION** (*q.v.*), this number also shows the place of the book on the shelves.

CLASSED CATALOGUE. *Synonymous with* **CLASSIFIED CATALOGUE** (*q.v.*). Also called "Class Catalogue."

CLASSED LIBRARY. *Synonymous with* **CLASSIFIED LIBRARY** (*q.v.*).

CLASSER. As used by Bliss and Savage, one who allocates class numbers to books according to an existing scheme of classification. *See also* **CLASSING**, **CLASSIFIER**.

CLASSIFICATION. 1. The arrangement of things in logical order according to their degrees of likeness, especially the assignment of books to their proper places in a scheme of book classification. 2. A scheme for the arrangement of books and other material in a logical sequence according to subject or form. *See also* **BROAD CLASSIFICATION**, **CLOSE CLASSIFICATION**.

CLASSIFICATION DECIMALE UNIVERSELLE. *See* **UNIVERSAL DECIMAL CLASSIFICATION**.

CLASSIFICATION MARK. *See* **CLASS MARK**.

CLASSIFICATION SCHEDULE. The printed scheme of a system of classification.

CLASSIFICATION SCHEME. A scheme by which books are classified or arranged in systematic order. The following are some of the better known schemes, the author's names being given in brackets : Bibliographic Classification (Bliss) ; Colon Classification (Ranganathan) ; Decimal Classification (Dewey) ; Expansive Classification (Cutter) ; Library of Congress Classification ; Subject Classification (Brown) ; Universal Decimal Classification.

CLASSIFICATION SYSTEM. A particular scheme of classification such as Dewey's *Decimal Classification* or Brown's *Subject Classification*.

CLASSIFICATIONIST. One who makes a scheme of

classification. Called by Bliss and Savage a "classifier."
See also CLASSIFIER.

CLASSIFIED CATALOGUE. A catalogue arranged in classified order of subjects, whether logically, as in the **SYSTEMATIC CATALOGUE** (*q.v.*), or alphabetically, as in the **ALPHABETICO-CLASSED CATALOGUE** (*q.v.*).

CLASSIFIED INDEX. One in which entries are not arranged in one strict alphabetical sequence, but under general headings, e.g. the names of binders would be arranged alphabetically, under the heading "binders" and not in their correct places in the alphabetical sequence.

CLASSIFIED LIBRARY. A library in which the books are arranged according to a recognized scheme of classification. Also called a "Classed library."

CLASSIFIER. As used by Bliss and Savage, one who names and defines classes and co-ordinates them into tables to form a scheme of book classification. The process of compiling the tables is called "classifying." These terms have generally related to the allocation of classification numbers to books, and are so used by Palmer and Wells.
See also CLASSIFICATIONIST.

CLASSIFYING. The act of fitting books or other material into an existing scheme of classification. Called by Bliss, Savage and Sayers "classing." *See also* CLASSER, CLASSING, CLASSIFICATIONIST, CLASSIFIER, FACET, FOCUS, PHASE.

CLASSING. As used by Bliss, Savage and Sayers. Allocating class numbers to books according to a scheme of classification. *See also* CLASSER, CLASSIFYING.

CLAY TABLETS. Cuneiform clay tablets were the earliest form of books, and were protected by an outer shell of clay which was inscribed with a copy, abstract, or title of the contents.

CLEAN PROOF. One having very few, or no, printer's errors.

CLERICAL ASSISTANT. In America, a person who performs work requiring ability of a high order, but not knowledge of the theoretical or scientific aspects of library work.

CLICHÉ. 1. A common and stereotyped journalistic or literary phrase. 2. An electrotype or stereotype plate.

CLIPPING. A piece clipped, or cut from a newspaper or periodical.

CLIPPINGS FILE. A collection of cuttings from newspapers and periodicals, used to supplement the information to be found in books, and usually kept in classified or subject order in folders in a vertical file. Also called "Cuttings file."

CLOSE CLASSIFICATION. The arrangement of books in a classification system in as minute subdivisions as possible; i.e. the full application of a scheme. Also called "Exact classification." *See also* BROAD CLASSIFICATION.

CLOSE ROLL. A parchment roll upon which letters close were enrolled at the Chancery.

CLOSE SCORE. A musical score in which the music of more than one part or instrument is written on one stave. Also called "Short" or "Compressed."

CLOSE UP. (*Printing*). To place together by removing spacing-out leads or intervening letters.

CLOSED ACCESS. The now obsolete method of keeping readers from the book shelves which necessitated the provision in lending libraries of printed catalogues and indicators to indicate which books were "in" or "out." Also called "Closed shelves," and "Closed library."

CLOSED BIBLIOGRAPHY. One which has been completed. The opposite of PERIODICAL BIBLIOGRAPHY (*q.v.*).

CLOSED JOINT. (*Bookbinding*). The type of joint which is obtained when cover boards are laced on. Also called "Tight joint." *See also* FRENCH JOINT.

CLOSED LIBRARY. *See* CLOSED ACCESS.

CLOSED SHELVES. *See* CLOSED ACCESS.

CLOTH BINDING. Used to describe a book which is bound entirely in cloth. A book so bound is called "Cloth bound."

CLOTH BOARDS. *See* BOARDS.

CLOTH JOINT. Piece of cloth used to cover the joints on the inside of very heavy or large books.

CLOTH SIDES. A book which has cloth sides but leather at the spine and/or corners.

CLUMP. A thick piece of type metal, ranging in width from 5 pt. upwards, but usually 6 pt. or 12 pt., and of the height of leads. Clumps are used in whiting out, and as footlines at the bottoms of columns and pages.

COATED PAPER. Any paper whose surface is coated with a mixture of clay and glue made of casein to give it a smooth surface. The term is used to distinguish it from loaded papers in which the clay is mixed with the pulp during manufacture. *See also* ART.

COCK-UP INITIAL. A letter which extends above the first line of type and aligns at the foot of it. *See also* CUT-IN LETTER, DROP LETTER.

CODE MARK. An indication of purchase made in code on the back of a title-page.

CODEX (PL. CODICES). An ancient book composed of sheets of writing material fastened so as to open like a modern book as distinct from the VOLUMEN (*q.v.*) which it superseded. It was given originally to two or more tablets of metal, wood or ivory, hinged together, the inner sides covered with wax and written on with a stylus, but later to books of this type made of papyrus or vellum. Codices became general for law-books in classical Rome, and were used largely for MS. copies of the scriptures and classics. Codex means a block of wood, probably from the wooden covers. When a codex of the original form consisted of two leaves,

it was called a Diptych ; of three, a Triptych ; and of more, a Polytych.

CO-EXTENSIVENESS. Intensive classification to coincide with the specific nature of the subject of a book.

COFFIN. A square frame in a hand printing press in which is bedded a stone on which was placed the FORME (*q.v.*).

COIL BINDING. *Synonymous with* SPIRAL BINDING (*q.v.*).

COLLABORATOR. One who is associated with another, or others, especially in the writing of books.

COLLAGE. A picture or visual arrangement made partly or entirely of pieces of paper, wallpaper, illustrations, photographs or any other textured or figured material.

COLLATE. 1. To examine a book, whether bound or in the process of being bound, to see if the sections are complete and in the right sequence and to make sure that no maps, illustrations, etc., are missing. 2. To collect, compare and examine minutely and critically books and manuscripts to determine whether or not two copies are identical or variants.

COLLATION. 1. That part of a description of a book, apart from the contents, which specifies the number of volumes, pages, columns, leaves, illustrations, photographs, maps, format, size, etc. 2. The mechanical process of examining a book by its SIGNATURE (*q.v.*) to check its completeness, presence of all the illustrations, etc.

COLLECTED EDITION. An edition of an author's works published in one volume or in a number of volumes in a uniform style of binding.

COLLECTED WORKS. All the writings of an author, including those which have not been printed previously, published in one volume or a number of volumes in a uniform style of binding, usually with an inclusive title.

COLLECTION. A number of works, or parts of them, not forming a treatise or monograph on a single subject,

and regarded as constituting a single whole, as a collection of plays, essays, etc.

COLLECTIVE BIOGRAPHY. A volume, or volume, consisting of separate accounts of the lives of people.

COLLECTIVE ENTRIES. In selective cataloguing, several entries on one card for pamphlets on the same or related subjects. They may be either author or subject entries.

COLLECTIVE TITLE. A title under which articles written separately by several authors are published together. If there is no recognized author, compiler, or editing board, the main catalogue entry appears under the title of the work.

COLLECTOR. One who puts together several works or parts of works. Usually called an editor.

COLLEGE LIBRARY. A library established, maintained, and administered by a college to meet the needs of students and faculty.

COLLOCATION. The arrangement of sub-classes or classification by degrees of likeness.

COLLOGRAPHY. A similar production process to colotype except that a film base wrapped round a cylinder is used instead of a flat glass plate.

COLLOTYPE. A variety of photogravure. A print which gives accurate graduation of tone; it is made by a photo-mechanical process directly from a hardened emulsion of bichromated gelatine on glass. Phototype, Albertype, Artotype, Heliotype and Lichtdruck are forms of colotype.

COLON ABBREVIATIONS. A scheme devised by C. A. Cutter to save the writing out in full of authors' forenames. It consists of the initial letters followed by a colon (vertically for men, horizontally for women) and the most used Christian names in each letter of the alphabet, e.g. H : (Henry)
J : (John)
M. : (Mary).

COLON CLASSIFICATION. An elaborate, scholarly scheme designed by S. R. Ranganathan especially for Indian libraries. It is based on the classification of any subject by its uses and relations, which are indicated by numbers divided by the colon " : ". In this classification, ready-made class numbers are not provided for most topics, but are constructed by combining in assigned permutations and combinations the classes of the various unit schedules of which the scheme consists, colons separating the different units. Special schedules are provided for Geographical divisions (a Local List), Language Divisions, and Chronological Divisions. A schedule of common subdivisions, using the lower-case letters of the alphabet as its primary symbol is also provided.

COLONIAL EDITION. An edition of a work, usually of fiction, often printed and bound at the same time as the ordinary edition, but usually on poorer paper and bound in a poorer style. Issued for export to the Colonies.

COLOPHON. Particulars of printer, place and date of printing, title, name of author, and publisher's or printer's device, found at the end of manuscripts and early printed books. It was first used in printed books by Fust and Schœffer in the *Psalter* of 1457, and gradually became common, but was superseded towards 1600 by the Publisher's Imprint. Its use in MSS. was occasional; it then gave the scribe's name and the date. *See also* IMPRINT.

COLOPHON DATE. The date given in the COLOPHON (*q.v.*).

COLOUR LITHOGRAPHY. A method of printing in colour by lithography using separate stones or plates for each colour.

COLOUR PRINTING. The art of producing pictures, designs, etc., in a variety of colours, shades and tones by means of printing from plates, or by lithography; chromatic printing.

- COLOUR PROCESS.** A set of two or more half-tones made by colour separation. Half-tone colour printing is commonly called process colour work.
- COLOUR WORK.** Printing processes used to print in two or more colours, such as two-, three-, or four- colour half-tone ; planographic and intaglio work in colour. Often called according to the number of plates used, "Three-colour Process," "Four-colour Process."
- COLOURED PLATE.** A whole-page coloured illustration produced by any process.
- COLUMN.** 1. A narrow division of a page of a book formed by vertical lines or spaces. 2. A narrow block of letterpress arranged in the form of a column. 3. In printing, a vertical line or square bracket.
- COMB PATTERN.** A pattern produced on marbled papers or other surfaces from a vat in which colours have been combed to form a pattern. *See also* MARBLED.
- COMMAND PAPERS.** *See* PARLIAMENTARY PAPERS.
- COMMENTARY.** Explanatory or critical notes on an Act of Parliament, a literary text or some other work. It may accompany the text or be issued separately.
- COMMERCIAL LIBRARY.** Similar to a commercial section but on a much larger scale and housed in a separate room from the reference library, and sometimes in a separate building.
- COMMERCIAL SECTION.** The section of a reference library devoted to providing material and information of a commercial nature.
- COMMISSIONERS.** In English parishes where there is no council but only a parish meeting, not fewer than three, not more than nine persons elected, by rotation, for three years, who possess the powers and duties under the library acts.
- COMMON SUBDIVISIONS.** Form divisions which are used throughout a classification to subdivide any subject.

COMPARTMENT. In a book stack, sets of shelves arranged vertically between two uprights and placed back to back. (American.)

COMPARTMENT. (*Bibliography*). A group of decorative borders comprising (a) a single carved or engraved piece with the centre portion cut out so as to resemble a picture frame into which the letterpress of a title or other matter is set ; (b) a piece originally carved or engraved as (a) but later cut into four or more pieces ; (c) four or more pieces cut or engraved separately but intended to form a single design when assembled ; (d) such borders made from four pieces of cast type-ornaments but with ends cut obliquely to help form a border. *See also* FRAME.

COMPASS MAP. *See* PORTOLAN CHART.

COMPEND. A subject treated briefly, or in outline only.

COMPENDIUM. A work containing in a small compass the substance or general principles of a larger work ; a brief, comprehensive summary.

COMPILATION. A work compiled by assembling material from other books.

COMPILER. A collector or editor of printed material gleaned from various sources or from one or more authors.

COMPILER ENTRY. A catalogue entry for the compiler of a work.

COMPLETION. *See* CONTINUATION.

COMPOSE. To set type-matter ready for printing.

COMPOSER. One who composes, especially music.

COMPOSITE AUTHORS. Name given to the several authors contributing to one work. Not to be confused with JOINT AUTHOR (*q.v.*).

COMPOSITE BOOK. 1. A book of a composite nature, where an editor has brought together several works by different authors into one volume. 2. A book on more than one subject. 3. A COMPOSITE WORK (*q.v.*).

COMPOSITE WORK. A literary production on a single

subject written by two or more authors in collaboration, the contribution by each forming a distinct section or part of the complete work.

COMPOSITION. Type setting: hence Compositor.

COMPOSITOR. One who sets printer's type, makes it up into pages, and locks the page or pages in the correct position in a chase.

COMPOUND CATCHWORD. In indexing, a hyphenated word which must be treated as if the hyphen did not exist.

COMPOUND NAME. A name made of two or more proper names, generally connected by a hyphen, conjunction or preposition.

COMPOUND SUBJECT HEADING. A heading which consists of (a) two words joined by a conjunction, as "Punch and Judy"; (b) a phrase, as "Council of Trent"; (c) words which are always associated together; e.g. "capital punishment"; "political economy."

COMPREHENSIVE BIBLIOGRAPHY. One which lists, as far as possible, everything published on the subject. *See also* CURRENT COMPREHENSIVE BIBLIOGRAPHY.

CONCILIUM BIBLIOGRAPHICUM. A bibliographical work begun by Herbert Haviland Field at Zurich in 1895. Cards were printed and distributed as soon as published for all publications (primarily periodical articles, with some books and pamphlets) on zoology, palaeontology, general biology, microscopy, anatomy, physiology and kindred subjects, from all countries. It thus formed a complete bibliography. After the death of the founder, the work was carried on under a subsidy from the Rockefeller Foundation until 1940. It is often referred to as the ZURICH INDEX.

CONCORDANCE. A book arranged so as to form an alphabetical index of all passages, or of all the more important words, in any work.

CONDENSED TYPE. Type which is narrow in proportion to its height. **This is an example.**

CONFER (Lat. "Compare"). To compare or refer to. Usually used in the abbreviated form (cf.).

CONJUGATE. This name is applied to two leaves which can be traced into and out of the back of a book and found to be one piece of paper.

CONNECTIVE CATALOGUE. *Synonymous with SYNETIC CATALOGUE. (q.v.).*

CONNOTATION. A term in classification indicative of all the qualities conveyed by, or comprised in, a class name; e.g. "man" in connotation means the qualities (mammalian structure, upright gait, reason, etc.) that go to make up man, as opposed to *denotation*, where the term merely marks down or indicates. The phrase: "That man is really a man" shows the denotative followed by the connotative use of the word. Connotation and denotation may be considered synonymous with INTENSION and EXTENSION (*q.v.*).

CONNOTATIVE. *See* CONNOTATION.

CONSIDERATION FILE. The accumulation of current selections for purchase. (American.)

CONSISTENT CHARACTERISTICS. *See* CHARACTERISTIC OF A CLASSIFICATION.

CONSOLIDATED INDEX. An index, in one sequence, to several volumes, a long run of a periodical or other serial publication, or to several independent works or serial publications.

CONTACT PHOTOGRAPHY. A method of making a photographic copy of a document on only one side of which the record appears, whereby the light shines through the document on to the sensitized paper. This black-on-white negative is then placed together with a sheet of sensitized paper and the process repeated to make a positive. *See also* REFLEX COPYING.

CONTEMPORARY BINDING. One that is contemporary with the printing of the book.

CONTENTS-BOOK. A loose-leaf book in which a list

of the contents of a volume or of a continuation is kept if too lengthy for a catalogue card.

CONTENTS NOTE. A note appearing after the catalogue entry giving the headings of the chapters, parts, or volumes.

CONTENTS, TABLE OF. A list of the "preliminaries" and chapter headings of a book in their correct order, or of articles in a periodical, with the numbers of the pages on which they begin.

CONTINUATION. 1. A book only partly written by the original author and continued by someone else. 2. A work issued as a supplement to one already published. 3. A part issued in continuance of a serial, series or book.

CONTINUATION CARD. 1. A card used for ordering a CONTINUATION (*q.v.*). 2. A CONTINUATION LIST (*q.v.*). 3. An EXTENSION CARD (*q.v.*).

CONTINUATION LIST, CONTINUATION RECORD. A list of all books such as annuals, series, and works issued in parts for which there are standing orders.

CONTINUOUS PAGINATION. The use of one sequence of page numbering throughout a book or several parts or volumes.

CONTINUOUS REVISION. An encyclopaedia, such as the *Encyclopaedia Britannica* which is not completely revised and published as a new edition, but minor alterations or extensive additions or revisions are carried out, additional, supplementary, pages being inserted within the existing pagination by the addition of "A.B.C." etc. to the page numbers.

CONTOUR LINE. One drawn on a map to connect points having the same elevation.

CONTOUR MAP. A map which by means of contour lines shows points of the surface having the same elevation.

CONVENTIONAL TITLE. See UNIFORM TITLE.

CO-OPERATIVE CATALOGUING. The sharing, by a number of libraries of the cost and/or labour of catalogu-

ing to avoid the duplication of effort common to each. Not to be confused with CENTRALIZED CATALOGUING (*q.v.*).

CO-OPTED MEMBER. A member of a (libraries) committee who is not a member of the local council, but has special knowledge, or interest in social, educational, political, or public activities.

CO-ORDINATE CLASSES. In classification, classes which are co-related so that classes leading up to a subject come before it and those which develop from it, or are next in likeness or character, come after it.

CO-ORDINATION OF TERMS. The modulation from one term to another by gradual steps in order that the process of evolving a classification may exhibit its hierarchy or schedule.

COPPER ENGRAVING. *See* ENGRAVING.

COPY. 1. Matter for the printer to set up in type. 2. A single specimen of a printed book.

COPY NUMBER (or COPY LETTER). A figure or letter added to the call number of a book to distinguish different copies of the same book, e.g. 821C46, 821C46S, 821C46 (cop. 2). *See also* BOOK NUMBER, VOLUME NUMBER, WORK MARK.

COPY SLIP. *See* PROCESS SLIP.

COPYCAT. A trade name of a particular machine for reproducing photographically sheets of printed, written or drawn matter the same size as the original.

COPYIST. A person who transcribed MSS. prior to the introduction of printing.

COPYRIGHT. The exclusive right of an author or his heirs to produce and reproduce (e.g. to publish and receive royalties) in respect of a literary, musical or artistic work. It is valid for a limited number of years and the work must not be reproduced in whole or in part, without the copyright owner's permission. In the U.K. and Empire and Commonwealth the duration of copyright is for the

author's life and for fifty years after his death. In America the limit is twenty-eight years with the right of renewal for twenty-eight years on application within one year prior to the expiration of the existing term. *See also* COPYRIGHT, INTERNATIONAL.

COPYRIGHT DATE. The date copyright was granted for an individual work. This is usually printed on the verso of the title page of American books but seldom appears in English books. If several dates are given, they signify changes in the text, or renewals of copyright. The first copyright date indicates the date of the first edition of a book and corresponds to the imprint date of the original edition.

COPYRIGHT DEPOSIT. The free copies of a book or musical composition placed in a COPYRIGHT LIBRARY (*q.v.*).

COPYRIGHT, INTERNATIONAL. International copyright exists in most countries through their membership of the Berne Convention; first publication in any country of the Union ensures copyright throughout the other countries who are signatories. There are seven inter-American conventions in the U.S., which is not a member of the Union. International Copyright exists only through reciprocal arrangements with members of the Union and is dependent upon compliance with the legal provisions of the respective countries. A Universal Copyright Convention came into operation in 1955. This was designed to secure support from the adherents of the Berne Convention and the various inter-American Conventions, as well as countries which subscribe to none of them. Whereas earlier conventions aimed to establish an international copyright code, the Universal Copyright Convention is designed to provide a basis and method of conciliation.

COPYRIGHT LIBRARY. A library which is entitled under copyright laws to receive a free copy of any or every book

published in the country. In the United Kingdom a copy must be sent to the British Museum, and if requested to the Bodleian Library, Oxford; the University Library, Cambridge; The National Library of Scotland, Edinburgh; Trinity College, Dublin, and with certain exceptions specified by the Board of Trade, The National Library of Wales, Aberystwyth.

COPYRIGHT LIST. A list of the books deposited in a library under the copyright laws.

COPYWRITER. A writer of advertisements.

CORANTO. 1. An early seventeenth-century news sheet devoted to foreign news which first appeared in Holland and Germany, and in 1620-21 in England, issued irregularly and printed as a half sheet in folio. 2. After 1622 in England, a quarto newsbook, usually appearing weekly and consisting of three sheets.

CORDS. Heavy strings to which the sections of large and heavy books are bound. Sometimes called **BANDS** (*q.v.*).
See also **TAPES.**

CORNER-MARKED CARD. A catalogue card bearing in the top right-hand corner information such as language, date of publication, editor, or translator, or a combination of these where there are many entries under the same heading. The purpose is to facilitate rapid perusal of a number of cards at one heading.

CORNERS. 1. The leather over the corners of a book in "half" binding. 2. In printing, ornamental type metal connecting borders. 3. Pieces of metal or paste-board to slip over the corners of a book to protect them in the post. Also called "Cornerpieces."

CORPORATE AUTHOR. A corporate body such as a government or government department, a society (learned, social, etc.), or an institution which authorizes the publication of documents, and under the name of which, as the author, the documents will be entered in a catalogue. In certain kinds of corporate authorship,

entries are made under the *place* and not the *name* of the body.

CORPORATE ENTRY. A catalogue entry made under a government, government department, society or institution or other body, of a work issued by that body, or under its authority. It may be a main or an added entry.

CORPORATE NAME. The name by which a corporate body is known.

CORRECTED EDITION. A new edition of a book in which errors, etc., have been corrected.

CORRELATION OF PROPERTIES. In classification the likeness between the various qualities which are common to all the things comprised by a genus.

CORRIGENDA (*Sing.* CORRIGENDUM). A list of corrections noticed after matter has been printed. It is usually printed on a slip and inserted among the PRELIMINARIES (*q.v.*) but sometimes a blank page is used. Also called "Errata."

COTTAGE BINDING. *Synonymous with* COTTAGE STYLE (*q.v.*).

COTTAGE STYLE. A decorative binding in which the centre panel was often given a gable at head and foot, and the spaces filled with a variety of interlacings, sprays, and small "tools." Although this style may have originated in France, it is most characteristic of English bindings of the late 17th century. Also called "Cottage binding." *See also* MEARNE STYLE.

COUCH ROLL. That part of a Fourdrinier paper making machine which removes some of the moisture from the sheet of paper during manufacture.

COUNTER. The interior "white" of a letter ; it may be entirely enclosed by a bowl as in "O" or it may be the sunken part of the face as "M" "E" "n". The angular corner is known as the "crotch." The distance from the face to the bottom of the counter is known as the "depth of counter."

COUNTER. *Synonymous with* STAFF ENCLOSURE (*q.v.*).

COUNTER DUTY. Duties performed in the counter or staff enclosure in a public department of a library.

COUNTER MARK. A watermark, generally consisting of the maker's initials, placed in the second half of a sheet of paper, exactly opposite the usual WATERMARK (*q.v.*).

COUNTERSUNK. A binding having a panel sunk or depressed below the normal level of the binding to take a label, inlay or decoration.

COUNTY LIBRARY. A library provided (in England, Wales and Northern Ireland by resolution of the county council; in Scotland by the county education authority, in America according to state legislation), to supply the reading needs of people dwelling in rural areas who have no access to municipal collections.

COURT BARON. Court held by the Lord of a Manor in virtue of his right as a land holder, in which offences against the customs of the Manor, could be punished but no punishments involving the life or limbs of the subject could be inflicted.

COURT HAND. 1. Style of writing used in legal and other public documents. Generally used of hands from about 1100 to the end of the 16th century. 2. Sometimes used to mean legal hands of the same period only.

COURT LEET. Court of Record to punish all offences under High Treason, not incidental to a Manor, but frequently held by a Lord of a Manor by virtue of a special grant.

COURT ROLL. A roll on which records of cases in private courts such as a Court Baron or Court Leet were kept.

COVER. The outside sheet of a pamphlet, or the case of a book, used to protect the body of the work. "Front cover," and "back cover" relate to the side pieces or outsides of the boards of the cover.

COVER PAPER. A generic term usually indicative of a

strong coloured paper with good folding qualities suitable for brochure, booklet, pamphlet and price-list covers.

COVER POCKET. *Synonymous with* POCKET (*q.v.*).

COVER TITLE. The title of a book placed on a publisher's binding as distinguished from that on the title-page. Not to be confused with the **BINDER'S TITLE** (*q.v.*). *See also* **BACK TITLE**.

COVERS BOUND IN. The original covers of a publication bound in, or to be bound in, when a book is re-bound.

CRASH FINISH. A cover paper which is similar to **LINEN FINISH** (*q.v.*) but has a coarser texture.

CRAYON DRAWING. A drawing made with a soft, black crayon, usually for strong or impressionistic effects. It is suitable for illustrations, portraits, etc., and may be reproduced by half tone.

CRIBLÉ METAL CUT. A soft metal used late in the 15th century for block printing instead of wood, the metal being punched with holes (*criblé*) to relieve the black mass. *See also* **MANIÈRE CRIBLÉ**.

CRITICAL BIBLIOGRAPHY. 1. The comparative and historical study of the make up of books. *Besterman*. 2. The science of the material transmission of literary texts. *Greg*. Also called "Analytical" or "Historical bibliography."

CRITICAL CLASSIFICATION. The exercise of the classifier's personal opinion when classifying a book ; if care is not taken to avoid bias or prejudice, this may result in wrong placing.

CROPPED. 1. In bookbinding, a term applied to a book when too much of its margin, especially the head-margin, has been trimmed off. *See also* **BLED**, **CUT**, **TRIMMED**, **UNCUT**. 2. A photograph of which a part of the top, bottom or sides is omitted from its reproduction, in order to bring it into proper proportions for the space it is to occupy.

CROSS CLASSIFICATION (CROSS DIVISION). The

action of dividing when forming a scheme of classification by more than one characteristic in a single process of division, leading to confusion of ideas and terms and resulting in the parts having no real relationship to one another, and in placing related subjects in different divisions.

CROSS HEAD. A short descriptive heading placed in the centre of a type line to divide the sections of a work.

CROSS REFERENCE CARD. The catalogue card on which a cross reference is entered.

CROSS REFERENCES. In indexing and cataloguing, references or directions from one heading to another.

1. *Single* (see——). An instruction to look elsewhere for *all* items relating to the subject matter which is sought.

2. *Reciprocal* (see also ——). An instruction to look elsewhere for *other* items relating to the subject matter sought.

3. *Multiple* (see also ——). An instruction to refer to several other places, usually to more specific entries.

CROTCH. (*Printing*). The angular corner of the COUNTER (*q.v.*) of a type letter.

CROWN. A sheet of printing paper measuring 15 ins. by 20 ins.

CRUSHED MOROCCO. Morocco, the grain of which has been smoothed by hand. See also GLAZED MOROCCO.

CRYPTOGRAPHY. Writing in cipher.

CRYPTONYMOUS BOOK. One in which the name of the author is concealed under an anagram or similar device, e.g. Mesrat Merligogels (Master George Mills).

CUBE UNIT BUILDING. See MODULAR CONSTRUCTION.

CUBOOK. The volume of space required to shelve books of average size and allowing for vacant space 10% of each shelf. A tier 3 ft. wide by 7 ft. 6 in. high (seven shelves) contains 100 cubooks. For a full treatment, see the *Library Journal* 59: 865-868, Nov. 15, 1934; 61: 52-54, Jan. 15, 1936.

CUIRBOUILLI. Book decoration in which the leather cover is modelled and hammered to raise the design in relief.

CUIR-CISELÉ BINDING. A binding with a design cut into the leather instead of being stamped or tooled on it.

CULS DE LAMPE. A form of decorative printing practised in the 16th century which used arabesque title-borders and tail-pieces strongly suggestive of metal lantern-supports.

CUM LICENTIA. *Synonymous with CUM PRIVILEGIO (q.v.).*

CUM PRIVILEGIO (*Lat.* "with permission"). Printed by authority, either secular or ecclesiastical. Sole authority for printing.

CUMDACH. A rectangular box (usually of bronze, brass or wood, and plated with ornamented silver or gold), which was made for the preservation of precious books. Also called "Book shrine."

CUMULATED BOOK CATALOGUE. A compromise between the card and the book (printed) catalogue. Linotype slugs are preserved by the printer after a printing and subsequent entries are interpolated as necessary.

CUMULATIVE INDEX. One which is built up from time to time by combining separately published indexes into one sequence.

CUMULATIVE LIST. A list of books published separately and afterwards incorporated in other similar lists which in their turn may have been compiled in the same way.

CUNEIFORM WRITING. Wedge-shaped letters in which Old Persian and Babylonian inscriptions were written, so termed from their wedge-like appearance and made by pressing the end of a stick or reed into the soft clay of the tablet at an angle and continuing the stroke in a straight line with constantly diminishing pressure.

CURATOR. The superintendent of a museum, art gallery, etc.

CURIOSA. Term used in classifying books of curious and unusual subject matter. Sometimes used euphemistically as a classification for *erotica*.

CURRENT COMPREHENSIVE BIBLIOGRAPHY. The technique of making available, through current bibliographical services, informative lists of the totality of publications in particular categories defined solely by (a) recency of publication ; (b) type of issuing agency ; (c) the geographical area or political jurisdiction within which they were produced ; but not by their contents (e.g. literary form or subject-content) or distribution (e.g. location of copies). *See also* CURRENT SELECTIVE BIBLIOGRAPHY.

CURRENT NUMBER. The last-issued number of a newspaper or periodical.

CURRENT SELECTIVE BIBLIOGRAPHY. The technique of making available, through current bibliographical services, informative lists of publications in particular categories defined by (a) recency of publication, (b) some one or more characteristics of the publications. The usual characteristics are content (e.g. literary form, subject), distribution (e.g. location of copies), and value. *See also* CURRENT COMPREHENSIVE BIBLIOGRAPHY.

CURRENTLY RECEIVED. Periodicals which are received on publication.

CURSIVE. 1. Running writing, letters within words being joined. 2. Sometimes used to differentiate smaller hands from uncial.

CURVES. () Signs used to denote inserted explanatory or qualifying words, phrases, clauses or remarks. To be distinguished from BRACKETS (*q.v.*). Also called "Round Brackets" and PARENTHESES (*q.v.*).

CUSTODIAN. A person in charge of a special collection or of a building in which exhibits are displayed.

CUT (*n.*). 1. A design cut or engraved on wood, copper, or steel from which a print is made. 2. The impression from such a printing block. 3. An engraving, or plate

printed on the text page. (*v.*). To trim the edges of a book. (*a.*). Of a book having cut edges. *See also* CUT EDGES, OPENED, PLATE.

CUT EDGES. (*Binding*). The top, fore, and tail edges of a book cut solid by a guillotine. When gilt they are known as "gilt edges." *See also* EDGES.

CUT FLUSH. A book having its cover and edges quite even, the cutting operation having been done after the cover (usually paperboards or limp cloth) had been attached to the book.

CUT-IN INDEX. *Synonymous with* THUMB INDEX (*q.v.*).

CUT-IN LETTER. One of a large size, and occupying the depth of two or more lines of type as at the beginning of a chapter or paragraph. *See also* COCK-UP INITIAL, DROP LETTER.

CUT-IN NOTE. *Synonymous with* INCUT NOTE (*q.v.*).

CUT LINE. Matter appearing below an illustration. More often called a "Caption."

CUT-OUT HALF-TONE. *See* HALF-TONE.

CUTTER AUTHOR MARKS. A system of author marks devised by Mr. C. A. Cutter, and consisting of from one to three letters at the beginning of an author's name, followed by numbers which increase as the names proceed along the alphabet. Author's names beginning with a consonant other than S have one letter, with S or a vowel have two letters, and Sc have three letters, followed in each case by a number, e.g. :

Ab2 Abbot	G42 Gilman	Sa1 Saint
Al2 Aldridge	Sch51 Schneider	Sw1 Swain
G16 Gardiner	Sch86 Schwartz	

Their purpose is to enable books to be arranged alphabetically by using a relatively brief symbol.

See also BOOK NUMBER, CUTTER-SANBORN THREE-FIGURE TABLE.

CUTTER CLASSIFICATION. *See* EXPANSIVE CLASSIFICATION.

CUTTER NUMBERS. *See* CUTTER AUTHOR MARKS.

CUTTER-SANBORN THREE-FIGURE TABLE. An extension of the Cutter Author Marks for individualizing authors by using a combination of letters and three numbers (two for J,K,Y,Z,E,I,U,O ; one for Q and X) in numerical order.

For example :

Rol 744	Roli 748	Roman 758
Role 745	Roll 749	Romani 759
Rolf 746	Rolle 751	
Rolfe 747	Rollo 755	

CUTTINGS FILE. *Synonymous with* CLIPPINGS FILE (*q.v.*).

CYCLOPAEDIA. *Synonymous with* ENCYCLOPAEDIA (*q.v.*).

CYLINDER PRESS. A printing press which makes the impression by a cylinder as opposed to a platen. It has a revolving impression cylinder under which is a flat bed containing the type or plates which moves backwards and forwards. These presses can be of two types ; the Wharfedale or stop-cylinder press in which for every sheet printed, the cylinder makes almost one complete revolution and stops while the bed returns, an opening in the cylinder allowing the bed to return freely, and the Miehle or two-revolution press in which a smaller and continuously revolving cylinder revolves once to print one sheet then rises and revolves once more while the type bed slides back into position. This type of machine is the best letterpress machine for colour-printing and book-work. *See also* PLATEN PRESS, ROTARY PRESS.

D.S. (document signed). A document of which only the signature is autographic.

DAGGER (†). The second reference mark in footnotes, coming after the asterisk. When placed before an English, or after a German, person's name, it signifies "dead" or "died." *See also* REFERENCE MARKS.

DAILY. A serial publication issued every day, except perhaps on Sunday.

DANDY ROLL. A cylinder of wire gauze which presses upon the drained but still moist pulp just before it leaves the wire cloth of the paper making machine for the rollers. The weaving of the wire of the dandy roll leaves its impression on the paper and determines whether it is to be wove paper (with the impression of fine, even gauze) or laid paper (with the impression of parallel lines). When devices or monograms are worked into the fine wire of the roll, "watermarks" are produced.

DATE. *See also* COPYRIGHT DATE, DEDICATION DATE, FALSE DATE, IMPRINT DATE.

DATE CARD. *See* DATE LABEL.

DATE DUE. The date on which a book is due for return to a library.

DATE GUIDE. A guide bearing numerals representing the dates on which books are due for return and placed in front of the appropriate changes in the issue trays.

DATE LABEL. The label placed in a lending library book and dated to indicate when it is due for return. In a few libraries dates of issue are used instead. Also called in America a "Date slip" or "Dating slip." Sometimes a loose card, called a "Date card" is used.

DATE LINE. The line in any paper or magazine on which the date of issue appears.

DATE OF ISSUE. The date on which a book was issued.

DATE OF PUBLICATION. 1. The year in which a book was published. It is usually printed at the foot of, or on the back of, the title-page. In old books a date often forms part of the colophon. 2. The day, month and year of such publication.

DATE SLIP (DATING SLIP). The American name for a DATE LABEL (*q.v.*).

DAY OF PUBLICATION. *See* PUBLICATION DAY.

DE LUXE BINDING. A fine leather binding, lettered and tooled by hand. So-called de luxe bindings are often machine products.

DE LUXE EDITION. An edition of a book in which especially good materials and fine workmanship have been used.

DEAD MATTER. Type not to be used or ready to be distributed.

DECENNIAL. Pertaining to a period of ten years.

DECIMAL CLASSIFICATION. There have been several schemes which have employed decimals in some way but the one usually referred to by this name is that published by Melvil Dewey in 1876, in which it is the notation that is used decimally. By this means it is possible to extend the printed scheme at any point to any desired extent. It divides knowledge into ten main classes and is the most used classification for general libraries. *See also* ABRIDGED DECIMAL CLASSIFICATION, DEWEY DECIMAL CLASSIFICATION, UNIVERSAL DECIMAL CLASSIFICATION.

DECIMO-SEXTO. *Synonymous with* SEXTO-DECIMO.

DECK. One floor of a stack containing book shelves, lifts, and workrooms. (American.)

DECKLE EDGE. The feathery edge at the borders of a sheet of hand-made or mould-made paper caused by the deckle or frame of the mould. It is also found in machine-made papers, being caused in these by the rubber deckle straps at the sides of the paper machine, or by artificial means such as a jet of water.

DECORATED COVER. The front cover of a book which bears an illustration, design, or special lettering.

DEDICATION. The author's inscription to a person or persons testifying respect, and often recommending the work to his (or their) special protection and favour, appearing usually on the recto of the leaf following the title-page. In 16th and 17th century books this is often the only place where the author's name appears.

DEDICATION COPY. A copy of a book presented by the author, and so inscribed, to the person to whom the work is dedicated.

DEDICATION DATE. The date given at the beginning or end of a dedication.

DEEP-ETCHED HALF-TONE. *See* HALF-TONE.

DEEP ETCHING. In photo-engraving, additional etching made necessary to secure proper printing depth where this cannot be accomplished by routing, as in places where dense black lines are used, or where line negatives and half-tone negatives are combined in the same plate. *United Typotheta. See also* ETCHING.

DEFAULTER. A reader who fails to return a book or pay a fine. Such people are usually black-listed.

DEFINITIVE EDITION. The final authoritative text of the complete works of an author—the nearest possible approach to what the author intended—edited usually after the author's death.

DEGRESSIVE DESCRIPTION. *Synonymous with* SELECTIVE CATALOGUING (*q.v.*).

DEL., DELT. Abbreviation for *Delineavit* (*Lat.*). Used on engravings to indicate the name of the artist responsible for the original drawings.

DELEGATION OF POWERS. The handing over by a local authority, with or without restrictions, to the library committee, of all powers relating to the management of the library, except the power of levying, or issuing a precept for, a rate, or of borrowing money.

DELETE. To blot out, to erase, to omit. A mark, like the Greek letter δ , used in correcting proofs, is put in the margin to show that certain letters or words crossed through are to be deleted. Often abbreviated "del," "dele" or δ .

DELIVERY DESK. *Synonymous with* CIRCULATION DESK (*q.v.*).

DELIVERY ROOM. In American libraries, the room in which books are returned and issued.

DELIVERY STATION. A library service point at which

no books are shelved but to which books requested by readers are sent to await collection.

DELIVERY VAN. A vehicle for delivering parcels or boxes of books and stores in bulk. Some delivery vans are designed to be used on occasion as **DISPLAY VANS** (*q.v.*).

DEMONYM. A popular or ordinary qualification used as a pseudonym, as "an amateur," "A Bibliophile."

DEMOPLETH MAP. A type of **CHOROPLETH MAP** (*q.v.*) which shows distribution by civil divisions.

DEMY. A sheet of printing paper measuring $17\frac{1}{2}$ ins. x $22\frac{1}{2}$ ins.

DENOTATION. *See* **CONNOTATION.**

DENOTATIVE. *See* **CONNOTATION.**

DENTELLE. Lace-like tooling on the borders of a book cover, placed near the edges and pointing towards the centre. The most notable binders working in this style were the Derome family and Pierre-Paul Dubuisson who was appointed binder to Louis XV in 1758.

DENTELLE A L'OISEAU. Dentelle bindings in which birds are introduced.

DEPARTMENT. 1. A section of a library devoted to one subject as in a **DEPARTMENTALIZED LIBRARY** (*q.v.*), or to one kind of service, as a "Reference library." 2. An administrative section of a library which has one function or series of functions, such as "Cataloguing department." In America sometimes called a "Division."

DEPARTMENT HEAD. A member of the professional staff of an American library who is directly responsible to the Chief Librarian or Director, for a division of the library organization having its own staff. In a library organized under the divisional system, a head of one of the divisions of the central library.

DEPARTMENTAL CATALOGUE. A catalogue consisting of entries for books in one department only of a library.

DEPARTMENTAL LIBRARY. Libraries in a college or university which are apart from the main library and restricted to one subject or group of subjects.

DEPARTMENTALIZED LIBRARY. A large library in which all the material on each broad subject, whether for reference or lending, is kept in separate rooms or clearly defined sections. Also called **SUBJECT DEPARTMENT** (*q.v.*).

DEPOSIT COPY. A copy of a newly published book, pamphlet or periodical, etc., which is sent to one or more libraries, as required by law, to complete copyright protection in the country. *See* **DEPOSITORY LIBRARY.**

DEPOSIT LIBRARY, DEPOSIT STATION. A library service point stocked with a small collection of books which is changed periodically, and which is open for a few hours only daily, or on selected days of the week. These are usually established in new housing areas to provide a temporary book service until a permanent library can be provided, and in factories and institutions.

DEPOSITORS. Readers who pay a deposit, in lieu of obtaining a guarantee, to enable them to borrow books from a library.

DEPOSITORY CATALOGUE. A copy of a national library catalogue, such as that of the Library of Congress, which is deposited in selected libraries.

DEPOSITORY LIBRARY. In England, a library which is entitled by law to receive a free copy of every book published. In America, a library which is entitled to receive all, or selected, United States government publications, or designated to receive free a full list of Library of Congress catalogue cards.

DEPUTY LIBRARIAN. The chief assistant librarian. One who becomes acting chief librarian in all absences of the principal. Formerly called "Sub-librarian."

DEROME STYLE. A style of book decoration practised by the Derome family in France in the 18th century. It is mainly confined to symmetrical corner tooling of a

- very richly engraved floreated scroll work, pertaining very closely to the roccoco style of the Louis period. Nicholas Denis Derome who worked for Count Hoym is famous for his Dentelle borders. *See also* DENTELLE.
- DESCENDER. The vertical descending stem of lower-case letters such as j, p, q, etc. ; that part which extends below the "X" HEIGHT (*q.v.*). *See also* ASCENDER.
- DESCRIPTIVE BIBLIOGRAPHY. The kind of bibliography which makes known precisely the material condition of books, that is, the full name of the author, the exact title of the work, the date and place of publication, the publisher's and printer's names, the format, the pagination, typographical particulars, illustrations and the price, and for old books, other characteristics such as the kind of paper, binding, etc. Also called "Analytical bibliography." *See also* HISTORICAL BIBLIOGRAPHY.
- DESIDERATA. 1. A list of subjects on which the author of a book requires information. If only one thing is required the singular form "desideratum" is used.
2. A list of books required.
- DESK. *Synonymous with* STAFF ENCLOSURE (*q.v.*).
- DESK SCHEDULE. A schedule arranged to show the assignments of staff to each desk or department in a library. (American.)
- DESTINATION SLIPS. Pieces of paper which project from books in the Order or Cataloguing Department to indicate by their colour or marking to which libraries they are allocated.
- DETROIT SELF-CHARGING SYSTEM. A simplified form of the NEWARK CHARGING SYSTEM (*q.v.*), the borrowers themselves making some of the records.
- DEVICE. An emblem or monogram used by a printer or publisher to identify his work. It is usually used as part of the printer's IMPRINT (*q.v.*) or publisher's name on the title page or spine.

DEVIL. *See* WILLOW.

DEWEY DECIMAL CLASSIFICATION. The classification devised by Melvil Dewey in 1873, and first published anonymously in 1876, since when it has been revised fifteen times. Knowledge is divided into the following main classes: 0, General works; 1, Philosophy; 2, Religion; 3, Sociology; 4, Philology; 5, Natural Science; 6, Useful Arts; 7, Fine Arts; 8, Literature; 9, History. The notation is a pure one, being based on three figures and used decimally. Subdivision by form is facilitated by the use of a table of common subdivisions with a mnemonic notation; the linguistic numbers from 420-499 and the geographical numbers from 940-999 are used mnemonically to subdivide by language and place. The relative index is original, and shows the relation of each subject indexed to a larger subject (or class or division), or after the entry word the phase of the subject is indicated. This scheme is used in most public libraries. The schedules were considerably extended in each successive edition until the fifteenth which was published after Dewey's death and was a much attenuated edition, being designed for a small library. In this, the simplified spelling which Dewey had always used was discontinued. *See also* UNIVERSAL DECIMAL CLASSIFICATION.

DIACRITICAL MARK. A mark, such as an accent, placed over or under a letter to express some special phonetic value.

DIAGR. (*Pl. diagrs.*). Abbreviation for DIAGRAM (*q.v.*).

DIAGRAM. As distinct from an illustration proper, a diagram gives only the general outline or plan of the thing represented.

DIAPER. A binding pattern consisting of a simple figure constantly repeated in geometrical form: the pattern may consist of figures separated by the background only, or of

compartments constantly succeeding one another, and filled with a design.

DIAZOTYPE PROCESS. A copying process whereby paper treated with a diazo compound is placed against the document to be copied and an exposure made by means of powerful arc lamps. The exposed paper is developed by passing it through a chamber containing ammonia fumes or over rollers damped with a specially prepared solution. It enables a positive black and white copy to be made in one operation but cannot reproduce facsimiles of double-sided documents. Also called "Dye line."

DICED. Binding with tooling to resemble dice or small diamond squares.

DICHOTOMY, CLASSIFICATION BY. *See* BIFURCATE CLASSIFICATION.

DICKMAN CHARGING SYSTEM. A slightly simplified and mechanized development of the Newark system to obviate the necessity for making records in longhand, thus lessening the possibility of mistakes being made.

DICTIONARY CATALOGUE. A catalogue in which all the entries (author, title, subject, series, etc.) and references are arranged in a single alphabet—like a dictionary. As distinct from other alphabetical catalogues, subject entries are made under specific subjects.

DIE. An engraved stamp used for stamping a design.

DIE SINKING. The process of making dies; die cutting.

DIE STAMPING. A printing process that gives a raised effect. Sometimes the die does not carry the ink, and the raised paper alone makes the letter discernible. *See also* EMBOSsing.

DIE SUNK. A depression produced by the application of a heated die or block.

DIFFERENCE. *See* PREDICABLES, FIVE.

DIFFERENTIAL RATING. A local rate levied (in addition to the county rate) to provide staff and maintain

a library building in order to satisfy the reading requirements of the area covered by the local rate. *See* FLAT RATE.

DIGEST. A methodically arranged compendium or summary of literary, historical, legal, scientific, or other written matter.

DIGESTER. (*Paper*). The vessel in which rags, esparto or wood are boiled, with chemicals, often caustic soda, to break down the fibres. *See also* BOILER.

DIGRAPH. *Synonymous with* DIPTHONG (*q.v.*).

DIPLOMATIC. The science of the critical study of official as opposed to literary sources of history, i.e. of charters, acts, treaties, contracts, judicial records, rolls, chartularies, registers and kindred documents.

DIPTHONG. Two letters joined together and representing one sound, as æ, Æ, œ, Œ. Also called "Digraph."

DIPTYCH. *See* CODEX.

DIRECT HALF-TONE. A half-tone for which the screen negative is made directly from the subject, not from a photograph or drawing.

DIRECT SUBDIVISION. When determining subject headings for a dictionary catalogue in respect of a book limited to one locality, the heading is sub-divided by the name of a county, province, city or other locality without the interposition of the name of the country; e.g. ANIMALS—SURREY. Indirect sub-division interposes the name of the country; e.g. ANIMALS—ENGLAND—SURREY.

DIRECTION LINE. The abbreviated title of a book at the foot of the first page of each sheet. Also called "Title signature." *See also* SIGNATURE AND CATCHWORD LINE.

DIRECTION NUMBER. The number which appears on the DIRECTION LINE (*q.v.*) at the bottom of a leaf of an old book, i.e., below the lowest line of type.

DIRECTION WORD. *See* CATCHWORD.

DIRECTORY. A book containing lists of names of residents or business houses in a town or group of

towns in alphabetical order, and/or in order of situation in roads arranged in alphabetical order; or of professional people or business houses in particular trades over a wider area.

DIRTY PROOF. A proof containing many errors or typographical imperfections; a proof that has been returned to the printer with many corrections.

DISCARD. A book that is withdrawn from circulation in a library because it is out-of-date or in too worn or dirty a condition.

DISCHARGING BOOKS. The act of cancelling the records of books on loan by re-inserting the book-cards in them on their return.

DISCHARGING COUNTER. A staff enclosure which is set aside for the work of discharging books, i.e., cancelling the record of a loan.

DISCHARGING DESK. *See* CIRCULATION DESK.

DISJUNCT LEAF. The stub which remains in a book after the removal of the remainder of the leaf because it contained matter which could not be allowed to remain.
See also CANCELLATION.

DISPLAY STAND. A piece of furniture built to stand on the floor of a library in order to display books.

DISPLAY TYPE. Large or heavy-faced type used for headings, title-pages, posters or advertisements. They may include sizes between 18 and 24 point but usually comprise 30, 36, 42, 48, 60, 72, and more exceptionally 84 and 96 point.

DISPLAY VAN. A vehicle which may be used primarily or occasionally to display books either to persons within the van or to persons passing along the outside of it.

DISSERTATION, ACADEMIC. A thesis or treatise prepared as a condition for the award of a degree or diploma.

DISTRIBUTING. 1. Putting loose type back in their respective boxes and cases after use. Commonly called

"dissing." 2. In presswork, the uniform spreading of ink on the face of the printing forme.

DISTRICT AUDITOR. An Auditor appointed by the Minister of Housing and Local Government to audit the accounts of county councils, metropolitan borough councils, parish councils, parish meetings, library commissioners, of any committee appointed by any such authority, or of joint committees of combined authorities. The accounts of municipal boroughs may also be audited by district auditors by resolution of the council.

DISTRICT LIBRARIAN. One in charge of a county branch library serving directly residents in an area larger than the town in which it is situated, but possibly excluding residents of that town.

DISTRICT LIBRARY. 1. *Synonymous with* BRANCH LIBRARY (*q.v.*) in an urban library system. 2. In a British county library system, a branch situated in a market town or other focal area, at which books are not distributed or services provided to the service points in surrounding areas, but is used by residents in those areas, although possibly excluding the residents in the town itself if this is not within the county library area. *See also* REGIONAL BRANCH, REGIONAL HEADQUARTERS.

DIVIDE LIKE THE CLASSIFICATION. The mnemonic use after the point (.) of symbols from various parts of the classification in order to sub-divide a subject, as e.g. in 016 of Dewey's *Decimal Classification* :

016	Bibliography of special subjects
016.1	" of philosophy
016.17	" of ethics
016.22	" of the Bible
016.54	" of Chemistry

DIVINITY CALF. A plain dark brown calf binding often used in the mid-19th century for theological or devotional books. The boards were sometimes bevelled and the edges red.

DIVINITY EDGES. *See* CIRCUIT EDGES.

DIVISION. 1. In some libraries, a section of a Department. 2. In some libraries, a Department. 3. A unit in a library system which is concerned with a particular function, as a "Catalogue division," or with a definite subject, as "Science division."

DIVISION. (*Classification*). 1. The process of dividing classes or groups of a classification scheme into their more minute parts. 2. The result so formed. 3. A subject or topic which is subordinate to a class. 4. Breaking down a FACET (*q.v.*) into its foci. *See* FOCUS. *See also* EXHAUSTIVE DIVISION, MAIN CLASS.

DIVISION HEAD. In American libraries a member of the professional staff directly responsible to a department head, and in charge of a subdivision of a department.

DIVISIONAL TITLE PAGES. *See* GENERAL TITLE.

do. Abbreviation for ditto, the same.

DOCUMENT CATALOGUE. A catalogue of documents.

DOCUMENTATION. The act of collecting, classifying and making readily accessible the records of all kinds of intellectual activity.

DOG-EARED. Said of a book, portfolio, or similar article having the corners of the leaves turned down and soiled by careless or long continued usage.

DONATION RECORD. The record of gifts; it may be kept in a book or on cards.

DONOR'S LIST. The record of donors arranged alphabetically and kept on cards, one card to each person. (American.)

DORMITORY DISTRICT. The part of a town which is residential and in which no industry is carried on.

DORSE. The reverse side of a membrane.

DOT MAP. One which shows density of distribution by dots of uniform size, each dot representing a given quantity.

DOUBLE. 1. In printing, a word, etc., erroneously

repeated. 2. A sheet of paper twice the unit size, e.g. double crown (20 in. by 30 in.), ordinary crown being 15 in. by 20 in.

DOUBLE-BOOK. A book printed on half sheets.

DOUBLE CROWN. A sheet of paper measuring 20 in. by 30 in.

DOUBLE DAGGER (‡). The third reference mark for footnotes, coming after the DAGGER (*q.v.*). Sometimes called a "Double obelisk." *See also* REFERENCE MARKS.

DOUBLE ENTRY. Entry in a catalogue under more than one subject, or under subject and place, and under the names of subordinate contributors such as joint authors, editors, illustrators, translators, etc., using the same form of entry with suitable headings added. Also, entry for a pseudonymous work under the real name of the author and under the pseudonym.

DOUBLE-FACED CATALOGUE CABINET. A catalogue in which drawers are placed to face both sides, or which, although made as one unit, is in effect two catalogues placed back to back.

DOUBLE FACED SHELF. A shelf which is accessible on both sides.

DOUBLE LEADED. *See* LEADED MATTER.

DOUBLE LETTER. *Synonymous with* LIGATURE (*q.v.*).

DOUBLE PLATE. An illustration which stretches across two pages of a book when open. *See also* FOLDING PLATE.

DOUBLE REGISTER. Two ribbons fastened in a book to serve as book-markers.

DOUBLE SETTING. A resetting of part of a book after the type had been distributed in order to print more copies than had at first been intended, the decision to print more having been made during machining.

DOUBLE TITLE-PAGE. Used where a work has both a right hand and a left hand title-page. Usually one of these stands for the series or the complete volumes of a set and the other is limited to the individual volume.

DOUBLETTE. *See* REPLICA.

DOUBLURE. 1. An ornamental inside lining of a book cover, usually of leather or silk. 2. Ornamental end-paper.

DRAGON'S BLOOD. Any of several resinous substances, mostly dark red in colour. It is used in powdered form in photo-engraving for etching line plates. Dragon's blood powder is brushed up against the slightly raised lines of the image or design on the metal plate from four sides, and "burned in," thus protecting these lines against the action of the etching solution or acid. *United Typotheta.*

DROP-DOWN TITLE. The short title on the first page of text. It should be the same as the RUNNING TITLE (*q.v.*). *See also* CAPTION TITLE.

DROP FOLIO. A folio number at the bottom of a page.

DROP LETTER. Large initial used at the beginning of a chapter or article, and running down two lines or more. *See also* COCK-UP INITIAL, CUT-IN LETTER.

DROPPED HEAD. A chapter or first page where the first line commences a third or more down the page.

DROPPED LETTER. A character which becomes removed during the course of printing and drops out of the forme causing an omission in the matter when printed.

DRY FLONG. *See* FLONG.

DRY-POINT ETCHING. An etching made directly on copper by means of a sharp needle called a point. In dry-point work, the etching is all done by hand and not by a mordant applied to a wax-covered plate in which the design has been cut, as is the rule in ordinary etching. Etchings often have dry-point lines, which have been added after the acid etching has taken place. The beauty of this method is due to the burr caused by the point on each side of the channel being left and not removed as in an engraving. The effect of this in printing is to produce the velvety line which is characteristic of a dry-point.

DUCALI BINDINGS. Venetian bindings of the decrees of the Doges which are decorated with a combination of Oriental and Western techniques.

DUMMY. 1. A copy, generally made up of blank leaves, trimmed and sewn but unbound, to represent the actual bulk of a book about to be published. 2. A complete layout of a job showing the arrangement of matter to be printed on every page, and giving particulars of type, illustrations, etc. *See also* SHELF DUMMY.

DUODECIMO (12 mo.). 1. A sheet (or a sheet and a half) of paper folded to form a section of 12 leaves (24 pp.). Also called "Twelvemo." 2. A book printed on such sheets.

DUOTONE. Two-colour half-tone printing.

DUPLICATE PAY COLLECTION. A selection of duplicate copies of new novels which are only available on payment for each book borrowed. After a time these books become part of the ordinary stock which is lent without charge. Also called "Rental collection."

DUPLICATE TITLE. Used of a reprint which has a reproduction of the original title-page in addition to its own.

DUPLICATED SIGNATURES. Two sets of signatures which are identical.

DUPLEX PAPER. 1. Paper having two different coloured surfaces. 2. Any paper composed of two sheets pasted together.

DUPLICATE. An additional copy of a book already in stock.

DUST COVER. *Synonymous with* BOOK JACKET (*q.v.*).

DUST JACKET. *Synonymous with* BOOK JACKET (*q.v.*).

DUST WRAPPER. *See* BOOK JACKET.

DUSTER. *See* WILLOW.

DYE LINE PROCESS. *Synonymous with* DIAZOTYPE PROCESS (*q.v.*).

DYNAMIC MAP. One which expresses movement such as

transport, migration, or military manoeuvres. The symbols used are mainly flow lines and arrows but change is sometimes expressed by isopleths or choropleths.

e.g. Abbreviation for *exempli gratia* (Lat. "for example") and for edges gilt.

ed. (Edit.). Abbreviation for edit, EDITED, EDITION, EDITOR (*q.v.*).

EDGES. (*Binding*). The three outer edges of the leaves of a book. The edges of a book may be finished in a number of ways. See also CUT EDGES, GAUFFERED EDGES, GILT EDGES, GILT TOP, MARBLED EDGES, RED EDGES, RED UNDER GOLD EDGES, SPRINKLED EDGES, TOOLED EDGES, TRIMMED 2, UNCUT, WHITE EDGES.

EDIT. To prepare or arrange the work of one or more authors for publication, in book form or as a periodical or newspaper.

EDITED. A literary work by one author, or several authors, which has been prepared for publication. A work consisting of separate items, often written by different people, which has been assembled or prepared for publication by an EDITOR (*q.v.*).

EDITIO PRINCEPS. 1. The first edition of a book printed from the old manuscript, when printing first began. 2. The first edition of any new work, but for this the term "first edition" is more commonly used.

EDITION. 1. The whole number of copies of a work printed from the same type or plates and issued at the same time. A statement of the edition of a book is often placed on the verso of the title page, together with particulars of any previous editions. 2. One of the various editions of a newspaper printed at different times on the same day, or periodically summarizing the news of the period since the previous edition was issued, or to celebrate some particular event. See also: ABRIDGED EDITION, AUTOGRAPHED EDITION, DEFINITIVE EDITION, EXPURGATED EDITION, FINE PAPER COPIES, FIRST EDITION,

- GRANGERIZING, IMPRESSION, ISSUE, LARGE PAPER EDITION, LIBRARY EDITION, LIMITED EDITION, NEW EDITION, NUMBERED AND SIGNED EDITION, PARALLEL EDITION, POLYGLOT, REPRINT, REVISED EDITION, SUBSCRIBERS' EDITION, UNEXPURGATED EDITION, VARIORUM EDITION.
- EDITION-BINDING. A binding, usually a casing, ordered and paid for by the publisher as distinct from individual binding carried out for the bookseller or purchaser.
- EDITION DE LUXE. A special edition of a book containing extras not in ordinary editions, such as additional plates, or printed on large paper, etc.
- EDITOR. A person who prepares someone else's work for publication. The editorial work may be limited to mere preparation of the matter for printing, or may involve considerable revisionary and elucidatory work, including an introduction, notes and other critical matter.
- EDITOR REFERENCE. A reference in a catalogue from the name of an editor, or from an entry under an editor's name to another entry where more complete information is to be found.
- EDITORIAL. An article expressing a paper's own policy and beliefs on current matters.
- EIGHTEEN-MO. *See* OCTODECIMO.
- ELECTIVE AUDITOR. *See* BOROUGH AUDITORS.
- ELECTROTYPE (ELECTRO). A facsimile plate of a type forme or another plate, produced by taking an impression in wax, lead or plastic, depositing in this mould a thin shell of copper or other metal by an electroplating process, backing it with type metal, and mounting it type high on wood. Half-tones (except the very coarsest) demand electros, which may also be made from line blocks and composed type.
- ELEPHANT FOLIO. A folio larger than an ordinary folio but not so large as ATLAS FOLIO (*q.v.*). About 14 in. by 23 in.
- ELISION MARKS. *Synonymous with* OMISSION MARKS (*q.v.*).

ELROD. *See* LUDLOW.

EM. The square of the body of any size of type ; the printer's unit of square measure. A standard unit of typographic measurement equal to twelve point = .166". Sometimes called "Pica em." It is also used to indicate the amount of indenting required. *See also* EN, PICA.

EM DASH. The dash—as here—used in punctuation.

EM QUADRAT. A square of metal used to fill out short lines of type to the required length; its width is equal to the BODY (*q.v.*). They are often made in multiples of EMS. Used normally before the first word of a new paragraph. Usually called "Em quad" or "mutton" (slang).

EMBLEM BOOK. A type of book in which designs or pictures called emblems, expressing some thought or moral idea, were printed with accompanying proverbs, mottos, or explanatory writing, or in which verses were arranged in symbolic shapes such as crosses.

EMBOSSSED. (*Binding*). A design which is raised in relief. (*Printing*). Lettering, or a design, which is raised above the surface of the paper.

EMBOSSSED BOOK. A book in which the text is printed in embossed characters, such as Braille, for the use of the blind.

EMBOSSING. Relief printing by the use of a sunken die and a raised counterpart, called female and male, the surface of the paper being raised in relief. It may also be done by the use of certain substances dusted on the printed surface and caused to be raised by heating. Also called "Process embossing," "Relief printing," "Bas relief printing." *See also* DIE STAMPING, THERMOGRAPHY.

EMBROIDERED BINDING. Binding in which the covering material is embroidered cloth. Also called "Needlework Binding."

EN. Half the width of an EM (*q.v.*) but the same height.

EN QUADRAT. A square of metal half the width of the body of a type, and half an "em quad" (*q.v.*), usually inserted after a punctuation mark when not ending a sentence. Usually called "En quad" or "nut" (slang).

EN RULE. A dash the width of an en space.

ENAMEL PAPER. A highly finished paper coated on one side.

ENCHIRIDION (*Pl.*, *ONS* or *A.*). A hand-book, specifically a manual of devotions.

ENCYCLOPAEDIA. A work containing information on all subjects, or limited to a special field or subject, arranged in systematic (usually alphabetical) order.

END-MATTER. The items which follow the text of a printed book. These include appendices, bibliography, notes, supplements, indexes, glossary, imprint or collation, advertisements.

ENDNOTES. Notes printed at the end of a chapter or end of a book. In certain types of book such as those intended for the general reader, or printed lectures, end-notes are preferable to footnotes.

ENDPAPER. A sheet of paper at each end of a book which is inserted by the binder to help fasten the sewn sections to the cover. One half, the "paste-down endpaper," is pasted on to a cover of the book (with the tapes between); the other, the "free endpaper," is pasted with a narrow strip of paste at the fold to the end leaf of a section. Endpapers should be left plain but are frequently used for maps and tables. *See also* DOUBLURE.

ENGINE-SIZING. Sizing paper during the course of its manufacture. *See also* TUB-SIZING.

ENGRAVING. 1. The art or process of making letters or designs on wood, metal, or other substances, by cutting or etching, for the purpose of printing or stamping by an intaglio or recess process on paper or other material.
2. An engraved plate, or an impression made from an

engraved plate. 3. An engraved inscription. 4. The act of taking an impression from an engraved plate. *See also* AQUATINT, ETCHING, LINE ENGRAVING, MEZZO-TINT, WOOD ENGRAVING.

ENLARGED EDITION. *Synonymous with* REVISED EDITION (*q.v.*).

ENROLLED ACCOUNT. An account which has been entered on a roll, usually for audit.

ENROLMENT. Entry of a document upon a roll.

ENTRANCE COUNTER. The side of a staff enclosure at which readers enter a library and return any books they have borrowed.

ENTRY. 1. The record of a book in a catalogue or other library record; it may be the main or an added entry. 2. The word or words forming an item in an index. *See also* ADDED ENTRY, ANALYTICAL ENTRY, HEADING, MAIN ENTRY, REFERENCE, SERIES ENTRY, TITLE ENTRY.

ENTRY WORD. The first word other than an article of a heading in a catalogue; the one by which the entry is arranged.

ENUMERATIVE CLASSIFICATION. A classification which attempts to list specific subjects. Owing to the impossibility of enumerating all possible specific subjects, such a classification is necessarily selective.

EPHEMERA. 1. Pamphlets, cuttings and other material, of ephemeral interest and value. 2. Such material of earlier periods which has acquired literary or historical importance.

EPHEMERIDES. A diary, or an account of every-day transactions.

EPIGRAPH. A sentence or quotation at the commencement of the chapter of a book to indicate the sentiment or idea.

EPISTEMOLOGY. The science of organized ideas in their exact correspondence with outward things, or knowledge.

EPISTOLARIA. A liturgical book containing the Epistles.

EPITOME. A work that has been abridged or summarized from some larger work for a particular purpose, the essential matter of the original being retained. To be distinguished from an ADAPTATION (*q.v.*).

EROTICA. Indecent or obscene books. *See also* CURIOSA, FACETIÆ.

ERRATA. (*Sing.* ERRATUM.) *Synonymous with* CORRIGENDA (*q.v.*).

ESPARTO. A coarse grass growing in countries around the Mediterranean, particularly southern Spain and northern Africa, which is used for making the better grades of book paper.

ESSENTIAL CHARACTERISTICS. *See* CHARACTERISTIC OF A CLASSIFICATION.

ET AL (*Lat.* ET ALII "and others"). An abbreviation used in a second or subsequent reference to a work in footnotes. It follows the name of the first of three or more collaborators whose work has previously been cited.

ET INFRA. (*Lat.* "and below"). Used to indicate that something which follows may be of smaller size, as "24 vols., 8vo. *et infra*," meaning that the largest is 8vo.

ET SEQ. Abbreviation for *et sequens* (*Lat.* "and the following"). Plural: *et sqq* (*et sequentes*).

ETC. Abbreviation for *et cetera* (*Lat.* "and the other, the rest"). Also abbreviated "&c."

ETCHING. 1. The process of producing a design upon a plate of steel, copper, glass or zinc by means of drawing lines with an etching needle through an acid-resisting wax coating upon the polished surface of the plate, and then covering this surface with an acid which corrodes the metal in the lines thus laid bare. 2. A plate with an etched design upon its surface. 3. The art of producing impressions on paper or other material from an etched plate. 4. The impression produced by 3. *See also* DEEP ETCHING, DRY-POINT ETCHING.

ETHNIC NUMBERS. Numbers added to a classification symbol so as to arrange books by language or race. They are usually applicable throughout a classification scheme. Also called "Linguistic numbers."

ETRUSCAN STYLE. A calfskin cover stained with acid and decorated with classical ornaments. It originated in the 18th century.

EVALUATION. An estimate of the value of a work as a contribution to the literature of a subject.

EVE STYLE. See FANFARE (FLOURISH) STYLE.

EVOLUTIONARY ORDER. In classification, the method by which subjects are shown in the order of their history or development, "in natural history putting the parts of each subject in the order which that theory assigns to their appearance in creation. As science proceeds from the molecular to the molar, from number and space through matter and force to matter and life, etc., etc." (*Cutter.*) Cutter's Expansive Classification follows this order, as also in a rough way, does Brown's Subject Classification. No scheme is, or can be evolutionary throughout.

EX LIBRIS. 1. Latin phrase, meaning *from the books*, frequently used on book plates, followed by the owners' name. 2. Surplus books from a subscription or other library.

EX-LIBRARY COPY. A catalogue description of a book originally in a public or circulating library.

EXACT CLASSIFICATION. *Synonymous with CLOSE CLASSIFICATION (q.v.).*

EXACT SIZE. The measured size of a book expressed by centimetres or inches rather than by a signature symbol. Also called "Absolute size."

EXCERPT. A verbatim extract from a printed book or manuscript; an extract or selection.

EXCHANGE. 1. The exchange by barter or trade of duplicate material with other libraries. 2. The exchange

of publications with other institutions. (American.)

EXHAUSTIVE DIVISION. Dividing as exhaustively and minutely as possible in order to give specific places in a scheme of classification.

EXHIBITION VAN. One which is shelved to display books so that local librarians can choose books for centres and school libraries. Formerly called a display van.

EXIT COUNTER. The side of a staff enclosure at which readers leave a library and have books issued or "charged" to them.

EXPANSIVE CLASSIFICATION of C. A. Cutter, which began to appear in 1891, was one of the most minute and scholarly of schemes for a general library, but it is now out-of-date. It consists of seven expansions (the seventh, uncompleted, being very detailed and suitable for a very large library) each of which covers the whole field of knowledge but in varying detail, and can be used according to the size of the library. Later expansions cannot be used in the same library, however, without re-classifying a number of the books, as the fundamental symbols had to be altered as the expansions progressed. The order of the schedules is evolutionary, the main classes being :

A	General Works.	R	Useful Arts, Technology.
B	Philosophy.	V	Athletic and Recreative Arts.
Br	Religion.	Vv	Fine Arts. Music.
D	Historical Sciences.	X	Arts of Communication by Language.
H	Social Sciences.		
L	Sciences and Arts.		

The intervening letters in the above schedule are given to the more important divisions. The notation is a pure alphabetical one, permitting sub-division at any point in the scheme by the use of the alphabet, but form divisions and the Local List for sub-dividing geographically have numerical notations which can be used mnemonically.

EXPLANATORY GUIDE CARDS. Guide cards giving an explanation of the arrangement of the catalogue cards and placed at the beginning of groups of cards for voluminous authors, anonymous classics, sacred books, etc.

EXPLICIT. The closing phrase of a manuscript or early printed book indicating its completion and sometimes giving the author's name and the title of the work. It is the author's or scribe's colophon taken over from the manuscript, and may appear instead of, or in conjunction with, the printer's colophon.

EXPURGATED EDITION. An edition with those parts left out that might be objected to on moral or other grounds. *See also* ABRIDGED EDITION, BOWDLERIZED.

EXTENSION. The extension of a term or class indicates all the different things included in the term; in other words, the compass of the term. The intension indicates their *qualities*. Extension and intension vary conversely; when one is great the other is small.

EXTENSION CARD. Second and subsequent catalogue cards used when the entry is too long to go on one card. It contains the classification number and the entry word from the first card, and is numbered 2, 3, etc. Also called a "Continuation card."

EXTENSION WORK. Activities which are undertaken with the object of reaching groups of people who might otherwise be unaware of the library, such as lecture societies, reading circles, discussion groups, and the provision of books for prisons, clubs, hospitals, literary societies, etc.

EXTERNAL READER. A person who is permitted to use a library provided primarily for the use of privileged persons, such as the members of a professional body or association.

EXTRA BINDER. A craftsman who uses the best materials and employs the soundest methods of construction; he

usually decorates each binding with a design specially made for it.

EXTRA BINDING. In binding, a trade term for the best work. Applicable to any book well "forwarded," lined with marbled or other special paper, silk headbands, and gilt with a narrow roll round the sides and inside the "squares."

EXTRA TICKET. *Synonymous with* SUPPLEMENTARY TICKET (*q.v.*).

EXTRACTED ARTICLE. *Synonymous with* SEPARATE (*q.v.*).

f.f. 1. Abbreviation for foliation, folios and following pages.
2. Counting the number of leaves (not pages).

F.I.D. Abbreviation for Fédération Internationale de Documentation. *See* UNIVERSAL DECIMAL CLASSIFICATION.

F.L.A. Abbreviation for Fellow of the (British) Library Association.

FAC. Abbreviation for FACTOTUM (*q.v.*).

FACE. 1. The entire unbroken front of shelving on one side of a double case or on one side of a room or gallery.
2. (*Printing*). The printing surface of type. It comprises STEM, BOWL, SERIF, COUNTER, CROTCH and KERN (*q.v.*). Measured set-wise, i.e. left to right, a face may be condensed (compressed) or extended (expanded); measured body-wise, it may be small, ordinary, medium or large, according to the actual size of the short and long letters. 3. (*Printing*). A particular design or style of a fount of type. *See also* TYPE FACE.

FACET. In classification, the whole group of divisions (*see* DIVISION 4), or foci (*see* FOCUS *n*), produced when a subject is divided according to a single characteristic. Five kinds of facets are discernable in any class: these relate to personality, matter, energy, space and time. *See also* CHARACTERISTIC OF A CLASSIFICATION.

FACET ANALYSIS. (*Classification*). The analysis of any subject to determine what characteristics should be used

to divide it, relating them to the five fundamentals. *See also* FACET.

FACETED CLASSIFICATION. A scheme of classification which reflects in its structure the analysis of subjects according to a number of fundamental concepts, particularly the fundamental concepts, personality, matter, energy, space, time. It lists constituent parts of specific subjects, which parts must be assembled in a pre-determined order to express the specific subjects. All modern schemes of classification are faceted to a certain degree : e.g. they provide tables of constant numbers for divisions relating to time and to space.

FACETIÆ. Coarsely witty books ; objectionable or indecent works collectively. *See also* CURIOSA, EROTICA.

FACSIM. Abbreviation for *facsimile*. (*q.v.*). Also abbreviated "fs," "fac."

FACSIMILE. 1. A copy of an original, reproduced in its exact form and style. 2. Used in cataloguing to indicate that the book catalogued contains facsimiles. Abbreviation : facsim.

FACSIMILE BINDING. A binding which closely resembles an older binding.

FACSIMILE REPRINT. A reproduction of a work, however printed, and reproducing exactly the appearance of the original.

FACTOTUM. An ornament of wood or metal having a space in the centre for the insertion of a capital letter of an ordinary fount of type ; used to print ornamental initial letters at the commencement of a chapter. It is sometimes called a "*Factotum initial*." Abbreviation : fac.

FAIR COPYING DECLARATION. An agreement by over 100 publishing organizations, including scientific societies under which the reproduction of articles for use by individual research workers is permitted. It developed from The Royal Society's Scientific Information Conference, held in 1949. The signatories regard it as fair

dealing for a non-profit making organization to make a *single* reproduction of a part of an issue of a periodical on behalf of a person requiring this for private study and research, and providing he undertakes not to sell or reproduce for publication the copy supplied.

FALSE DATE. A date given wrongly, either intentionally or in error. In a catalogue entry the correct date is given in brackets following "i.e."

FALSE HYPHEN. One placed by the printer between two parts of a word which is broken at a line end.

FAMILY. The complete group or collection of all the sizes and styles of type of the same design: they have common characteristics and differ only in size, set or thickness of lines, e.g. the Gill Sans family, comprising: Gill Sans, **Gill Bold**, Gill Extra Light, **Gill Extra Bold**.

FANFARE (FLOURISH) STYLE. The 16th century later Eve style of binding, being a complication of geometrical interlacings and a multitude of scrolls, wreaths, sprays, and flowers, filling all available space on back and sides of the book.

FARMINGTON PLAN. A scheme whereby over fifty American research libraries have agreed co-operatively to purchase books published in certain countries in order to ensure that at least one copy of new books and pamphlets likely to interest research workers is acquired by an American library. Such books are promptly listed in the Union Catalogue at the Library of Congress and made available by inter-library loan or photographic reproduction.

FASCICULUS (FASCICULE). Parts of a work which (for convenience of publishing or printing issued in small instalments) are usually incomplete in themselves and do not necessarily coincide with the formal division of the work into parts. They usually consist of sections or groups of plates protected by temporary wrappers, and

may or may not be numbered or designated as a "part," "fascicule," "lieferung," etc.

FAT FACES. Type faces which have extra thick perpendicular strokes whether straight or curved, such as Elephant, Ultra Bodoni, and **Falstaff**.

FEATHERWEIGHT. See **ANTIQUE**.

FECIT (Lat. "he or she made (did) this.").

FÉDÉRATION INTERNATIONALE DE DOCUMENTATION. The organization (formerly the Institut International de Documentation and the Institut International de Bibliographie) which publishes the **UNIVERSAL DECIMAL CLASSIFICATION (q.v.)**.

FEET. The base of a piece of movable type formed by the "groove" or "heel-nick" which runs set-wise across the bottom surface of the body.

FERE-HUMANISTICA. See **GOTHIC**, or **BLACK LETTER**, **TYPE**.

FESTSCHRIFT. A memorial or complimentary volume usually consisting of a number of contributions by distinguished persons, often students and colleagues of a person and issued in his honour. It may also honour an institution or society especially on the occasion of an anniversary.

ff. Abbreviation for *folgende Seiten* (Ger. "following pages"); for proper name (e.g. *Holkes*); for *fecerunt* (Lat. "they made it"); for *folios*.

FIELD WORK. In county library work, the visiting of local branches in order to maintain official contact between these and headquarters.

FILE. *Noun.* 1. A collection of written or printed material arranged in some systematic order. 2. A holder or cabinet designed to hold such material. *Verb.* To arrange such material in order.

FILING CARS. Desks on casters with a small table and a chair on a swivel, used for the filing of catalogue cards. (American.)

FILING CHAIR. A chair used to reduce fatigue for a filing assistant working at a very large card catalogue. It, often together with a small table, is mounted on a light platform which is on wheels. The filing assistant while seated moves the chair along by pushing against the catalogue case. Also called "Filing car."

FILING CODE. A code of rules for arranging the entries in a catalogue, or other material in a file.

FILING MEDIUM. That part of the entry under which a card is filed. Also called **ENTRY WORD** (*q.v.*).

FILING WORD. *Synonymous with ENTRY WORD* (*q.v.*).

FILLET. 1. A plain line or lines impressed upon the back or side of a book-cover. A "French fillet" is three gilt lines unevenly spaced. 2. The wheel-shaped tool, with which these lines are impressed. Also called "Roulette" or "ROLL" (*q.v.*).

FILM LIBRARY. A collection of films. A few public libraries lend films to local societies and many preserve films of local interest as part of their local collection.

FILMSCRIPT. The story, dialogue, and acting instructions for a film.

FINDING LIST. A very brief list of books, usually limited to bare author and title and class mark.

FINE. A charge made for retaining a book longer than the time allowed.

FINE CALCULATOR. *Synonymous with FINE COMPUTOR* (*q.v.*).

FINE COMPUTOR. A device for calculating the amount of fine due on a book which has been retained longer than the period allowed.

FINE COPY. Used to describe a second-hand book the condition of which is better than "good" but poorer than **MINT** (*q.v.*).

FINE PAPER COPY. Name applied to a book printed on better and larger paper than the ordinary edition.

FINIS. (*Lat.*). The end, conclusion. Frequently printed at the end of a book.

FINISH. (*Paper*). The degree of smoothness of the surface of paper; printing papers may be described as, e.g. antique or super-calendered, writing and drawing papers as vellum or rough. (*Block-making*). The treatment of the outer edges of blocks as e.g., squared up, vignettied. (*Binding*). Ornamenting and lettering a bound book. *See also* PAPER FINISHES.

FINISHING. That branch of binding concerned with the book after it has been put into its cover. Includes tooling, lettering, polishing. *See also* FORWARDING.

FIRST ASSISTANT. In American libraries, a member of the professional staff of a department, division, or branch having a minimum staff of three professional persons.

FIRST EDITION. The whole number of copies first printed from the same type and issued at the same time. Later printings from the same type are known as Reprints. Sometimes small typographical errors in a first edition are corrected during the printing, qualifying the later printings for the classification "Corrected Edition," "New Edition" or "Revised Edition," but described as "first issue of the first edition." *See also* EDITION, IMPRESSION, ISSUE, NEW EDITION, REPRINT, REVISED EDITION.

FIRST ENGLISH EDITION. The first edition published in England of a book written in English and which had already been published abroad.

FIRST IMPRESSION. All the copies of a book printed at the first printing and before any alterations or additions have been made to the text. Subsequent printings made soon after the first, and before a reprint is made after a lapse of time, are called "Second impression," "Third impression," etc.

FIRST INDENTATION. The eighth typewriter space from the left edge of a catalogue card. The first or outer vertical line on a catalogue card ruled for handwriting. It is at this position that the author heading begins.

Also called "Author indention" and "Outer indention."

See also SECOND INDENTION, THIRD INDENTION.

FIRST-LINE INDEX. An index in which the first lines of poems, hymns, songs are arranged in alphabetical order.

FIRST PRINTING. The first quantity of a book to be printed; equivalent to an IMPRESSION (*q.v.*).

FIRST PUBLISHED EDITION. The first edition published for sale to the public and implying that it was preceded by an edition printed for private, official, or otherwise restricted, circulation.

FIRST SEPARATE EDITION. The first edition to be printed within its own covers, of a publication which had previously been published with other matter.

FIRST WORD ENTRY. Entry under the first word of a book's title other than an article.

FIVE PREDICABLES. *See* PREDICABLES, FIVE.

FIXED LOCATION. An antiquated method of arrangement by marking a book with shelf and other marks so that its position on a particular shelf should always be the same. The book-cases, tiers and shelves are each marked distinctly to make finding easy and these markings are often incorporated in the book number. Also called "Absolute location." The opposite of RELATIVE LOCATION (*q.v.*).

FLAT BED PRESS. A printing machine having a bed with a flat surface.

FLAT PROOF. A print made from each plate in a colour series, using the colour in which that plate is to be printed in the series. *See also* PROOF, PROGRESSIVE PROOF.

FLAT PULL (ROUGH PULL). The proof taken on the machine without UNDERLAY or OVERLAY (*q.v.*).

FLAT RATE. A rate levied over the whole of a county area to provide an adequate library service in all parts without the levying of additional local rates. *See* DIFFERENTIAL RATING.

FLEURON. A conventional flower or an anomalous type

of ornament floral in character, used in decorating book-bindings.

FLEXIBLE BINDING. A binding that allows the book to lie flat when open. It is largely achieved by using a **FLEXIBLE SEWING** (*q.v.*) and flexible glue.

FLEXIBLE CLASSIFICATION. A classification which permits the insertion of new subjects without destroying the sequence or logic of the arrangement. Flexibility is mainly a function of the notation.

FLEXIBLE NOTATION. See **NOTATION**.

FLEXIBLE SEWING. Sewing a book on raised bands or cords, and passing the thread entirely round each band. It is the strongest form of sewing. A style of binding which allows the book to lie perfectly flat when open.

FLONG. A pulp-like board used for making the moulds for casting stereotypes. *Wet flong* is made (usually in the foundry of a printing establishment) from layers of tissue paper and blotting paper pasted together with a special paste and beaten onto the type or blocks in the forme before drying. *Dry flong* is a similar material which, either in a completely dry state, or damp, is placed together with the forme in a hydraulic press.

FLOOR DUTY. Freedom from routine duties at the staff enclosure, departmental librarian's desk, or readers' adviser's desk to be available to readers in a library in order to assist them with their choice of books.

FLORET. 1. A binder's finishing tool with a flower or leaf design. 2. A flower or leaf-shape type used to separate sentences or paragraphs.

FLOW-LINE MAP. One which shows movement, the direction or route followed being indicated by a line representing the railway or waterway concerned, while the width of the line represents the quantity of material conveyed.

FLOWERS. Printer's ornaments which can be made up into decorative borders, strips, head and tail pieces.

They may be floral, arabesque, geometric or pictorial in design. The best of them derive from arabesque bookbinders' stamps. *See also* FLEURON.

FLUSH. (*Printing*). Denotes the absence of INDENTION (*q.v.*). The instruction "set flush on left" means that the matter is to be set evenly at the left margin, "flush right" that all lines align at the right margin.

FLUSH PARAGRAPH. A paragraph having no indentation, spacing being used to separate paragraphs.

FLY LEAF. A blank leaf at the beginning or end of a book, usually in addition to the loose leaf of the endpaper (the "free endpaper") and next to it.

FLY SHEET. 1. A two- or four-page tract. 2. An endpaper.

FLY TITLE. *Synonymous with* HALF TITLE (*q.v.*).

FOCUS. (*Classification*). (*n.*) Any specific division (*see* DIVISION 4) of a subject according to one characteristic, i.e. any single division of a FACET (*q.v.*). (*v.*) To decrease the EXTENSION (*q.v.*) and increase the INTENSION (*q.v.*) within any facet, and so to arrive at a specific division of a facet. *See also* CLASSIFYING, FACET, PHASE.

FOLD. *Synonymous with* BOLT (*q.v.*).

FOLD SYMBOL. The symbols used to indicate the way the paper of which a book is made is folded, and consequently the number of leaves in the section. These are F, Fo (Folio); 4to (Quarto); 6to (Sexto); 8vo (Octavo); 12mo (Duodecimo, Twelvemo); 16mo (Sextodecimo, Sixteenmo); 18mo (Octodecimo, Eighteenmo); 24mo (Vicesimo - quarto, Twenty-fourmo); 32mo (Trigesimo-secundo, Thirty-twomo); 64mo (Sixty-fourmo). They are often used to indicate the size of modern books.

FOLDED (FOLDING) BOOK. One consisting of a long strip of paper folded like a sheet map, concertina fashion, the ends being attached to stiff covers. Used commonly in the Orient, but in the rest of the world for books of a pictorial character giving views of places or panoramas.

FOLDER. 1. A publication consisting of one sheet of paper folded to make two or more leaves but neither stitched nor cut. 2. A large sheet of stout paper, usually manilla, folded once, and having a tag for a heading at the top of the back portion, into which papers are placed for storage in a filing box or cabinet.

FOLDING PLATE. An illustration bound into a book but folded so as not to project beyond the pages of the book. Called a "folded plate" by cataloguers. *See also* DOUBLE PLATE.

FOLDINGS. A general term referring to the folding of a sheet of paper to form a section. On the following page are the usual foldings.

FOLIATED. Used to describe the marking of every leaf—not page—of a manuscript or printed book with a consecutive number, or foliation.

FOLIATION. (*Verb*). Allotting folio or section numbers or other markings to pages. (*Noun*). The numbering of leaves of a MS. or book. Foliation was comparatively rare until the last quarter of the fifteenth century : it consisted originally of the word "Folio," or an abbreviation thereof, followed by a roman numeral. Arabic figures were used in Italy between 1475 and 1500, and outside Italy after 1500. Eventually the Arabic figures stood alone. Sometimes columns of print were numbered instead of leaves. The numbering of pages (pagination) began to replace foliation towards the end of the sixteenth century but was not finally established until the eighteenth century.

FOLIO. 1. Format : a book printed on a sheet of paper folded once, making two leaves or four pages. *See* FOLDINGS. 2. The individual leaf of a book. 3. An indication of size, usually 30 cm. 4. A sheet of paper in its full size, i.e. flat unfolded, hence a folio ream is a ream of paper supplied flat. 5. The number of a leaf placed at the top or bottom.

Folio	(Fo)	folded once	giving	2 leaves	4 pages.
Quarto	(4to)	" twice	"	4 "	8 "
Sexto	(6to)	" three times	"	6 "	12 "
Octavo	(8vo)	" three "	"	8 "	16 "
Duodecimo (twelvemo)	(12mo)	" four "	"	12 "	24 "
Sectodecimo (sixteenmo)	(16mo)	" four "	"	16 "	32 "
Octodecimo (eighteenmo)	(18mo)	" five "	"	18 "	36 "
Vicesimo-quarto (twentyfourmo)	(24mo)	" five "	"	24 "	48 "
Trigesimo-seculo (thirtytwomo)	(32mo)	" five "	"	32 "	64 "
Trigesimo-sexto (thirtysixmo)	(36mo)	" six "	"	36 "	72 "
Quadragesimo-octavo (fortyeightmo)	(48mo)	" six "	"	48 "	96 "
Sexagesimo-quarto (sixtyfourmo)	(64mo)	" six "	"	64 "	128 "

FOLIO EDITION. One issued in FOLIO (*q.v.*) form.

FOLLOW COPY. When written on a MSS. this is a direction to the compositor to follow precisely the spelling and punctuation, however incorrect it may appear. When written on printed matter it indicates that the style and setting of the original are to be followed as closely as possible.

FOLLOW-UP NOTICES. The American term for second and subsequent overdue notices.

FONT. *See* FOUNT.

FOOLSCAP. A sheet of printing paper measuring $13\frac{1}{2}$ ins. x 17 ins.

FOOT. 1. The bottom edge of a book. *See also* HEAD.

2. The margins at the bottom of a page of type.

FOOTLINE. 1. The line at the bottom of a page, especially the blank line or the line containing the folio, signature, or page number just below the lowest line of type.

2. The horizontal ruled line near the bottom of a ruled page or sheet. 3. Supplementary material at the bottom of a page to be used in connexion with matter appearing above it.

FOOTNOTE. A note at the foot of a page, usually in smaller type than the text, giving a reference, an authority, or an elucidation of matter in the text above. *See also* REFERENCE MARKS.

FOOTSTICK. *See* CHASE.

FORE-EDGE. The front edge of a sheet of paper or sections of a book opposite the folded edge through which the sewing passes.

FORE-EDGE PAINTING. A picture painted on the fore-edges of a book which is seen to the best advantage when the pages are splayed out.

FOREL (FORREL, FORRIL). 1. Heavy, rough parchment used for covering old books. 2. A case or cover in which a book or MSS. is kept for protection, or into which it is sewn.

FORENAME. A name that precedes the family name or surname. A Christian name.

FOREWORD. *Synonymous with PREFACE (q.v.).*

FORM. A classification term applied to the manner in which the text of a book is arranged, as a dictionary, or the literary form in which it is written, as drama, poetry, etc. *See also* FORM CLASSES, FORM DIVISIONS.

FORM CLASSES. Those parts of a classification in which the books are arranged according to the form in which they are written, e.g. poetry, drama, fiction, essays, etc., the subjects of the books being ignored.

FORM DIVISIONS. Adjuncts to a classification which enable books to be arranged (within their subject) according to the form in which they are written. They usually have a mnemonic notation which can be applied to any part of a scheme. There are two kinds of form division: **OUTER FORM** indicates books in which the contents is arranged in a particular way, such as in classified or alphabetical order as in dictionaries, or according to the form of writing, as essay, bibliography, periodical. **Subjective, or INNER FORM**, indicates modes of approach such as the theory, history, or philosophy of a subject.

FORM ENTRY. An entry in a catalogue under (1) the name of the form in which a book is written, e.g. Poetry, Drama, Fiction, or (2) the form in which the subject material is presented, e.g. Periodicals.

FORMAT. 1. A term used to describe the appearance and make-up of a book; its size, shape, paper, type, binding, illustrations, etc. 2. Strictly, the number of times a sheet of paper has been folded to form a section of a book, e.g. quarto (folded twice giving four leaves). *See also* FOLDINGS.

FORME. The forme which contains the text, which will be on the inside pages of a printed sheet when folded, is

called the "inner forme" and that which contains those on the outside, the "outer forme."

FORME GAUGE. *See* GAUGE.

FORTNIGHTLY. A serial publication issued every second week. Also called "Bi-weekly."

FORWARDING. The processes of binding a book after it is sewed until it is placed in its cover ready for FINISHING (*q.v.*).

FOUL PROOF. One with many corrections marked on it.

FOUNDERS' TYPE. Type cast by a type-founder as distinct from type cast by the printer on such machines as the Monotype, Linotype, Ludlow or Intertype.

FOUNDRY PROOF. One pulled before the forme is sent to the foundry to be stereotyped.

FOUNT (FONT). A full set of type of one style and size containing the correct number of the various characters. *See also* SORT, TYPE FACE 2.

FOUNT SCHEME. *See* BILL OF TYPE.

FOUR-COLOUR PROCESS. An extension of the THREE-COLOUR PROCESS (*q.v.*), by adding black or grey. Also call "Full colour."

FOURDRINIER MACHINE. A machine for making printing papers. It consists of centrifugal cleaning machines such as erkensators, a wire part or wet end on which the sheet of paper is formed, the couch roll which removes some of the water and consolidates and smooths the sheet, drying cylinders which remove the remaining water, and stocks of calenders which impart "machine finish" to the sheet and determine its smoothness.

FOXED. Prints and pages of old books with yellowish-brown spots caused by dampness.

FRAME. 1. A wooden stand with a sloped top on which cases of type are placed for the compositor's use. 2. (*Binding*). Ornamentation consisting of a simple hollow rectangle placed some distance from the edges of the cover of a book. To be distinguished from BORDER

(*q.v.*). 3. (*Bibliography*). Those complete borders which are not COMPARTMENTS (*q.v.*). They comprise (a) enclosures made up of separate cuts or ornaments which show no evidence of having been carved or engraved for use together as a border; (b) those made up of separate cast type-ornaments, commonly used for book decoration.

FRAMED-CUT. A completely carved decorative full-page cut except for a small panel into which is set a letterpress title. Also called "compartment," "title-cut" or "woodcut title-page with panel."

FREE END-PAPER. That portion of an end-paper which is not pasted down to the cover but adhered to the end section of a book.

FREE HAND. Writing of any period not conforming to definite rules, such as the regular use of set abbreviations.

FREE LANCE. A journalist or photographer not on the staff of any one particular paper but who contributes to several papers.

FRENCH JOINT. A joint formed by keeping boards a short distance from the back, splitting the boards and placing tapes between, thus allowing greater play at the hinge and permitting the use of a much thicker leather or cloth than otherwise. *See also* CLOSED JOINT.

FRENCH RULE. (*Printing*). A rule made of brass or type metal and having a diamond in the middle.

FRISKET. A light rectangular iron frame about the size of a TYMPAN (*q.v.*) which is covered with brown paper and attached to the upper part of the tympan. The frisket sheet is folded over the tympan, the centre part of the brown paper which would otherwise cover the printing surface being cut out, before the tympan is turned over the forme. Its purpose is to prevent the sheet of paper being dirtied or blackened by the CHASE (*q.v.*), and FURNITURE (*q.v.*) to hold the sheet to the tympan and to lift the sheet from the FORME (*q.v.*) after printing.

FRONT (FRONTIS.). Abbreviation for FRONTISPIECE (*q.v.*).

FRONT BOARD. The piece of millboard or strawboard which is used for the front cover of a book.

FRONT EDGE. *Synonymous with* FORE-EDGE (*q.v.*).

FRONTISPIECE. Any pictorial representation at the front of a book, usually facing the title-page, and as a rule unnumbered.

FUGITIVE FACTS FILE. A file of facts which it has been difficult to obtain in the reference library and which are likely to be asked for again. (American.)

FULL BINDING. A binding in which the covering material covers back and sides. Usually applied to a leather bound book. A book so bound is described as "full bound" or "whole bound." *See also* HALF LEATHER, QUARTER LEATHER, THREE-QUARTER LEATHER.

FULL BOUND. A book wholly covered with leather.

FULL CATALOGUING. The style of cataloguing which gives all the information permitted by the rules of the code adopted.

FULL COLOUR. When an ample amount of ink has been used in printing; in distinction from grey colour, when only a small quantity of ink is used. *United Typothetae.*

FULL FACE. *Synonymous with* BOLD FACE (*q.v.*).

FULL-GILT. A book with all edges gilded.

FULL NAME. A name in which all the Christian names as well as the surname are given in full.

FULL OUT. (*Printing*). To commence printed matter flush without indention.

FULL SCORE. *See* SCORE.

FULL-TIME BRANCH. *See* BRANCH LIBRARY.

FURNISH. The materials from which a paper is made, e.g. the furnish of a litho paper might be: esparto, 60 per cent; chemical wood, 30 per cent; loading, 10 per cent.

FURNITURE. The wood or metal material used by the printer to form margins and to fill in large gaps between

the type matter especially where there is a small amount of type to a page as on a dedication or title-page, and to help secure the printing material in the CHASE (*q.v.*).

G.S.G.S. SERIES OF MAPS. A series of maps published by the Directorate of Military Survey of the British War Office (formerly known as the General Staff, Geographical Section) covering Europe, Africa and Asia, and the East Indies.

GALLEY. A long narrow and shallow tray into which type is transferred from the compositor's stick or from the type-setting machine to await making up into pages. It is from the type in this galley that the galley-proof is taken. *See also* PROOF.

GALLEY PRESS. A printing press made for the pulling of galley proofs. *See also* PROOFS.

GALLEY PROOF. *See* PROOFS.

GATHERING. (*v.*) The process of assembling and arranging in correct order the various sections which go to make up a book, preparatory to SEWING (*q.v.*). (*n.*) A SECTION (*q.v.*).

GAUFFERED EDGES. Gilt edges of a book which have been decorated by impressing hot engraved tools. Also called "Gaufréd," "Goffered."

GAUFFERING. The decoration of the gilded edges of a bound book with finishing tools.

GAUGE. (*Printing*). A strip of metal or wood with a notch which is used by the make-up man to denote the exact lengths of pages or widths of margins. Also called "Forme gauge."

GAZETTEER. A geographical dictionary.

GENEALOGICAL TABLE. A representation of the lineage of a person or persons in tabular or diagrammatical form.

GENERAL CLASSIFICATION. A classification which arranges the whole field of knowledge—the visible and invisible universe—in logical order.

GENERAL TITLE. One which is provided for a book consisting of several works which have previously been published separately and whose title-pages are called "Divisional title-pages."

GENERALIA CLASS. The main class of a classification which is reserved for books on many subjects such as encyclopaedias.

GENUS. See **PREDICABLES, FIVE.**

GEOGRAPHIC DIVISION. Sub-division in classification or in subject headings by country, region or locality.

GEOGRAPHICAL ENTRY. The name given to catalogue entries for topographical books and geographical guides, which go under the name of the district to which they refer.

GEOGRAPHICAL NUMBERS. Numbers added to a classification symbol to arrange the books geographically. They are usually applicable throughout a classification scheme.

GEOLOGICAL SURVEY. An organization which publishes geological maps of Britain through the **ORDNANCE SURVEY (q.v.)**.

GIFT BINDING. Any book bound in leather for presentation such as a school prize, or part of an edition bound in leather at the publisher's order for the gift market.

GIFT CARD. A record made for each gift: it corresponds to an order card made for a purchased book.

GILT EDGES. (*Binding*). The top, fore, and tail edges of a book cut solid by a guillotine and gilt. See also **EDGES**.

GILT TOP. The top edge of a book smooth and gilt, the remaining edges being trimmed only. Also called "Top edges gilt." Abbreviated t.e.g. (top edges gilt). See also **EDGES, GAUFFERED EDGES**.

GIRDLE BOOK. A book used in the middle ages and early Renaissance which had secured to it an extra protective cover of soft leather made in such a way that the book could be hung from the girdle or habit cord of a cleric.

GLAIRE. An adhesive substance (made by heating up the white of eggs and vinegar or water) used as a size to retain gold in "finishing" and edge-gilding books.

GLASSINE. A transparent glossy surfaced paper obtained by excessive beating of the stock, or by acid treatment. It is made in white and a variety of colours, and is used for panels for window-envelopes, as jackets to protect new books, and for general wrapping purposes.

GLAZED MOROCCO. Morocco, the grain of which has been smoothed by calendering. *See also* CRUSHED MOROCCO.

GLOSS. In ancient MSS. an explanation or interpretation of a word or expression, placed in the margin or above the line, and often in a more familiar language. *See also* SIDE NOTE.

GLOSSARY. An alphabetical list of unusual or technical terms with definitions.

GLYPHOGRAPHY. A process of making printing plates by engraving on a copper plate covered with a wax film, then dusting with powdered graphite, producing a surface that is used to make an electrotpe. *United Typothetæ.*

GOFFERED. *See* GAUFFERED EDGES.

GOLD TOOLING. *See* TOOLING.

GOTHIC, or BLACK LETTER, TYPE. Type resembling the Gothic script used as a book hand in the later middle ages. Gothic types are usually divided into four groups : (1) "*Text*," *Lettre de forme* (Ger. *textura*), or (pointed) church type ; (2) *Gothico-antiqua*, *lettre de somme*, (Ger. *fere-humanistica*), the simple round gothic ; (3) *Rotunda*, the ordinary round text-type ; (4) *Bastard*, *lettre de bâtarde*, (Ger. *bastarda*), or cursive type. It is now loosely used to include all bold sans serif and grotesque type faces.

GOTHICO-ANTIQUA. *See* GOTHIC, or BLACK LETTER, TYPE.

GOUFFERED. *See* GAUFFERED.

GOUGE. A bookbinder's finishing tool used for tooling curved lines. It has a set of arcs of concentric circles.

GRAIN. The direction in which the fibres lie in a sheet of paper.

GRAINING. The process of producing the natural grain markings of leather by boarding, i.e. the pushing or pulling of a fold in the skin with the aid of a board covered with cork, which grips that portion of the skin with which it is in contact. The art of producing an artificial grain on leather by stamping it with metal plates or passing it through rollers on which the desired grain markings are engraved.

GRAMOPHONE LIBRARY. A collection of gramophone records. Such collections are sometimes maintained by public libraries, the records being lent to local gramophone or musical societies, clubs, schools, or private individuals.

GRANGERIZING. The practice of inserting illustrations, letters, documents, etc., not issued as part of the volume but referred to in the text. Such additional matter is mounted or inlaid on sheets of good quality paper and inserted in the appropriate parts of the book which is usually re-bound. It commenced in 1769, when James Granger published a "Bibliographical History of England" with blank leaves for the reception of illustrations. Such a volume is said to be "Extra-illustrated" or "Grangerized."

GRAVURE. A French word, meaning cutting or engraving; used as a continuing word, like photogravure, roto-gravure, etc. *United Typotheta*. An abbreviation for photogravure.

GROLIERESQUE. The style of binding which is associated with Jean Grolier (1479-1565). It depends for its effect on light and graceful geometrical "strapwork" (interlaced double fillets), and influenced ornate binding for two centuries. *See also* MAIOLI STYLE.

GUIDE SLIP. *See* PROCESS SLIP.

GUILLOTINE. A machine for cutting paper, with a knife having a perpendicular action.

GUTTER. The adjoining inner margins of two facing pages of type ; the margins at the sewn fold of a section.

GUTTER MARGIN. *Synonymous with* BACK MARGIN (*q.v.*).

HACHURES. Lines used on a map to indicate by their length and thickness the direction and steepness of variations in height of the earth's surface.

HAGIONYM. The name of a saint taken as a proper name.

HAIR LINE. A thin stroke of a letter or type character.

HAIR SPACE. (*Printing*). The thinnest space used between letters.

HALF BINDING. *Synonymous with* HALF LEATHER (*q.v.*).

HALF BOUND. *Synonymous with* HALF LEATHER (*q.v.*).

HALF CLOTH. A book with a cloth spine, usually with the title printed on a paper label, and having paper covered board sides.

HALF LEATHER. A term used to describe a book with a leather spine and corners, but with the rest of the sides covered in cloth.

HALF MONTHLY. A periodical issued twice a month, or fortnightly.

HALF-SHEET IMPOSITION. *Synonymous with* HALF-SHEET WORK (*q.v.*).

HALF-SHEET WORK. Printing a sheet of paper on both sides with the same forme. The paper is then cut to give two copies. *See also* SHEET WORK. *Also called* "Half-sheet imposition."

HALF-STUFF. (*Paper*). Partially broken and washed STOCK (*q.v.*) which has been reduced to a fibrous pulp, usually before it is bleached. The finished pulp, ready for the vat or paper machine is termed "whole-stuff." *See also* PULP, STOCK, STUFF, WHOLE-STUFF.

HALF TITLE. The brief title of a book appearing on the recto of the leaf preceding the title-page. It serves to

protect the title-page and help the printer to identify the book to which the first sheet belongs. Also called "Bastard title."

HALF-TONE. The name given to the process by means of which photographs, drawings, designs, etc., are reproduced in tone as opposed to solid black and white: also to the actual blocks made by it. The various tones are achieved by the number of dots in a given area, the printing plate being made by a photo-mechanical etching process. A *Squared-up half-tone* is one finished with straight sides at right angles. Half-tones are also finished as Circles or Ovals. A *Vignetted half-tone* is one which has no sharp edge to the design, and "fades" out. A *Cut-out half-tone* is one from which the background is entirely removed. A *Deep-etched half-tone* is one from the high lights of which the dots characteristic of a half-tone are entirely removed, leaving the paper virgin white in the reproduction.

HAND GRAVURE. A method of copperplate printing. After inking and before each impression is taken, the surface is wiped by hand. *United Typotheta.*

HAND-MADE PAPER. Paper made by dipping a mould into the pulp vat and taking up sufficient "stuff" to form a sheet of paper of the required substance. A shaking movement causes the fibres to mix together. The pulp is composed of rag fibres; when the best linen rags are used the resulting paper is the most durable obtainable.

HAND PRESS. The press that is worked by hand to distinguish it from one worked by power; often used in printing offices to pull proofs by hand. It is the direct descendant of the earliest type of printing press.

HAND SET. Type which has been set by hand, as opposed to type set by machine.

HANGING INDENTATION (PARAGRAPH). 1. A paragraph of which the first line projects or overhangs on the left, the second and all subsequent lines of the

paragraph being indented. 2. In cataloguing, the form of indention in which the first line begins at the "author indention" and succeeding lines at the "title indention."

"HANSARD." See PARLIAMENTARY PAPERS.

HARLEIAN STYLE. An English style of book decoration with a centre motif composed of small tools usually arranged in a lozenge-shaped design, and having an elaborate if sometimes rather narrow border decorated by means of one or more rolls. These "Harleian" bindings were made by Thomas Elliott for Robert and Edward Harley, the first and second Earls of Oxford.

HARVARD SYSTEM. A method of citing papers from scientific books and periodicals. The items making up a reference are as follows: (i) author's name and initials; (ii) year of publication, in parentheses, with *a*, *b*, etc. if more than one paper in the year is cited; (iii) full title of paper (roman type); (iv) name of periodical, contracted as in the *World List of Scientific Periodicals* (italic type); (v) volume number (in bold arabic figures); (vi) number of first page of paper; e.g.

Gregory, P. H. (1940). The control of narcissus leaf disease. *Ann. appl. Biol.* 27, 338.

Jensen, H. L. & Betty, R. C. (1943). Nitrogen fixation in leguminous plants. *Proc. Linn. Soc. N.S.W.* 68. 1.

One of the chief advantages of this system is that footnotes can be dispensed with, a list of references being printed at the end of the article in alphabetical order of authors' names. In the text, references are given by printing the author's name and the date of publication in parentheses as (Gregory, 1940), (Jensen and Betty, 1943) but if the author's name is part of the text the date only is given in (). When three or more authors have collaborated in a paper, all the names are given in the first citation, but subsequently only the first name followed by '*et al.*' need be used.

HEAD. 1. The margin at the top of a page. 2. The top

of a book or of a page. 3. The top of the spine of a book where the headband is placed. 4. The top edge of a book. *See also* FOOT.

HEAD AND TAIL. The top and bottom edges of a book.

HEAD ORNAMENT. An ornament specially designed for the top of a page: it may incorporate the lettering of the chapter heading, or provide an *island space* in which to print it. It is sometimes called a "Headband" or "Head piece." *See also* TAIL ORNAMENT.

HEAD PIECE. *Synonymous with* HEAD ORNAMENT (*q.v.*).

HEAD TITLE. The title, even in abbreviated form, given as a heading above a page of type. *See also* HEADLINE.

HEADBAND. 1. *Binding.* The band at the head of a book placed between the sections and the cover, and projecting slightly beyond the head. Originally it was a cord or leather thong similar to the ordinary bands, around which the ends of the threads were twisted, and laced-in to the boards. Nowadays headbands are usually made of coloured silks and are sewn on after the book has been forwarded. The two were formerly distinguished as "headband" and "tailband" but both are now called "headbands." 2. (*Printing*). A printed or engraved decorative band at the head of a page or chapter. Also called "Head piece," "Head ornament."

HEADCAP. The fold of leather over the HEADBAND.

HEADING. 1. The commencement of a catalogue entry—usually written or printed on a separate line or in larger type than the remainder of the entry—by which its alphabetical place in the catalogue is determined: It is generally the author, subject, or first word not an article, of the title. 2. In indexing, the entry word followed by any other (or others) necessary for its meaning. 3. The word or words at the top of a page, chapter, or section. 4. (*Printing*.) Sub-headings which

divide chapters and comprise (in order of importance) CROSS HEADS, SIDE HEADS, SHOULDER HEADS, INCUT NOTE and MARGINAL HEADS (*q.v.*).

HEADLINE. The heading at the top of the page giving the title of the book (usually on the verso) or the subject of the chapter or of the page (usually on the recto). *See also* CAPTION TITLE, HALF TITLE, PAGE HEADLINE, RUNNING TITLE, SECTION HEADLINE. When giving the title of the book, even in abbreviated or different form, it may be called "Head title."

HECTOGRAPH PROCESS. A duplicating process in which the impression is transferred from a gelatine bed on to paper (gelatine hectograph) or from a master sheet on which the matter to be reproduced has been imprinted through a hectograph carbon and which is transferred to paper by means of a solvent such as industrial methylated spirit.

HEEL-NICK. *See* GROOVE.

HELGEN (HEILIGENBILDER). Woodcuts printed on paper at the end of the 14th century and beginning of the 15th. They were usually very simple black-line pictures, often hand-coloured, with little or no shading and consisted of pictures of the saints or other religious subjects. They were intended to illustrate the teachings of the wandering monks who distributed them to the illiterate peasantry.

HELIOGRAPHY. In photo-engraving, the art of fixing the images produced by the *camera obscura*.

HELIOGRAVURE. Any photo-engraving process by which intaglio engravings are made.

HELPFUL ORDER. The order of items in a classification schedule which displays the subjects in such a way that the order itself leads the user to the specific subject needed.

HIERARCHY. The order of precedence in which subjects are set out in the schedule of a scheme of classification.

HIEROGLYPHICS. Ancient Egyptian picture-writing ; hence symbols or characters used in any picture-writing.

HIERONYM. A sacred name used as a surname.

HIGHLIGHT. The white, or light, parts of a photograph, drawing or half-tone block.

HISTORIATED INITIAL. Initials, capitals or borders of MSS. or early books decorated with figures of men and/or animals, rather than illuminated with flowers or conventional designs.

HISTORICAL BIBLIOGRAPHY. Dealing with the history and methods of book production—printing, binding, paper making, illustrating, and publishing. Also called “analytical,” “applied,” “critical,” “descriptive,” “external,” or “material” bibliography.

HISTORY CARD. A card inserted in a catalogue and giving particulars, under the name of a corporate body, of dates of foundation, incorporation, changes of name, affiliation with other bodies, etc. Also called “Information card.”

HOLDINGS CARD. A catalogue card which shows the volumes or parts of a work which the library has. It is usually the main entry card.

HOLIDAY GUIDE. A publication giving particulars of a town which caters for holiday makers.

HOLIDAY ISSUE. Books issued in excess of the usual number and for a longer period than usual to persons going on holiday.

HOLLANDER. (*Paper*). A beater or beating engine of the type made in Holland towards the end of the 17th century.

HOLLOW BACK. A binding in which there is a space between the back of the book itself and the cover, caused by the leather, cloth or other material being attached at the joints, and not glued to the back of the book itself. Also called “Loose back.” When the cover is glued to the back it is known as a **TIGHT BACK** (*q.v.*).

HOLOGRAPH. A document or manuscript wholly in the handwriting of its author. Hence, holograph reprint, a reproduction of a MS. by mechanical means.

HOME BINDERY. A binding department maintained by a library committee and under the control of the librarian.

HOME READING DEPARTMENT. *Synonymous with LENDING DEPARTMENT (q.v.).*

HOMOLOGY. The principle used in forming schedules in a classification which uses the similarity of essential characteristics as a basis of division.

HORAE. *See* BOOK OF HOURS.

HORN BOOK. A children's primer which appeared towards the end of the 16th century. It consisted of a thin sheet of vellum or paper mounted on an oblong piece of wood and covered with transparent horn. The wooden frame had a handle by which it was hung from the child's girdle. The sheet bore the alphabet, the vowels in a line followed by the vowels combined with consonants in tabular form, the Roman numerals, the Lord's Prayer, and the exorcism "in the name of the Father and of the Sonne and of the Holy Ghost, Amen!" A simpler and later form of Horn book, consisting of the tablet without the horn covering, or a piece of varnished cardboard, and resembling a horn book without the handle, was called a battledore.

HOSPITAL LIBRARY. A library provided for the use of hospital patients and sometimes the staff, either by the hospital authority, a voluntary organization, or a public library. In England the Ministry of Health contributes a fixed sum per occupied bed towards the cost of the service.

HOUSE JOURNAL. A periodical produced by a commercial or industrial organization, either for internal distribution amongst the staff and employees or externally to customers. Its purpose is to interest

readers in the technical side of the organizations' activities, rather than the social or personal side, which is more the concern of the "House magazine." Also called "House organ."

HOUSE MAGAZINE. *See* HOUSE JOURNAL.

HOUSE ORGAN. *See* HOUSE JOURNAL.

"HOUSE" PAPERS. *See* PARLIAMENTARY PAPERS.

HUMANISTIC HAND. A mediaeval hand-writing less angular than Gothic, based on Old Roman capitals and the Carolingian minuscule.

HUNDRED ROLLS, of A.D. 1274. Public records of great importance for local history, containing an inquisition into the state of every hundred (a division of a county) and answers, on oath, to questions relating to the public exchequer.

HYDROGRAPHIC CHART. A chart of coasts and harbours.

i.e. Abbreviation for *id est* (Lat. "that is").

I.F.L.A. Abbreviation for the International Federation of Library Associations.

i.q. Abbreviation for *idem quod* (Lat. "the same as").

I.S.O. International Organization for Standardization.

IBID. (Lat. *Ib.*, *Ibidem* "the same reference"). An abbreviation used in a footnote reference to avoid repeating the title of a work referred to immediately above. It can be used in successive references to the same work.

ICONOGRAPHY. 1. The study of the portraits, statues, coins, and other illustrative material relating to a person, place or thing. 2. The detailed listing of such material. 3. The art of illustrating, or representing, by figures, images, diagrams, etc.

ID. (Lat. *Idem* "the same [author]"). An abbreviation used in footnotes to avoid repeating an author's name when two books by the same author are referred to successively.

ID EST (Lat. "that is to say"). Abbreviated i.e.

IDENTIFICATION CARD. Used in place of a borrower's ticket in the **NEWARK CHARGING SYSTEM** (*q.v.*).

IDEOGRAPH. 1. An individual signature or trade mark.
2. A symbol or picture used in writing, e.g. in Chinese, to represent an object or an idea, and not, as in the phonetic system, the sounds which make up these.

ill. (illus.) Abbreviation for illustrated, **ILLUSTRATION/s.** (*q.v.*).

ILLUMINATED BOOK. A book or manuscript, usually on vellum, decorated by hand, with designs and pictures in gold, silver and bright colours, not primarily to illustrate the text, but to make with it a unified whole.

ILLUMINATED INITIAL. A first letter of a word or paragraph decorated with colours, especially gold.

ILLUMINATION. The painting of initial letters at the commencement of a chapter of a MS. in gold, silver, or colour.

ILLUSTRATIONS. Photographs, drawings, portraits, maps, plans, plates, tables, facsimiles, diagrams, etc., placed in a book to elucidate the text. Abbreviation: "illus."

ILLUSTRATOR. A person who makes drawings and designs to illustrate a book or periodical.

ILLUSTRATOR ENTRY. A catalogue entry for an illustrator whose work is of sufficient importance to be catalogued.

IMBRICATION. Overlapping, scale-like ornaments, derived from natural forms, as the scales of fishes, the feathers of birds, etc.

IMITATION ART. *See* **ART.**

IMPENSIS. (Lat. "at the expense of"). Used in an **IMPRINT** (*q.v.*) or **COLOPHON** (*q.v.*) of an early printed book to indicate the publisher, or bookseller or patron who was financially responsible for its publication.

IMPERFECTIONS. Printed sheets rejected by the binder on account of being in some respect imperfect, and for which others are required to make the work complete.

IMPERIAL. A sheet of printing paper measuring 22 ins. x 30 ins.

IMPOSING STONE. *See* STONE.

IMPOSITION. The arrangement of the pages of type in the chase so that they will read consecutively when the printed sheet is folded. On correct imposition depends not only the right order of the pages but also REGISTER 3 (*q.v.*).

IMPRESSION. 1. (*Printing.*) The copies of a book printed at the same time. A new impression is one taken from the same standing type, or stereotype, as the original. Also called a "Printing." *See also* EDITION, FIRST EDITION, ISSUE, REPRINT, REVISED EDITION. 2. (*Binding.*) The effect of impressing a block or type into the cover of a book. 3. A single copy of a print or map.

IMPRIMATUR. (*Lat.* "let it be printed"). The licence for publication, granted by a secular or ecclesiastical authority, carrying the name of the licenser, and the date (which may differ from that of the imprint). Usually printed at the beginning of a book: when on a separate leaf this is called a "licence leaf." Now rarely found except in the form of the words "permissu superiorum" on works by Roman Catholic priests. This is distinct from copyright. Where state or church censorship exists, the imprimatur becomes an approval of what has been published.

IMPRINT. 1. The statement in a book concerning the publication or printing of a book. Also called "Biblio". The PUBLISHER'S IMPRINT is the name of the publisher and the date and place of publication, usually appearing at the foot of the title-page. The PRINTER'S IMPRINT gives the printer's name and the place of printing, usually appearing on the back of the title-page, on the last page of text, or on the page following. It is compulsory in all books printed in the United Kingdom. (2 & 3 Vict. c. 12 S2.) *See also* COLOPHON. 2. (*Cataloguing and*

bibliography). That part of an entry which gives the above particulars. 3. (*Binding*). The name of (a) the owner ; (b) the publisher appearing at the bottom of the spine ; (c) the binder stamped on the cover of a book, usually at the bottom of the inside of the back board.

IMPRINT DATE. The year of publication as specified on the title-page.

IN BOARDS. When a book is cut after the mill-boards are attached, it is said to be cut in boards. *See also* BOARDS.

IN PRINT. Said of a book which is available from the publisher.

IN PROGRESS. A term used in catalogues and elsewhere to indicate that a work in several volumes is not complete but still in course of publication. *See also* CHECK-LIST.

IN QUIRES. Books in unbound sheets.

IN SHEETS. Printed sheets of a book, either flat or folded, but unbound.

IN SLIP. Matter set up and proof-pulled on galleys before being made up into pages.

IN THE PRESS. In process of being printed.

INCIPIT. The commencement of a mediaeval MS. or early printed book. The identity of the work and of the author may be found here if it is not given on the title-page or in the colophon.

INCUNABULA (*Sing.*, INCUNABULUM ; Anglicized, INCUNABLE). Books printed before 1500.

INCUT NOTE. A side note which is let into the outer edge of a paragraph of text instead of appearing in the margin. Usually set in smaller and heavier type than the text. Also called "Cut-in Note." *See also* CENTRE NOTE.

INDENT. To begin a line of type a little way in, as at the beginning of a fresh paragraph.

INDENTION. The leaving of a blank space at the

beginning of a line or a new paragraph. *See also* HANGING INDENTION.

INDENTURE. A document drawn up in duplicate and divided so as to leave a tooth-like edge on each part.

INDEPENDENTS. Books or pamphlets published separately and afterwards bound together.

INDEX. A detailed alphabetical list or table of topics, names of persons, places, etc., treated or mentioned in a book or series of books, pointing out their exact positions in the volume, usually by page number (sometimes with a symbol indicating a portion of a page additionally) but often by section, or entry, number. *See also* INDEX LIBRORUM PROHIBITORUM.

INDEX ENTRY. The entry which goes in the index to a catalogue.

INDEX EXPURGATORIUS. An index to passages to be expunged or altered in works which are otherwise permitted. This practice is not now in use.

INDEX LIBRORUM PROHIBITORUM. A list of books which Roman Catholics are prohibited by ecclesiastical authority from reading or keeping without permission. Such books may not be imported into countries where Roman Catholic control is considerable. The list is commonly called "Index" or "Roman Index," and is also known as "Index Purgatorius."

INDEX MAP. A small-scale key map to an atlas or series of maps, which shows how the total area has been divided up by the individual maps.

INDEX PERGATORIUS. *See* INDEX LIBRORUM PROHIBITORUM.

INDEX TRANSLATIONUM. A Unesco publication which lists translations of literary, scientific, educational and cultural works published in pamphlet or book form. Resumed in 1949, it continues a similar publication issued regularly from 1932 to 1940 by the former International Institute of Intellectual Co-operation.

- INDIA PAPER. A very thin, strong, opaque paper made of rag, and largely used for big books which receive much handling.
- INDIA PROOF PAPER. *See also* CHINA PAPER.
- INDICATOR. A frame, glazed on the public side, which indicated the numbers of the books "in" and "out" in a closed access library.
- INDICATOR DIGIT. A symbol used in the notation of a scheme of classification to announce a change of method of division. *See also* DIVISION 4.
- INDIRECT SUBDIVISION. *See* DIRECT SUBDIVISION.
- INDIVIDUAL ENTRY. Entry in a catalogue under a person or place as subject.
- INEDITA. Unpublished works.
- INFERIOR LETTERS (FIGURES). Small characters set below the level of the line, as in chemical formulæ: thus:— H_2SO_4 . *See also* SUPERIOR LETTERS (FIGURES).
- INFIMA SPECIES. The class with which the division of a classification ends. *See also* SUBALTERN GENERA and SUMMUM GENUS.
- INFORMATION CARD. *Synonymous with* HISTORY CARD (*q.v.*).
- INFORMATION FILE. 1. A list of sources of information which is not readily found and which may in the first instance have been difficult to obtain. 2. Extracts, pamphlets, articles torn from periodicals and other fugitive material filed, usually in a vertical file, in some systematic order for ready reference.
- INFERA. (Lat. *Inf.* "below"). Used in footnotes and some times in the text to refer to an item mentioned subsequently.
- INGRAIN. A rough and shaggy quality of tinted paper used for pamphlet covers and wall hangings.
- INITIAL LETTER. A large capital letter occurring at the beginning of a paragraph. Sometimes called "Ornamental initial." *See also* FACTOTUM.

INLAY. 1. The paper used to stiffen the spine of a book when being re-bound. 2. A picture or decoration inlaid in the cover of a book. *See also* ONLAY. 3. A MS., letter, leaf, plate or document mounted in a cut-out frame to protect it and permit both sides to be read.

INLAYING (ONLAYING). In bookbinding, pasting down a differently coloured leather to that of the cover for decorative purposes; usually within an outlined tool form, border or panel.

INNER FORM. *See* FORM DIVISIONS.

INNER FORME. A forme containing the pages of type which will, when printed, become the inside of a printed sheet in SHEET WORK (*q.v.*). The reverse of "outer forme."

INNER INDENTION. *Synonymous with* SECOND INDENTION (*q.v.*).

INNER MARGIN. *Synonymous with* BACK MARGIN (*q.v.*).

INSCRIBED COPY. *See* PRESENTATION COPY.

INSERT. An additional sentence or a paragraph added to a proof to be inserted in a revise or final proof.

INSET. 1. An illustration, map or other item, not part of the printed sheets, included when binding a pamphlet or book. They may or may not be sewn in. 2. A folded sheet laid inside another. It may be part of a printed sheet cut off before folding and inserted in the middle of the folded sheet to complete the succession of the pages. If so, it is also called "offcut." 3. An advertisement or separate leaf, not an integral part of the publication inserted in a magazine or booklet. 4. An extra page or set of pages inserted in a proof, or a book. 5. A small map, illustrations, etc., set within the border of a larger one.

INSET MAP. A small map printed within the border of a larger one.

INSIDE MARGIN. *Synonymous with* BACK MARGIN (*q.v.*).

- INSTITUT INTERNATIONAL DE DOCUMENTATION. Formerly the Institut International de Bibliographie. Now the Fédération Internationale de Documentation. *See* UNIVERSAL DECIMAL CLASSIFICATION.
- INTAGLIO. All printing plates in which the image to be printed is engraved or cut into the surface of the plate, and from which, in the printing, the ink is transferred to the paper.
- INTAGLIO PRINTING. Printing done from intaglio (incised) plates. The image is countersunk or depressed on the intaglio plate. Copperplate printing, steel die embossing and impressions taken from dry-point etchings are forms of intaglio printing. The opposite of LETTERPRESS (*q.v.*) and RELIEF PRINTING (*q.v.*).
- INTEGER NOTATION. One in which the notation of a scheme of classification consists of whole numbers as opposed to decimal *fraction notation*. There is no method of allowing for interpolation of new subjects in an integer notation except by leaving gaps where it is estimated that future expansion might take place.
- INTEGRAL. A leaf which is part of a section, as distinct from one which is printed independently from a section but inserted in it.
- INTENSION. *See* EXTENSION.
- INTERCALATION. The act of inserting a heading for a new subject between two existing headings of a classification.
- INTERLACING. Ornament composed of bands, etc., woven together.
- INTERLAY. An UNDERLAY (*q.v.*) consisting of a sheet of paper or other material placed between a printing plate and its mount in order to raise the plate to its proper height for good printing.
- INTERLEAF. An extra leaf, usually blank, inserted between the regular leaves of a book. Such a book is said to be interleaved.

INTERLEAVING. Tissue or bank paper used for interleaving illustrations and letterpress. Also thin blotting paper used for interleaving diaries.

INTER-LIBRARY LOAN. A book lent between libraries of the same or different systems for a particular reader.
See also REGIONAL BUREAUX.

INTERMEDIATE LIBRARY. A department containing specially selected books and duplicates of some of those in the adult and junior departments for the use of adolescents.

INTERNATIONAL COPYRIGHT. *See* COPYRIGHT, INTERNATIONAL.

INTERNATIONAL MILLIONTH MAP. A "map" of the world on a 1 : 1,000,000 scale ; so far, about 300 of the projected 1,500 sheets have been completed.

INTERPOLATED NOTE. An explanation or description added to an entry by the compiler of a catalogue or bibliography to clarify the original material. They are inserted within SQUARE BRACKETS (*q.v.*).

INTERROGATION POINT. A punctuation sign (?) placed at the end of a direct question. Also used between parentheses to indicate an author's questioning of the accuracy of a statement. Also called "Interrogation mark," "Mark of interrogation," "Question mark."

INTERSPACING. *Synonymous with* LETTER SPACING (*q.v.*).

INTERTYPE. A typesetting machine casting type in a slug, similar to, but differing in detail from, the Linotype.

INTRODUCTION. A short essay or statement, usually being a general survey of the subject preparing the reader for the treatment to follow, of a commendatory nature, and written by an authority in the field with which the book deals. Its order in the PRELIMINARIES (*q.v.*), is after the Preface and immediately before the first page of text.

INTRODUCTION DATE. The date given at the beginning or end of an INTRODUCTION (*q.v.*).

INVERSION OF TITLE. The turning about of a title to bring a particular word to the front. This practice is frequently adopted in dictionary catalogues.

INVERTED ENTRY. An index entry which has been re-arranged to bring the most important word or words to the front. For example, "CO-EFFICIENT OF EXPANSION, APPARENT."

INVERTED HEADING. A catalogue heading which has had the order of the words inverted to bring the most important word to the front, as CHEMISTRY, ORGANIC.

INVERTED TITLE. *See* INVERSION OF TITLE.

IRISH STYLE. An 18th century style of book decoration distinguished by a large centre lozenge of inlaid fawn leather.

ISEPHODIC MAP. One which shows the equal cost of travel, places of equal freight rates being connected by isephodes similar to isochrones.

ISLAND STACK. A STACK (*q.v.*) which is placed away from the wall so that readers can walk all round it.

ISOCHRONIC MAP. One which shows possible progress of travel in all directions from a given centre in certain specified time intervals.

ISOGONIC CHART. One which shows lines connecting places of equal magnetic declination or variation.

ISOGRAMS. *Synonymous with* ISOPLETHS.

ISOPLETH MAP. A quantitative areal map on which quantities are shown by lines of equal value, such as contours and isotherms. *See also* ISOPLETHS.

ISOPLETHS. Lines on a map which connect places of equal density or value of distribution of any specific element. Also called "Isorithms" and "Isograms." If they connect places of equal temperature they are called "isotherms"; of equal rainfall, "isohyets"; of barometric pressure, "isobars"; of magnetic variation, "isogones"; of sunshine, "isohels"; of frost, "isocrymes"; of clouds, "isonephs"; of equal elevation, "isohypses." They connect an *average*

number of individual units. Lines which connect a continuous value, such as temperature, are called "isarithms."

ISORITHMS. *Synonymous with* ISOPLETIS.

ISSUE. 1. All the charges or other records representing books on loan. 2. The number of books so issued. 3. The copies of a book in which the original sheets are used but which differ in some respects (e.g. a new title page or other difference in the preliminaries, an additional appendix, the inclusion of a list of publisher's announcements) from copies previously issued. *See also* EDITION, FIRST EDITION, IMPRESSION, NEW EDITION, REPRINT, REVISED EDITION.

ISSUE DESK. *See* CIRCULATION DESK.

ISSUE GUIDES. Pieces of card, plastic or metal which project above the issue (the projection being numbered or lettered according to the method of arrangement) to facilitate the discharging of books on loan. *See also* CHARGE.

ISSUE TRAYS. A tray containing the Issue (*q.v.*).

ital. Abbreviation for italic.

ITALIC. Sloping type, as distinguished from the normal, upright Roman type, used to emphasize any special point, or for the names of publications, ships, etc. It was first used by Aldus Pius Manutius in 1501, and was originally called Aldine or Chancery, and was based on a humanistic Italian handwriting of a somewhat earlier period. *This is italic* and is indicated in a MS. by a single underlining. Abbreviation: ital.

JACKET. *Synonymous with* BOOK JACKET (*q.v.*).

JANSENIST STYLE. A very simple binding named after Cornelius Jansen, the 17th century Bishop of Ypres, decorated only by a centre-piece (often armorial) and corner fleurons, or devoid of ornamentation on the outside of the covers, but with elaborate DOUBLURES (*q.v.*) tooled with DENTELLE (*q.v.*) borders.

JAPANESE STYLE. *See* CHINESE STYLE.

JAPANESE VELLUM. An extremely costly, strong hand-made Japanese paper with a firm glossy surface, and a creamy tint, made from the inner bark of the mulberry tree. It will not stand india-rubber and must be handled very carefully. It is much used for engravings. An imitation is made by treating thick ordinary paper with sulphuric acid.

JAPON VELLUM. A British made substitute for Japanese vellum.

JETÉ EN MOULE (GET EN MOL). ("cast in a mould.").
Mould metal type for use in printing.

JOINT. 1. One of the two parts of the covering material that bend when the covers of a book are opened. 2. The strips of cloth, leather, or other material that are used to reinforce the end-papers. 3. The grooves formed by the backing process, which are made to receive the boards.

JOINT AUTHOR. One who writes in collaboration with another, or several other writers. The parts written by each are not always indicated.

JOINT CATALOGUE. One containing entries for the books in two or more libraries.

JOINT COMMITTEE. A committee composed of representatives of two authorities and possibly co-opted members, which administers one or more libraries serving both areas. The committee has such of the powers of a library authority, except that of borrowing money, as the two authorities agree to confer upon it.

JOINT CODE. The popular name for the code of cataloguing rules prepared by a joint committee of the British and American library associations. *See also* ANGLO-AMERICAN CODE.

JOURNAL. 1. A newspaper or periodical. 2. Particularly a periodical issued by a society or institution and containing news, proceedings, transactions and reports of

work carried out in a particular field. 3. A record of a person's activities day by day.

JOURNALESE. Words and phrase commonly used by journalists. Hackneyed phrases.

JOURNALISM. The profession of compiling, writing and editing newspapers, periodicals, etc.

JOURNALIST. One who edits or contributes to a newspaper or periodical.

JOURNALS OF THE HOUSE OF COMMONS and the HOUSE OF LORDS. *See* PARLIAMENTARY PAPERS.

JUDICIAL WRIT. One issuing from a Court of Law.

JUNIOR ASSISTANT. A young assistant librarian who does not have the supervision of the work of other assistants.

JUNIOR BOOK. A book for children.

JUNIOR LIBRARIAN. One who works with children, or in a children's library.

JUNIOR LIBRARY. *Synonymous with* CHILDREN'S LIBRARY (*q.v.*).

JUSTIFICATION. *See* JUSTIFYING.

JUSTIFYING. (*Printing*). In typesetting, equally spacing out words or blocks to a given measure, so that they will be neither too long nor too short.

JUVENILE BOOK. A book for children.

JUVENILE DEPARTMENT. *Synonymous with* CHILDREN'S LIBRARY (*q.v.*).

JUVENILE LIBRARY. *Synonymous with* CHILDREN'S LIBRARY (*q.v.*).

KATE GREENAWAY MEDAL. An award, made by the Library Association annually, to the illustration of an outstanding picture book for children, published in Great Britain; the illustrator must be a British subject domiciled in the United Kingdom.

KEEP DOWN. (*Printing*). To use capitals sparingly.

KEEP IN. (*Printing*). To set matter closely so that it does not take up more space than necessary.

- KEEP OUT. (*Printing*). To set matter widely spaced so that it takes up as many lines as possible.
- KEEP STANDING. An order not to distribute the type, pending possible reprinting.
- KEEP UP. (*Printing*). To use capitals freely, even promiscuously.
- KEPT BOOK. *Synonymous with* RESERVED BOOK (*q.v.*).
- KERN. (*Printing*). Any part of the face of a type letter which extends over the edge of the body and rests on the shoulder of the type adjacent to it, as fi fi, fl fl.
- KERNED. Said of a type letter which has part of the face projecting beyond the metal body on which it is cast.
- KETTLE STITCH. The stitch made at the head and tail of a book in hand sewing, by which the thread of one section is fastened to the thread of the one on each side. The term is frequently regarded as being a corruption of "catch up stitch," but it may be derived from the German *Ketten-stich* or chain stitch, or *Kettel stich*, or the stitch that forms a little chain. Also called "Catch stitch."
- KIER. The part of paper-making machinery used to boil the raw material (rags, esparto, etc.) especially under steam pressure. Also called "Boiler."
- KNOWLEDGE CLASSIFICATION. A classification used for any branch of knowledge, but which cannot be adapted for classifying books until a generalia class, form classes and divisions, a notation, and an index have been added.
- L.A. Abbreviation for (British) Library Association.
- L.S. *See* LOCUS SIGILLI and A.L.S.
- LABEL. A small strip of leather, usually of a different colour to that used for the binding of a book, placed on the spine and displaying one or more of the following: title, author's name, volume number, date. Also called "Lettering pieces." When two labels are used they are described as "double lettering pieces." Labels of paper were used on books bound in boards covered with paper.

LACING-IN. (*Binding*). Attaching the boards by the operation of passing the slips on which the book is sewn, through holes pierced in the boards.

LACUNA (*Pl.* LACUNAE). Gaps in the stock of a library, which await filling.

LAI D PAPER. Paper made on a mould or by a "dandy," consisting of long thin wires placed very close together and fastened to thicker ones at intervals of about half an inch. The thin ones are called "wire-lines" and the thick ones "chain-lines." Used in contradistinction to WOVE PAPER (*q.v.*).

LAND UTILIZATION SURVEY OF BRITAIN. Maps, the publication of which began in 1933, based on, and showing everything which appears on, the fourth edition of the "Popular" series of Ordnance Survey maps, with the use to which land is put, added in contrasting colours.

LANGUAGE NUMBERS. *See* ETHNIC NUMBERS.

LARGE PAPER COPY, or EDITION. An impression of a book printed on larger and better quality paper than the usual trade edition, thus having wider margins. *See also* FINE PAPER COPY, LIMITED EDITION, SMALL PAPER COPY.

LARGE POST. A sheet of printing paper measuring $16\frac{1}{2}$ ins. x 21 ins.

LARGE ROYAL. A sheet of printing paper measuring 20 ins. x 27 ins.

LAW CALF, LAW SHEEP. A leather binding using plain uncoloured calf or sheepskin.

LAYOUT. 1. A plan, prepared for or by a printer, to show the arrangement of the matter, type faces, sizes of type, position of illustrations and captions, for a piece of printing. 2. The plan of an entire book.

LE GASCON STYLE. Modified FANFARE bindings of the early 17th century, in which the strapwork is retained, the enclosed spaces differentiated by inlaid leather of

different colours, and the sprays lighter. Fine dotted scrolls are frequently enclosed in the geometrical compartments and often extended into lines and curves of remarkable lustre and elegance. These scrolls and other ornaments are given dotted instead of unbroken lines, known as *pointillé*. Not practised after about 1660.

LEAD, TO. To insert leads between type or re-set on a larger body.

LEADED MATTER. (*Printing*). Having the lines of type separated by "leads," or cast on a larger body, as 8 pt. on 9 pt., to achieve the same effect. Type without "lead" is said to be "solid." "Double-leaded" means a double space (usually 4 points) between lines of type. *See also* EM, PICA.

LEADER. 1. *Synonymous with* EDITORIAL (*q.v.*). 2. (*Printing*). A group of two, three, or four dots used to guide the eye across the page as in indexes, tables of contents, tables, etc.

LEADER WRITER. The writer of newspaper editorials.

LEADERETTE. A short editorial article in a newspaper or periodical.

LEADS. Thin strips of lead which are less than type high, used to separate lines of type and to provide spaces in printed matter. Type is often set on a larger body, such as 8 point on 9 point to give the same effect without the use of a separate lead, between each line. Leads are usually made 1, $1\frac{1}{2}$, 2, 3, and 4 points thick; when 6 and 12 or more, they are called "clumps." When clumps are made of wood they are called "reglets."

LEAF. A sheet of paper, printed, and folded once forms a section of two leaves or four pages, and is called folio, folded twice forms a section of four leaves or eight pages and is called quarto. A leaf consists of two pages, one on each side, either of which may, or may not be printed on. Usually the recto has an odd number, and the verso the subsequent number, but

in reprints this may not be the case. *See also* FOLDINGS, SECTION.

LEAFLET. A small sheet of paper folded to make two or more leaves and printed upon, the pages following in the same sequence as in a book.

LEATHER BOUND. A book bound in leather, either FULL, HALF, QUARTER, or THREE-QUARTER (*q.v.*).

LEATHERETTE. Paper or cloth having a surface in imitation of leather.

LECTURE SCRIPT. The text of a lecture.

LECTURE SERIES. The name given to a series of lectures delivered in connexion with lecture trusts such as the Bampton, Gifford, Hibbert, and afterwards published.

LEDGER CHARGING. An antiquated method of recording books on loan by entering book-numbers against ticket numbers in adjacent vertical columns on loose sheets or in a bound ledger.

LEGEND. 1. The title or short description printed under an illustration or engraving, or on a coin or medal. Also called "Caption" and "Cut-line." 2. An explanation of symbols on a map. 3. A story based on tradition.

LEMMA. The argument or subject written at the head of a literary composition.

LEMONNIER STYLE. A style of book decoration practised by Jean Christophe Henri Lemonnier, who worked for Count Hoym in France in the 18th century. It is characterized by pictorial mosaics of landscapes, bouquets, etc.

LENDING DEPARTMENT, LENDING LIBRARY. The department of a library containing books for home-reading. Called a "Circulation department" in America.

LENDING DESK. *See* CIRCULATION DESK.

"LETTER BY LETTER." *See* ALPHABETIZATION.

LETTER SPACING. The insertion of spaces between the letters of a word or words to lengthening the MEASURE (*q.v.*), improve the appearance of the setting, or in special

instances emphasize a word or sentence. This is letter-spaced.

LETTERA FONDA. *See* ANTIQUA.

LETTERED PROOF. The proof of an engraving in which the title and the names of the artist, engraver, printer, etc. are printed under the illustration.

LETTERING PIECES. *See* LABEL.

LETTERPRESS. 1. The text of a book as distinguished from its illustrations. 2. Matter printed from type as distinguished from plates. 3. A method of relief printing as opposed to intaglio or planographic.

LETTERS CLOSE. Letter addressed usually by the sovereign to some individual or group of individuals and closed with a seal.

LETTERS PATENT. An open letter issued generally under the great seal of the sovereign or some other magnate as a guarantee to the person or corporation named therein.

LETTRE DE BATARDE. *See* GOTHIC or BLACK LETTER, TYPE.

LETTRE DE FORME. *See* GOTHIC or BLACK LETTER, TYPE.

LETTRE DE SOMME. *See* GOTHIC or BLACK LETTER, TYPE.

LETTRE RONDE. *See* ANTIQUA.

LEVANT. A high-grade Morocco leather used for binding books, and made from the skin of the Angora goat.

LIAISON OFFICER. A librarian who carries out duties calling for a personal link between a county librarian and local persons or bodies. The duties may include visiting branches and centres, advising local librarians, training branch staffs, attending local committee meetings, taking charge of branches in emergency, and other tasks calling for the attendance in person of a senior member of the headquarters staff.

LIBRARIAN. One who has charge of the books, contents, and administration of a library.

LIBRARIAN-IN-CHARGE. The librarian placed in charge of a particular department.

LIBRARIANSHIP. The profession of librarian.

LIBRARII. Used in mediaeval times to signify scribes.

LIBRARY. 1. A collection of books and other literary material kept for reading, study and consultation.

2. A place, building, room or rooms set apart for the keeping and use of a collection of books, etc. 3. A

number of books issued by one publisher under a comprehensive title as the "Loeb Classical Library,"

and usually having some general characteristic such as subject, binding, or typography. *See also* BRANCH

LIBRARY, CENTRAL LIBRARY, CHILDREN'S LIBRARY, CIRCULATING LIBRARY, COLLEGE LIBRARY, DELIVERY

STATION, DEPOSIT LIBRARY, DEPOSITORY LIBRARY, LENDING DEPARTMENT, REFERENCE DEPARTMENT, SCHOOL

LIBRARY, SPECIAL LIBRARY, SUBSCRIPTION LIBRARY. UNIVERSITY LIBRARY.

LIBRARY ADMINISTRATION. The administration of a library is the force behind the machinery of its working routine. To oversee the work of a library in all its relations, to plan for and promote its usefulness, is the work of the library administrator, and it embraces the supervision and development of the work of all departments and the solution of their various problems; library administration must of necessity begin where library organization ends.

LIBRARY AUTHORITY. In England, the local council which is responsible for local government whether the area be a parish, urban district, borough, metropolitan borough, county borough or county. In a parish where there is no parish council the commissioners appointed by the parish meeting is the library authority. In Ireland, the library authority in counties and rural districts is the county council; in incorporated boroughs, the council or the municipal commissioners; in towns,

the town commissioners. In Scotland, the library authority in counties is the county education authority; and in burghs, the magistrates *and* the council.

LIBRARY BINDING. A specially strong binding to enable library books to withstand considerable use.

LIBRARY BOARD. *Synonymous with* BOARD OF LIBRARY TRUSTEES (*q.v.*).

LIBRARY COMMISSION. 1. An American organization created by an act of legislature, operating in one state but independent of the state library. It exists to promote library services by establishing, organizing and supervising public, and sometimes school, libraries, and by lending books and other material to communities which do not possess libraries. "State Library Agency" is replacing this term. 2. Occasionally, a Board of Library Trustees.

LIBRARY COMMITTEE. The committee responsible for the management of a library.

LIBRARY DISCOUNT. Discount on books purchased for a library.

LIBRARY ECONOMY. The practical application of library science to the founding, organizing and administering of libraries.

LIBRARY EDITION. 1. A vague term indicating the edition of a book, series or set of books, often all the works of an author, in a substantial and uniform format. Sometimes called "Cabinet edition." 2. An edition printed on good paper and in a specially strong binding for library use.

LIBRARY EXTENSION. The provision of lectures, film shows, etc. in the library, arranging talks, book-displays, etc. outside the library buildings in order to draw attention to the library services and book stocks. In America, the promotion of libraries and the development of library services by state, regional or local agencies.

LIBRARY OF CONGRESS CARD. A printed catalogue card issued by the Library of Congress, and available for purchase. Full catalogue entry is given, also notes, tracings, and Dewey class number.

LIBRARY OF CONGRESS CLASSIFICATION. The scheme of classification used in the national library of the U.S.A. It is held to be the greatest and most modern of utilitarian schemes. The outline of the scheme was drawn up by Dr. Herbert Putnam, in 1897, and is based in some respects on the Dewey Decimal and Cutter's Expansive schemes, the schedules being worked out by specialists in the various subjects. The main tables have been published, each with its own relative index, as completed, and revised from time to time. The result is a series of special schedules of greater detail than any other scheme. The outline, which is purely arbitrary is as follows :

- A General Works. Polygraphy.
- B Philosophy. Religion.
- C Auxiliary Sciences of History.
- D Universal and Old World History [and Topography]
(*except America*).
- E-F America.
- G Geography. Anthropology. Folk-lore. Manners
and Customs. Sports and Games.
- H Social Sciences. Economics. Sociology.
- J Political Science.
- L Education.
- M Music.
- N Fine Arts.
- P Language and Literature.
- PN-PZ Literary History. Literature.
- Q Science.
- R Medicine.
- S Agriculture. Plant and Animal Industry. Fish Cul-
ture and Fisheries. Hunting. Sports.
- T Technology.
- U Military Science.
- V Naval Science.
- Z Bibliography and Library Science.

The scheme does not conform to the theoretical rules for classification, being compiled to meet the needs of the library's huge collection of books. It typifies the enumerative method of classification and retains all powers of growth in the hands of the compiler. It is too detailed and complex for use in any but the largest library but the subject schedules are most useful for special libraries. There are no tables for sub-division by form or place which can be used in any part of the scheme. The notation is mixed, consisting of two letters and four figures used arithmetically, blanks being left in the alphabet and in the numbers for future insertions.

LIBRARY ORGANIZATION. Library organization must obviously precede library administration. Decision upon the methods and lines along which the library is to be run, and getting these methods into working order is the basis of library organization. Plans for, and erection of, the library building; executive decisions with regard to selection, appointment and duties of the staff, the planning and putting into practice of a definite system upon which the work of the library is to be carried on—these are successive stages in library organization. Organization is the act or process of organizing; i.e. creating a systematic union of individuals in a body whose officials, agents and members work together for a common end. Administration is the act of administering such a union; i.e. directing an office, service, employment, etc. Organization creates the machine; administration runs it.

LIBRARY SCHOOL. An educational institution at which full-time courses of instruction in library methods are given.

LIBRARY SCIENCE. The knowledge and skill concerned with the administration of libraries and their contents; library economy and bibliography

LIBRARY SIGN. The enamelled iron sign consisting of

a torch of learning with a red cartouche, bearing in white lettering the words "Public Library" which is placed outside all branches of English county, and many non-county, libraries.

LIBRARY TICKET. One indicating membership of a library and serving as the authority for borrowing books.

LIBRARY TRUSTEES. *Synonymous with* BOARD OF LIBRARY TRUSTEES (*q.v.*).

LIBRETTIST. The author of the text of an opera or other extended choral composition.

LIBRETTO. The words to which an opera or other lengthy musical composition is set.

LICENCE LEAF. *See* IMPRIMATUR.

LICHTDRUCK. A kind of COLLOTYPE (*q.v.*).

LIGATURE. Two or more letters joined together, or differing in design from the separate letters, and cast on one type body, as *st*, *&*, *ff*. Also called "Double letter."

LIKENESS. The quality of similarity or likeness which is used in classification in order to group together objects or ideas according to their likeness.

LIMITATION NOTICE. The printed statement in a book indicating the number of copies comprising the edition, or part of an edition, printed, and usually the number of the individual copy.

LIMITED EDITION. An edition, printed on special paper and often with a special binding, which is printed in limited numbers (seldom more than 1,500, usually about 200 to 500, but often as few as 10) and sold at a higher price. Each copy bears a printed certificate (usually facing the title-page) indicating the size of the edition on which is written the actual copy number. Sometimes it is also signed by the author.

LIMP COVERS. Thin book covers made without boards and covered with cloth or leather. They are flexible and bend easily.

LINE. 1. The imaginary base-line of a piece of movable

type, running set-wise on or about which all the characters are positioned. 2. A row of printed or written characters extending across a column or page.

LINE BLOCK. A metal printing block made photographically direct from a black and white drawing without any intermediate tones other than tints, and mounted type-high for letterpress printing. *See also* ZINCOGRAPHY.

LINE DIVISION MARK. A mark, usually a vertical or oblique line used in bibliographical transcription to indicate the end of a line of type in the original.

LINE DRAWING. A black ink drawing made in line or stipple with indian ink, pencil, crayon, or brush, from which a line block may be made.

LINE-ENDING. The last letter of a line of type when an exact bibliographical description of a title-page is given, the ending of each line being indicated by a vertical or oblique stroke or two such strokes.

LINE ENGRAVING. 1. Engraving in which the effects are produced by lines of different width and proximity, cut into copper, steel, zinc or other similar material. 2. A plate produced by the line engraving process. 3. A picture printed from a line engraving.

LINE ETCHING. *Synonymous with* ETCHING (*q.v.*).

LINEN FACED. Paper with a linen finish on one or both sides.

LINEN FINISH. A surface on paper made to resemble linen by placing the paper between plates of zinc and sheets of linen under pressure. *See also* CRASH FINISH.

LINEN PAPER. 1. Paper made from rags; originally from linen rags. 2. LINEN FACED (*q.v.*).

LINGUISTIC NUMBERS. *Synonymous with* ETHNIC NUMBERS (*q.v.*).

LINING PAPER. 1. That portion of an endpaper which is pasted down on the inner cover of a book. The other portion of the endpaper is known as the "free endpaper." 2. Coloured or marbled paper used as an
ENDPAPER (*q.v.*).

- LINOCUT.** 1. A piece of linoleum engraved by hand, mounted on a wooden block at type height and printed from as if from a woodcut. Linocut blocks are very durable and can be electrotyped. Illustrations comprising broad flat masses and bold lettering are suitable for this method. 2. The impression made from a linocut block.
- LINOFILM.** A two-unit photo-typesetting machine consisting of a keyboard unit and a photographic unit. The keyboard unit uses a standard typewriter keyboard, and produces in one operation, regular typewritten copy and perforated tape. The tape is fed into the separate photographic unit which operates automatically set type or film in response to control information on the tape.
- LINOLEUM DRY-POINT.** An impression made from a linoleum block on which the design has been made with a dry-point tool.
- LINOTYPE.** A typesetting machine casting a line of type in a slug.
- LINT.** Dust, or loose fibres, which separate from the raw material during paper-making.
- LIST OF ILLUSTRATIONS.** This follows the "Table of Contents" and indicates the position in the book of the illustrations, both full-page and "in the text." *See also* PRELIMINARIES.
- LIST PRICE.** The price of a book as quoted by the publisher in his catalogue.
- LITERARY AGENT.** One who arranges the sale and publication of authors' work with publishers, newspapers and periodicals.
- LITHOGRAPH.** A print or illustration produced by LITHOGRAPHY (*q.v.*).
- LITHOGRAPHY.** The process of drawing designs on stone with a special greasy crayon, chalk, paint, or ink, and of producing printed impressions therefrom; also any process based on the same principle in which a thin

flexible metal plate or plastic is used instead of stone. The stone is saturated with water, the printing ink is then applied and adheres only to those portions covered by the crayon or other drawing medium. A separate drawing is required for each colour in the resulting print. In direct lithography the drawing is in reverse ; in offset lithography the drawing is first made the right way round on transfer paper, printed on to a rubber-covered cylinder and "offset" on to the paper. *See also* AUTO-LITHOGRAPHY, OFFSET LITHOGRAPHY, OFFSET PRINTING, PHOTO-LITHOGRAPHY, PHOTO-OFFSET.

LITHOGRAVURE. A process of photo-engraving on stone.

LITHO-OFFSET. *See* LITHOGRAPHY, OFFSET PRINTING.

LITHOPRINT. *Synonymous with* OFFSET PRINTING (*q.v.*).

LITHOTINT. An obsolete method of lithography by which the effect of a tinted drawing was produced. Also a picture so produced.

LIVRES À VIGNETTES. Books printed in the 18th century which were illustrated by vignette copper-plate engravings. The kind of engraving used was a mixture of etching with some gravure work.

ll. Abbreviation for leaves of a book, lines of type, *leges* (laws).

LOADED PAPER. *See* COATED PAPER.

LOAN. 1. A large sum of money raised by the local authority and repayable within a specified time for local government developments such as the erection of libraries, purchase of furniture, etc. 2. A book, or a number of books, on loan to an individual, a group of persons, an institution or a library.

LOAN DEPARTMENT. *See* LENDING DEPARTMENT.

LOAN DESK. *See* CIRCULATION DESK.

LOAN PERIOD. The period which is allowed for reading a book away from a library.

Loc. cit. (Lat. *Loco citato* "in the place cited"). An abbreviation used in a footnote reference to avoid using

the title or short title of the periodical referred to. It should be used less sparingly than *OP. CIT* (*q.v.*).

LOCAL COLLECTION. A collection of books, maps, prints, illustrations and other material relating to a specific locality, usually that in which the library housing the collection is situated.

LOCAL LIBRARIAN. A voluntary worker at a village or other centre of a county library.

LOCAL UNIT CARD. The basic catalogue entry, or *UNIT CARD* (*q.v.*), which is made at a library normally purchasing printed catalogue cards, in respect of a book which is not catalogued by the Library of Congress, the H. W. Wilson Company or some other printed card issuing agency, or for a book which is to be catalogued locally, either temporarily until printed cards are received, or permanently. *See also* *WILSON CARDS*.

LOCATION INDEX. A record used in county libraries for tracing the whereabouts of particular books. It consists of book cards bearing the names or numbers of the centres to which the books have been sent, and is arranged in alphabetical order.

LOCATION MARK. A letter, word, group of words, or symbol used on a catalogue entry, book list or bibliography, sometimes in conjunction with the *CALL NUMBER* (*q.v.*), to indicate the collection, library or position at which the book or item in question is shelved. Also called "Location symbol."

LOCATION SYMBOL. *See* *LOCATION MARK*.

LOCKING UP. (*Printing*). Tightening up a forme of type matter in the metal frame known as a chase, preparatory to putting it on the press.

LOCUS SIGILLI (L.S.). (Lat. "The place of the seal"). Usually abbreviated L.S. and printed within a circle at the place for a signature on legal documents.

LOGICAL NOTATION. One in which each symbol of a classification scheme may be divided without limit by

a sequence of similar symbols, each having the same value but representing a further step in the sub-division of the subject as represented by the preceding symbol or group of symbols.

LOGOTYPE. Several letters, or a word, cast on one type, or as a single matrix, e.g. "st." Used in printing directories or other works in which they are frequently repeated. *See also* **LIGATURE.**

LONDON UNION CATALOGUE. The regional library bureau for the Metropolitan area. It is administered and financed by the Metropolitan Standing Joint Committee, each of the Metropolitan boroughs contributing a like amount of money towards its upkeep.

LONG PRIMER. An old name for a type size, about 10 pt.

LOOSE BACK. *Synonymous with* **HOLLOW BACK** (*q.v.*).

LOWER CASE LETTERS. Minuscules or "small" letters such as a.b.c.; those other than capitals. The name originated from the fact that printers kept their type in two large cases, one above the other, each divided into sections for each letter, etc. The upper case contained the capital letters and the lower one the others. Abbreviation: l.c. *See also* **UPPER CASE LETTERS.**

LOXODROME. *See* **PORTOLAN CHART.**

LOZENGE. (*Binding*). A diamond-shaped figure, or a square figure placed on one of its corners; it is usually decorated.

LUDLOW. A machine which casts slugs for display work. Composing is done by hand, a special composing stick being used; when the characters are all in position, the stick is placed into the machine which casts a line as a slug. It is frequently used in conjunction with the Elrod machine which casts rules, leads, borders and plain slugs.

LYONESE (LYONNAISE) STYLE. A style of binding with broad interlaced geometrical strapwork usually painted, lacquered, or enamelled, so called because it appeared on books bound at Lyons in the latter part of

the 16th century. Also a style in which the binding is decorated with large corner ornaments and with a prominent centre design, roughly lozenge shaped, the all-over background being filled in with dots.

M. Roman figure for 1,000 used as an abbreviation by printers.

M.F. (*Paper*). Machine finished. Applied to the surface put on paper while actually on the paper-making machine. *See also* PAPER FINISHES.

M.G. (*Paper*). Machine glazed. Applied to papers which are rough on one side and glazed on the other and used for poster printing, wrapping, etc. *See also* PAPER FINISHES.

MACHINE REVISE. A proof printed when the forme is on the printing machine, in order that a comprehensive revise may be made of the whole of the details of workmanship, including those which the reader has not had an opportunity of verifying. Also called "Machine proof."

MACKLE. A printed sheet with a blurred impression, owing to some mechanical defect in the printing.

MAGAZINE. 1. A periodical publication as apart from a newspaper. 2. A receptacle above the keyboard of a Linotype, or similar slug-casting machine, for containing the matrices ready for assembling into lines of type or slugs.

MAGAZINE CASE. A cover for periodicals, usually having some contrivance for holding the magazine—cord, rod, etc. Also called "Periodical case" and "Reading case."

MAGAZINE RACK. A fitting for displaying magazines.

MAGAZINE ROOM. A room used exclusively for the reading of periodicals. Sometimes called "Periodical room." *See also* NEWSROOM.

MAIN CLASS. The principal division of a scheme of classification, e.g. in Brown's *Subject Classification* :

Matter, Life, Mind, Record. These are divided into "Divisions" which are divided into "Subdivisions" which are in turn divided into "Sections," each division proceeding by gradual steps, and each new heading becoming more "intense."

MAIN ENTRY. 1. The basic catalogue entry; usually the entry under the author's name. The main entry has the fullest particulars for the complete identification of a work. In card catalogues—especially dictionary ones—the main entry bears the TRACING (*q.v.*). 2. The entry chosen for the basic entry, whether it be a personal or corporate name, or the title of an anonymous book, collection, composite work, periodical or serial, or a uniform title.

MAIN LIBRARY. *See* CENTRAL LIBRARY.

MAIN STROKE. The principal stroke, heavy line, or stem of a type letter.

MAIN TITLE. That part of the title which precedes the SUB-TITLE (*q.v.*).

MAIOLI STYLE. The style of book decoration executed for Thomasso Maioli or Mahieu, (actually Thomas Matthieu a Frenchman), a contemporary of Grolier, in the middle of the sixteenth century. A distinguishing characteristic is that the Arabic ornaments are frequently in outline, whereas those of Grolier are ajuré, and of Aldus, solid. The style is generally composed of a framework of shields or medallions, with a design of scrollwork flowing through it, portions of the design usually being studded with gold dots.

MAJUSCULE. Large letter whether capital (upper case) or UNCIAL (*q.v.*). *See also* MINUSCULE.

MAKE-READY (MAKING-READY). The process of preparing a forme ready for printing. Levelling up and lining up a forme on the BED (*q.v.*) so that the impression on paper will be clear, clean and of uniform colour. The time which this process takes is an important item

in every printing bill. It is upon the care with which a job is made ready that the quality of the printing depends. Make-ready is of paramount importance in colour and half-tone work. *See also* OVERLAY and UNDERLAY.

MAKE-UP. (*Printing*). 1. A general term for taking the type from the galleys, putting it into page form, inseting illustrative cuts, dividing the matter into page lengths, and adding running heads, titles of subdivisions, folios, footnotes, etc. 2. Sometimes used instead of "layout" to indicate the dummy showing the desired arrangement of letterpress and illustrations.

MANIÈRE CRIBLÉ. A fifteenth-century "relief" method of producing illustrations by means of a metal plate of soft metal such as copper, pewter or zinc in which the drawing was made with a graver and which, being sunk below the level of the plate, would appear as white lines on a black ground when printed. Intermediate tones were produced by punching dots in the surface of the plate at more or less regular intervals.

MANILLA PAPER. A superfine tough quality of wrapping and label paper made from manilla hemp; also applied to cheap imitations made from wood pulp.

MANUSCRIPT. 1. A work written by hand. 2. A handwritten or typewritten copy of a work.

MANUSCRIPT CATALOGUE. One written by hand, or typed.

MAP ROOM. A room devoted to the storage and consultation of maps.

MAPS. For different kinds of maps, *see* ARTISTIC MAP, AVERAGE SLOPE MAP, ASTRONOMICAL MAP, CADASTRAL MAP, CARTOGRAM, CHOROCROMATIC MAP, CHOROGRAPHIC MAP, CHOROPLETH MAP, CHOROSCHEMATIC MAP, DEMOPLETH MAP, DOT MAP, DYNAMIC MAP, FLOW-LINE MAP, INTERNATIONAL MILLIONTH MAP, ISEPHODIC MAP, ISOCHRONIC MAP, ISOGONIC MAP, ISOPLETH MAP, RELATIVE RELIEF MAP.

MARBLED EDGES. The three edges of a book cut solid, and stained to resemble marble. *See also* EDGES, SPRINKLED EDGES, STAINED EDGES, STIPPLED EDGES.

MARBLED PAPER. Surface-coloured paper used by bookbinders. Marbling is done by floating white paper or dipping the edges of a sewn book before inserting into the cover on a bath of gum tragacanth, the surface of which has been sprinkled with various colours, and combed out to a desired pattern.

MARBLING. The process of colouring the endpapers and edges of a book in imitation of marble.

MARGIN. The unprinted area between printed or written matter and the edges of a page. The proportional width of the margins is a very important element in a properly balanced book-page. A good ratio is: head (top) margin 2; fore-edge (outside) 3; tail (bottom) 4; back (inside) $1\frac{1}{2}$.

MARGINAL HEAD. (*Printing*). A heading placed in the fore-edge margin of a page of type at the level required. A type distinctive from the text is used to avoid confusion, and if there is more than one line they are aligned on the side next to the text.

MARGINAL NOTES (MARGINALIA). Notes or GLOSS (*q.v.*) written or printed on the margins of a page. Also called *footnotes* when printed at the bottom of the page, and *shoulder notes* when printed at the top corner of the page. *Synonymous with* SIDENOTE (*q.v.*).

MARK OF INTERROGATION. *Synonymous with* INTERROGATION POINT (*q.v.*).

MARKED PROOF. *See* PROOF.

MARKING-UP. In book-binding, dividing the back into equal portions and marking the position of the cords.

MARKS OF REFERENCE. *See* REFERENCE MARKS.

MASS BOOK. *See* MISSAL.

MASTER CATALOGUE. *Synonymous with* UNION CATALOGUE (*q.v.*).

MATRIX (PL. MATRICES). 1. The mould from which a stereotype (stereo) or electrotpe (electro) is made. The mould is made by placing wet flong (a material, about $\frac{1}{16}$ in. thick, made of alternate layers of tissue paper and blotting paper) over the type of which an impression is needed and then beating it with a stiff brush. It is then subjected to pressure, removed and dried. 2. A mould from which type is cast in a typesetting machine. 3. A copper mould which has been struck with a punch and from which individual type letters are cast. Also called a "strike." See also ELECTROTYPE, STEREO-TYPE.

MATT ART. See ART.

MATTER. 1. Type, whether in the process of setting up, or standing. It may be *live* matter (not yet printed from) or *dead* matter (awaiting distribution), *open* matter (lead) or *solid* matter (without leads). The ancient terms, *fat* and *lean* matter, are still used to indicate the proportion of open spaces or break lines. The *fat*, of course, gives the compositor far less work to do than the *lean*. 2. Manuscript of copy to be printed.

MAYOR'S AUDITOR. See BOROUGH AUDITORS.

MEARNE STYLE. The style of book decoration used during the 17th and early 18th centuries in England. This style is named after Samuel Mearne, the stationer and binder to Charles II and is a development of the Fanfare and Le Gascon styles. Red and black inlay was used with great effect, and the centre panel was often of the COTTAGE STYLE (*q.v.*). The ALL-OVER (*q.v.*) style was also often used. Also called "Restoration style."

MEASURE. The width to which printed matter is set, i.e. the length of line.

MECHANICAL WOOD. The lowest grade of wood pulp used in the manufacture of paper, and prepared by the purely mechanical process of grinding.

MECHANIZATION. Adding a notation to a classification

schedule in order to mechanize the arrangement and re-arrangement.

MEDIUM. A sheet of printing paper measuring 18 ins. x 23 ins.

MEDIUM CATALOGUING. Entries which are more complete than in Short or Selective Cataloguing but not so complete as in Full Cataloguing.

MEMBERSHIP VOUCHER. An application voucher for membership of a lending library.

MEMBRANE. Single skin or parchment either forming part of a roll, or complete in itself.

MEMOIR. A biography.

MERRILL ALPHABETING NUMBERS. A scheme devised by Mr. W. S. Merrill for arranging books in rough alphabetical order. The table is reprinted in the Introduction to Brown's *Subject Classification* and consists of 100 numbers allocated as the following first sixteen from the table show :

01 A	09 Beno	The numbers are applied fractionally.
02 Agre	10 Bix	
03 Als	11 Bou	
04 Ap	12 Brim	
05 Ash	13 Bum	
06 B	14 C	
07 Ban	15 Carr	
08 Bax	16 Chan	

METAL FURNITURE. *See* FURNITURE.

METALLOGRAPHY. A lithographic process in which metallic plates are used instead of stone.

MEZZOTINT. 1. A process of engraving on copper or steel in which the entire surface of the plate is slightly roughened, after which the drawing is traced and the plate smoothed in places by scraping, burnishing, etc., to produce the desired light and shade effect. 2. An engraving produced by the mezzotint process.

MICHEL STYLE. The style of book decoration practised

during the 19th century by Marius Michel and his son in France. The designs are often based on natural forms and the ornament is generally expressed in colour, outlined in blind, and very often without the use of gold.

MICROBIBLIOGRAPHY. The production of subject bibliographies or indexes provided with supplements containing the full text in microprint of the material they list.

MICROCARD. A micro-photographic representation of a large number of pages of a book on a card size 5 x 3 inches. *See also* MICRO-OPAQUE, MICROPRINT.

MICROFICHE. A standard size flat film (9 x 12 cm.), or a larger sheet, containing a catalogue entry readable with the naked eye and, in microprint, the complete text of the publication. Short articles are exposed on film material half the size of microfiche, called microstrip. Such sheets may be stored vertically like catalogue cards. Reading machines are needed to be able to make use of the sheets.

MICROFILM. A microphotograph on cellulose film. It may be negative or positive and may be 16 or 35 mm. wide and of any length, depending on the number of exposures thereon.

MICROFILM READER. An apparatus for the reading of MICROFILMS (*q.v.*) or MICROCARDS (*q.v.*).

MICRO-OPAQUE. A copy of the whole or part of a book or other document by means of a microphotograph printed on paper or card. *See also* MICROCARD, MICRO-PRINT.

MICROPHOTOGRAPHY. Photography on so reduced a scale that a visual aid is required to discern the features of the resulting microphotograph; 16 mm. or 35 mm. cellulose film is used.

MICROPRINT. A positive microphotograph size 9 x 6 inches and bearing a representation of 100 pages of a book. Reproduction is by a lithographic method.

Microprint was invented by Mr. Albert Boni. *See also* MICROCARD, MICRO-OPAQUE.

MICROSTRIP. *See* Microfiche.

MIEHLE. (*Printing*). The commonest type of Two-REVOLUTION MACHINE (*q.v.*).

MILLBOARD. A kind of strong PASTEBOARD (*q.v.*) but made of old rope, sacking, wood pulp, and paper. Used for the covers of books which are heavy or have to stand hard wear. Also called "Binder's board."

MINIATURE. A picture in an illuminated manuscript.

MINIATURE SCORE. *See* SCORE.

MINIM. Single downstroke of a pen.

MINISTER'S ACCOUNTS. Accounts rendered by stewards, bailiffs or other manorial officials to the lord of the Manor.

MINT. A book which is in the same condition as when it came from the publisher.

MINUSCULE. 1. A small style of writing developed from cursive. 2. Lowercase letters.

MINUTES OF PROCEEDINGS OF THE HOUSE OF LORDS. *See* PARLIAMENTARY PAPERS.

MISBOUND. A LEAF (*q.v.*), leaves or a SECTION (*q.v.*) which has been folded wrongly or misplaced by the binder.

MISPRINT. A typographical error.

MISSAL (MASS BOOK). A book containing the service for the celebration of the mass throughout the year. Sometimes loosely used for any book of devotions. Before the invention of printing, the writing of missals was a branch of art which reached a high state of excellence in the monasteries. The books were written upon vellum in the most beautiful style of penmanship, and were adorned with the utmost magnificence. *See also* BOOK OF HOURS.

MITRED. (*Binding*). A junction of lines at an angle of 45 degrees such as is necessary at the turn-in of covering

material on the inside of the covers. Lines, in finishing, which meet each other at right angles without over-running. The connexion at the angles of an outer FRAME 2 (*q.v.*) to an inner frame or PANEL 1 (*q.v.*) by the diagonal use of FILLETS 1 (*q.v.*) or a ROLL (*q.v.*).

MIXED NOTATION. *See* NOTATION.

MNEMONIC CHARACTERISTIC. The use of symbols in such a manner that they have a more or less constant meaning when applied anywhere in a classification scheme.

MNEMONICS. Symbols of the notation of a classification which have the same meaning wherever they occur throughout the schedules. When they are drawn from lists of divisions, tables or parts of schedules they are called by Ranganathan "scheduled mnemonics." Related ideas or "associations" as used by Ranganathan in classifying, are called "unscheduled mnemonics" or "seminal mnemonics" to distinguish them from "scheduled mnemonics."

MOBILE BRANCH LIBRARY. *See* TRAVELLING LIBRARY.

MOBILE LIBRARIAN. A librarian whose duties are mainly carried out in a travelling or mobile library.

MODERN FACE. Printers' types, French in origin dating from 1698; but not popular until after the Revolution when Didot (France), Bodoni (Italy), Figgins, Thorne and Fry (England) cut various versions. Moderns were popular throughout the 19th century. They are characterized by vertical emphasis there being a considerable difference between thick and thin strokes. The fine bracketed serifs are at right angles to the strokes. Examples are: Bodoni (most foundries); Didot, Walbaum (Monotype). The following is in 12 pt. Bodoni:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz 1234567890

MODULAR CONSTRUCTION. A system of building

construction for libraries introduced by A. S. Macdonald in 1945 whereby the cubage between the exterior walls, foundations and roof is divided into equal, rectangular prisms of space, bordered on top and bottom by floors and ceilings and on the vertical edges by structural columns. This enables the area of departments to be varied at will and makes it possible to provide stock rooms horizontally or vertically in close proximity to the departments, and to extend them as desired. A modular library is one constructed on this principle.

MODULATION OF TERMS. A phrase used to indicate the development of terms or headings, of a classification. A term should modulate into the term following it.

MONOCHROME. Any illustration in one colour.

MONOGRAPH. A separate treatise on a single subject or class of subjects, usually detailed in treatment but not extensive in scope.

MONOGRAPH SERIES. A series of monographs with a collective title, often issued by a university or society.

MONOTYPE. Separate paper-perforating and type-founding machines invented by Tolbert Lanston for composing and casting single types. Individual types are cast on the casting machine from paper rolls perforated on the perforating machine in which a keyboard is incorporated.

MONTHLY. A periodical which appears once a month, with the possible exception of certain months, usually during the summer.

MOON TYPE. A system of reading for the blind in which the letters are formed by raised lines based on a greatly modified form of Roman capital letters. It is more easily learned than Braille and is consequently used by adults who have become blind late in life and find it difficult to master Braille. It is named after Dr. William Moon, a blind clergyman who lived at Brighton.

- MORDANT.** Acid or other corrosive, used in etching plates.
- MORGUE.** A collection of obituary notices of famous living people kept up to date in newspaper offices.
- MOROCCO.** 1. Leather manufactured from the skins of goats and largely used in bookbinding. "Niger" morocco is tanned with a vegetable tannin, and being durable, flexible and relatively thin is suitable for book binding. "Persian" morocco lacks strength and durability and is unsuitable for bookbinding. 2. Leather made from sheepskin and lambskin and finished to look like goatskin.
- MORTICE (MORTISE).** An open space cut out of a printing plate or block so that type may be inserted in it. A block so prepared is said to be "pierced."
- MOSAIC.** A book decoration formed by inlaying small pieces of leather of various colours to form a pattern.
- MOSAIC MAP.** A photographic representation of the earth's surface and the buildings, etc. thereon, made from two or more aerial photographs placed side by side.
- MOTTLED CALF.** A calf binding which has been mottled with colour dabbled on with sponges or wads of cotton.
- MOTTLED FINISH.** A paper with a variegated colour surface produced by mixing two slightly differently dyed shades of fibres, or by a drip of colour on the wet pulp.
- MOULD.** (*Paper*). A rectangular wooden frame over which brass wires or wire cloth is stretched to serve as a sieve in order to permit water to drain away from the pulp fibres to form a sheet of paper. A wooden frame called a **DECKLE** (*q.v.*) fits round the edges of the mould and forms a tray with raised edges; this keeps the required thickness of pulp fibre on the wires until the excess water has drained away. (*Printing*). A device in two parts used for casting movable type.
- MOUNT.** A card or paper on to which something is pasted to protect, preserve, or display it.

MOUNTED. A cutting, print, photograph, page, or similar item which is pasted on a mount.

MOVABLE LOCATION. *See* RELATIVE LOCATION.

MOVABLE TYPE. (*Printing*). Single types as distinct from slugs or blocks on which are a number of characters. *See also* SLUG.

MULL. A thin loosely woven cotton cloth glued on to the backs of books to help hold the sections together. Known as "super" in America.

MULTI-VOLUME BOOK. A work in more than one volume.

MUNICIPAL LIBRARY. A public library financed, maintained, and administered by any local government authority other than a county council. In America, one which may also be similarly provided by a village or school district.

MUNIMENT ROOM. A room in which archives are kept.

MUSIC LIBRARY. One devoted to music.

MUSIC SCORE. *See* SCORE.

MUTTON. *See* EM QUADRAT.

N.D. *See* NO DATE.

N.P. *See* NO DATE.

NAME AUTHORITY FILE. The list of name headings used in a given catalogue, and the references made to them from other forms. *See also* AUTHORITY LIST, SUBJECT AUTHORITY FILE.

NAME CATALOGUE. A catalogue arranged alphabetically by names of persons or places, or both, whether used as authors or subjects.

NAME ENTRY. In indexing, an entry under the name of a person, place, or institution.

NAME INDEX. An index of names of authors or other persons.

NAME PALLET. *See* BINDER'S TICKET.

NAME REFERENCE. Where alternative forms of names

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NAME PALLET. *See* BINDER'S TICKET.

NAME REFERENCE. Where alternative forms of names

are available, a reference to the one adopted for the heading in a catalogue.

NARROW. A book whose width is less than two thirds its height.

NATIONAL BIBLIOGRAPHY. A bibliography of books produced in the language of one country, about the country by natives of the country irrespective of residence, and of books produced in that country, whatever their language.

NATIONAL BOOK CENTRE. *See* NATIONAL CENTRAL LIBRARY.

NATIONAL CATALOGUE. A list of books in a number of libraries in a country. *See also* NATIONAL BIBLIOGRAPHY.

NATIONAL CENTRAL LIBRARY. Formerly the Central Library for Students ; the national centre for lending books for study, and the clearing house for loans of books and periodicals between public, university and special libraries of all types, working in co-operation with REGIONAL LIBRARY BUREAUX (*q.v.*), and with special OUTLIER LIBRARIES (*q.v.*). It is also the main centre for information about books, and for the re-distribution of "unwanted" books, at home and abroad, the latter being carried out by the National Book Centre.

NATIONAL LIBRARY. A library maintained out of government funds and serving the nation as a whole. Usually, books in such libraries are for reference only. They are usually copyright libraries.

NATURAL CLASSIFICATION. One in which qualities which are essential to the existence of the thing or things to be divided is adopted as the "difference" (*see* PREDICABLES, FIVE) or characteristic of arrangement. One which exhibits the inherent properties of the things classified, and which groups or separates them according to their likeness or unlikeness. *See also* ARTIFICIAL CLASSIFICATION, CHARACTERISTIC OF A CLASSIFICATION.

NEEDLEWORK BINDING. *Synonymous with* EMBROIDERED BINDING.

NEGATIVE SELECTION. *Synonymous with* WEEDING (*q.v.*).

NET BOOK. One which, according to a national purchasing agreement, may be sold to a signatory to the agreement at a recognized discount. Books which are not subject to discount are known as "non-net."

NET BOOK AGREEMENT. An agreement drawn up in 1929 (and since revised) between the Publishers Association, the Booksellers Association, and the Library Association, enabling rate-supported libraries and other libraries admitting the public without charge throughout the usual opening hours to receive a discount of 10 per cent. on all new books purchased, provided the library applies for a licence.

NETWORK. A bookbinding design made of intersecting lines forming squares set lozengewise.

NEW EDITION. An issue of a book in which misprints noticed in an earlier edition have been corrected. *See also* EDITION, FIRST EDITION, IMPRESSION, ISSUE, REPRINT, REVISED EDITION.

✓ NEWARK CHARGING SYSTEM. An American method of recording book issues whereby the book cards are inscribed with the borrower's number and dated, so becoming the time record. The reader possesses a membership card which he retains whether he borrows books or not, and which enables him to borrow an unlimited number of books from any library in a system. *See also* DETROIT SELF-CHARGING SYSTEM.

NEWBERRY MEDAL. An award made in America annually for the most distinguished contribution to American literature for children. Named after John Newbery the eighteenth-century British publisher who was the first to publish books for children. He was part-author of some of the best of those he published.

- NEWSPAPER.** A publication issued periodically, usually daily or weekly, containing the most recent news.
- NEWSPAPER FILE.** *See* STICK 2.
- NEWSPAPER RACK.** A fitting for displaying newspapers. Also called "Newspaper stand."
- NEWSPAPER ROD.** *See* STICK 2.
- NEWSPAPER STACK.** Shelving designed to accommodate bound newspapers when lying flat.
- NEWSPAPER STAND.** A fitting on which one or more newspapers are displayed for consultation. Also called "Newspaper rack."
- NEWSPAPER STICK.** *See* STICK 2.
- NEWSPRINT.** The lowest grade of paper made mostly from wood pulp and used for newspapers.
- NEWSROOM.** The department of a library in which current newspapers may be read. *See also* MAGAZINE ROOM.
- NICK.** The groove which is cut on the BELLY of a piece of movable type. Its purpose is to enable the compositor to set type the right way up without looking at the face of the type, and also (by reason of the position and number of nicks for each type size and face) to know immediately when a wrong SORT (*q.v.*) has come to hand. Also called "Groove."
- NICKEL-FACED STEREO.** A stereo which is given a facing of nickel in order to lengthen its effective life.
- NIGER MOROCCO.** Leather produced on the banks of the River Niger from native-tanned goatskin. Often abbreviated to "Niger."
- NIHIL OBSTAT** (Lat. "nothing hinders"). Sanction for publication given by a Roman Catholic censor and usually found on the verso of the title-page or the following leaf.
- NIPPER.** *Synonymous with* BUMPER (*q.v.*).
- No.** Abbreviation for It. *numero* "number." Plural : Nos.
- NO DATE.** Abbreviation : n.d. Indicates that the date of

publication is not known. If the book bears no indication of date of publication but this has been obtained from bibliographical or other sources, it is expressed in a bibliographical or catalogue entry within []. The abbreviation 'n.p.' similarly indicates no place of publication, no printer's or publisher's name.

NO PLACE. *See* NO DATE.

NO PUBLISHER. *See* NO DATE.

NOM DE PLUME. *Synonymous with* PSEUDONYM (*q.v.*).

NOMENCLATURE. A system of names for a system of classes, or classification ; its terms.

NON-FICTION. Books that are not prose fiction.

NON-RESIDENT MEMBER. A person who is permitted to use a library in a district other than the one in which he resides by paying a subscription, or because he owns property in, is employed in, or studies in, the district.

Non. seq. Abbreviation for *non sequitor* (Lat. "it does not follow logically").

NOTATION. The symbols which stand for the divisions in a scheme of classification. They must be brief and easily extended. If the notation consists of two or more kinds of symbols it is called a "mixed notation" ; if of one kind only, a "pure notation." A "flexible notation" is one which expands with the classification, and permits the insertion of new subjects without any dislocation.

NOTE. 1. An explanation of the text of a book, or additional matter, appearing at the foot of a page, at the end of a chapter or at the end of the book. 2. A concise statement, following particulars of collation in a catalogue or bibliographical entry, giving added information such as the name of the series, contents, or bibliographical information. The term is sometimes limited to the information which appears below the collation and the main body of an entry.

NOTHING BEFORE SOMETHING. Alphabetizing "word by word," counting the space between one word and the next as "nothing." *See also* ALPHABETIZATION.

NOVEL. A long fictitious story of imaginary people and events.

NOVELA. A short prose narrative, generally with a structural centre represented by a surprising event. It requires a simple subject matter and disdains episodes.

NOVELETTE. A short novel.

NOVELIST. One who writes novels.

NUMBER. 1. A single numbered or dated issue of a series, periodical, or serial publication. 2. One of the numbered fascicules of a literary, artistic or musical work issued in instalments, ordinarily in paper wrappers, and called "number" by the publisher.

NUMBERED AND SIGNED EDITION. An edition of a work the copies of which are numbered, and signed by the author. *See also* LIMITED EDITION.

NUMBERED COLUMN. One of several numbered columns of type on a page, the number being at the head.

NUMBERED COPY. A copy of a limited edition of a book which bears the copy number, usually on the page facing the title-page.

NUT. *See* EN QUADRAT

O.P. Abbreviation for OUT OF PRINT (*q.v.*).

OBLONG. A book that is wider than its height. *See also* SIZE.

OBVERSE COVER. The upper cover of a book.

OCTAVE DEVICE. In classification, the name given by Ranganathan to a method of extending the decimal base of arabic numerals to infinity, by setting aside the figure 9 as an extender to bring in a further eight figures at the end of the first eight. The series thus reads :—1, 2, 3, 4, 5, 6, 7, 8, 9¹, 9², 9³, 9⁴, 9⁵, 9⁶, 9⁷, 9⁸, 9⁹¹, 9⁹², and so on, the figure 9 never being used unsupported. This device was first used by Ranganathan in his *Colon*

Classification, and was adopted by the UNIVERSAL DECIMAL CLASSIFICATION (*q.v.*) in 1948.

OCTAVO (8vo). 1. A sheet of paper folded three times to form a section of eight leaves, or 16 pages. The following sizes (in inches) of printing papers are usually used to produce an octavo page :

		<i>Double.</i>	<i>Quad.</i>	<i>Size of 8vo</i>
Foolscap	$13\frac{1}{2} \times 17$	17×27	27×34	$6\frac{3}{4} \times 4\frac{1}{4}$
Crown	15×20	20×30	30×40	$7\frac{1}{2} \times 5$
Large Post	$16\frac{1}{2} \times 21$	21×33	33×42	$8\frac{1}{4} \times 5\frac{1}{4}$
Demy	$17\frac{1}{2} \times 22\frac{1}{2}$	$22\frac{1}{2} \times 35$	35×45	$8\frac{3}{4} \times 5\frac{3}{8}$
Medium	18×23	23×36	36×46	$9 \times 5\frac{3}{4}$
Royal	20×25	25×40	40×50	10×6
Super Royal	$20\frac{1}{2} \times 27\frac{1}{2}$	$27\frac{1}{2} \times 41$	41×55	$10\frac{1}{4} \times 6\frac{7}{8}$
Imperial	22×30	30×44	44×60	$11 \times 7\frac{1}{2}$

2. A book having sections of eight leaves, or sixteen pages. 3. Any book whose height is between $6\frac{1}{4}$ and 10 inches. *See also* BOOK SIZES, PAPER SIZES.

OCTAVO EDITION. One issued in OCTAVO (*q.v.*) form.

OCTODECIMO (18mo). 1. A book in which the sections are so folded that each leaf is an 18th of the sheet. Also called "Eighteenmo." 2. A sheet of paper so folded.

ODDMENTS. The items of a printed book which precede and follow the text. These are known as the PRELIMINARIES (*q.v.*) and the END-MATTER (*q.v.*).

OFFCUT. 1. That part of a sheet which has to be cut off after "imposition," as in the case of a 12mo., so that the sheet may be correctly folded, the cut off piece being folded and inserted in the larger piece after folding. The cut off piece is then called an "inset" and usually bears a signature mark to indicate its proper place in the gathering. 2. A piece cut off a sheet of paper to reduce it to the size required for a particular job. 3. Remainders of reams which have been cut down to a smaller size.

OFFPRINT. *Synonymous with SEPARATE (q.v.).*

OFFICIAL CATALOGUE. A union catalogue for the use of officials only, and usually kept in the cataloguing department.

OFFSET. 1. The printing process in which the impression is transferred from a litho stone or plate to a rubber covered cylinder, and thence offset by pressure on to the paper. 2. Sometimes erroneously used to describe the unintentional transfer of ink from one sheet to another: this is "set-off."

OFFSET LITHOGRAPHY. A method of printing in which a drawing is made on transfer paper the right way round, printed on to a rubber-covered cylinder and "offset" on to paper. *See also TRANSFER.*

OFFSET PAPER. Paper especially made for use on the offset press. It should lie flat, be free from lint, and stretch as little as possible.

OFFSET-PHOTO-LITHOGRAPHY. *See PHOTO-OFFSET.*

OFFSET PRINTING. An adaption of the principles of stone lithography, in which the design is drawn or reproduced upon a thin, flexible metal plate which is curved to fit one of the revolving cylinders of the printing press, and the design from this plate is transferred or "offset" to the paper by means of a rubber blanket which runs over another cylinder and which has received its impression from the plate.

OFFSET PRINTING PRESS. One which consists of a plate cylinder, a transfer or blanket cylinder and a printing cylinder. The inked image is transferred from the plate to the rubber blanket and therefrom to the paper which is held on the printing cylinder.

OLD ENGLISH. An angular type of the black-letter group; abbreviation: O.E. *This is an example of Old English.*

OLD FACE. The majority of book types in England belong to this family of types. Its origin is generally attributed to Garamond (Paris, first half of 16th century) who

modelled his design on the roman types of the Venetian printer Aldus Manutius which were actually cut for Aldus by Francesco Griffo who also cut the famous Aldine italic. The Old Face group or letter is characterized by oblique emphasis, lightness of colour, comparatively small differences between thick and thin strokes and fairly substantial bracketed serifs. The capitals are slightly lower than the ascending lower case letters and the descenders are long. The present versions of Old Face have a comparatively small x height (*q.v.*) and a narrow set. Examples are : Caslon Old Face, (Stephenson Blake and others); Bembo, Imprint, Plantin, (Monotype); Garamond (Monotype and Intertype). The figures of Old Face do not stand on the line: 1234567890. The following is in 12pt. Bembo :

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz 1234567890

OLD STYLE. A modification of OLD FACE (*q.v.*), the ascenders and descenders being shorter. Examples are : Old Style (Stephenson Blake); Old Style Antique (Miller & Richard); Bookprint (Linotype); Bookface (Intertype).

OLEOGRAPH. A reproduction of an oil painting, printed by lithography, mounted on canvas, sized and varnished, the irregularities of the oil painting and canvas being reproduced by an embossing process.

OLEOGRAPHY. The lithographic process used to produce an OLEOGRAPH (*q.v.*).

OLIN BOOK NUMBER. An author number from a scheme devised by Charles R. Olin. The use of Olin Numbers enables collective and individual biography to be separated yet to be brought into close relation at the same class number. They convert all compilers' surnames into A followed immediately by figures, thus enabling collective biographies to be arranged before

the individual biographies bearing Cutter Numbers. The following is section S from the Table :

Sa	A77	Scr	A79	Sia	A82	Sq	A84
Sch	A78	Sca	A81	Sma	A83	Sva	A85

Strickland's *Queens of England* would be A84 (Olin number) and come before a life of Queen Anne, An 7 (Cutter number).

OMISSION MARKS. Three dots, thus . . . to indicate an omission.

OMNIBUS BOOK. A volume containing reprints of short stories by various authors or of novels or other works by one author.

OMNIBUS REVIEW. One which discusses a number of books of one type or field of literature.

ONE SHEET ON. *Synonymous with ALL ALONG (q.v.)*.

ONION SKIN. A thin, glazed, transparent paper.

ONLAY. A decorative panel of paper or other material glued to the cover of a book without preparing the cover to receive it. *See also* INLAY.

ONLAYING. *See* INLAY, INLAYING.

ONYMOUS. The exact opposite of ANONYMOUS (*q.v.*).

OP. CIT. (Lat. *Opere citato* "in the work cited"). An abbreviation used in footnote reference to avoid using the title or short title of the work referred to. It should not be used if there is more than one book by the author concerned, nor further than 1,000 words from the first citation, and preferably not if another book has been referred to since the first citation.

OPEN ACCESS. Applied to a library where readers are admitted to the shelves.

OPEN ENTRY. A catalogue entry which leaves room for the addition of information concerning a work of which the library does not possess a complete copy or set, or concerning which further information is lacking.

OPEN-LETTER PROOF. A proof of an engraving with the caption engraved in outline letters.

OPEN SHELF LIBRARY. *See* OPEN ACCESS.

OPENED. A book of which the top, fore, and sometimes bottom, edges have not been cut in manufacture but opened with a paper knife before being read.

OPENING. Two pages facing one another.

OPISTHOGRAPHIC. Applied to early-printed books printed on both sides of the paper.

OPUS NUMBER. A number assigned to a musical work or collection of works, usually in the order of composition.

ORCHESTRAL SCORE. *See* SCORE.

ORDER BOOK OF THE HOUSE OF COMMONS. *See* PARLIAMENTARY PAPERS.

ORDER DEPARTMENT. The department of a library which deals with the ordering and processing of books and periodicals. *Also called* "Accession Department."

ORDNANCE SURVEY. A department of the British government, founded 1791, which exists to make an accurate map survey of the British Isles. Maps of various kinds are published in scales varying from $\frac{1}{4}$ " to 50" to a mile. Maps of Ireland were issued until April 1922, since when the governments of Eire and Northern Ireland have issued their own.

ORIGINAL PARTS. A first edition of a work which appeared serially in a number of parts, each provided with a paper wrapper and numbered.

ORIGINAL WRIT. One issuing from the Chancery.

ORIION. A book composed of a continuous, folded, uncut sheet that is stabbed along one side and held together by cords laced through the stabbed holds. A "stabbed binding" of Oriental origin.

ORNAMENTS. Printers' ornaments are little designs used to decorate printed matter. They are often arranged as borders, head-pieces, tail-pieces, etc. Also called "Printer's ornament."

- ORTHOGRAPHY. Spelling correctly, or according to accepted usage.
- OUT OF PRINT. A book is out of print when the publisher has no more copies for sale. Abbreviation : O.P.
- OUT OF STOCK. Not available from the publisher (although in print) until his stock has been replenished.
- OUTER FORM. *See* FORM DIVISIONS.
- OUTER FORME. *See* INNER FORME.
- OUTER INDENTION. *Synonymous with* FIRST INDENTION (*q.v.*).
- OUTLIER LIBRARY. A library of a research institution, or one devoted to a particular subject, which does not generally participate in the work of a regional bureau, but whose stock is available to other libraries through the NATIONAL CENTRAL LIBRARY (*q.v.*). *See also* REGIONAL BUREAUX.
- OUTSERT. An extra double leaf placed round the outside of a printed section of a book, and forming part of it.
- OVAL HALF-TONE. *See* HALF-TONE.
- OVER MATTER. Matter set ready for printing but held over through lack of space.
- OVERCASTING. *Synonymous with* OVERSEWING (*q.v.*).
- OVERDUE BOOK. A library book which has been retained longer than the period allowed.
- OVERDUE NOTICE. A request to a reader asking for the return of books which have been kept out beyond the time allowed.
- OVERLAY. The sheet on the tympan sheet or impression cylinder of a printing machine, by manipulation of which an even impression is obtained from the matter after it has been levelled as far as possible by UNDERLAY (*q.v.*).
- OVERPLUS. (*Printing*). Additional sheets printed over the number actually ordered to allow for getting exact position, testing colour, determining register and for spoilt sheets so that on completion of a job the number

ordered is available. These are usually known as "overs."

OVERSEWING. The act or process of sewing over and over the leaves of a book, usually done when it consists of single leaves or when the paper is too poor or too heavy for normal sewing to be satisfactory. Called "whip-stitching" in America.

OVERSIZE BOOK. One which is too large to be shelved in normal sequence.

OWNERSHIP MARK. A rubber-stamp impression, perforation, embossment, or other mark of ownership in a book.

p. Abbreviation for page ; pp., pages.

PADELOUP STYLE. A style of book decoration practised by the Padeloup family in France in the 18th century. It is mainly characterized by its inlays of coloured leathers of diapered simple geometrical form, devoid of any floreate.

PAGE. See LEAF.

PAGE CATALOGUE. One in which only a few entries are made on a page at first, with spaces left for the insertion of subsequent entries in correct order. The catalogues in the Reading Room of the British Museum and in the Bodleian are of this variety. Also called "Guard book catalogue."

PAGE CORD. A cord which withstands water, specially made for printers, and used to tie up pages of type prior to imposition or distribution.

PAGE HEADLINE. A summary of the contents of a page, or an **OPENING** (*q.v.*), or of the main topic of a page or opening, appearing on both left- and right-hand pages, or on one side only in conjunction with a section headline on the other page. Also called "Page head." See also **HEADLINE**, **RUNNING TITLE**, **SECTION HEADLINE**.

PAGE PROOF. See **PROOF**.

PAGE REFERENCE. In bibliographies, the number of

the page on which the article, etc., indexed is to be found in a particular volume or volumes.

PAGINATION. 1. That part of a catalogue entry or bibliographical description specifying the number of pages in a book. 2. The system of numbers by which consecutive pages of a book or MS. are marked to indicate their order. Pagination is rare until 1500 and not really common until 1590.

PALÆOGRAPHY. The study and description of ancient and mediæval manuscripts, documents, and systems of writing, including the knowledge of the various characters used at different periods by the scribes of different nations and languages, their usual abbreviations, etc.

PALIMPSEST. Manuscript in which a second writing has been superimposed upon the original text, which has been wholly or partially obliterated.

PALLET. 1. A tool used to decorate the panels on the spine of a bound book. Pallets are usually used to make straight lines (sometimes decorative) but are also used to give a whole word such as the author's name or a title. 2. A bookbinder's typeholder.

PAMPHLET. A publication of not more than 100 pages fastened together but not bound.

PAMPHLET BOX. A box, usually of cardboard covered with cloth, or of steel, for holding pamphlets and other unbound material.

PAMPHLET VOLUME. A volume consisting of a number of pamphlets bound together with or without a title page or table of contents.

PANEL. 1. A compartment of the external cover of a book enclosed in a BORDER 2 (*q.v.*) or FRAME 2 (*q.v.*). 2. The space between two bands on the back of a book.

PANEL BACK. In hand binding, a volume finished with panelled borders between the raised bands on the shelf-back.

PANEL STAMP. A large piece of metal, engraved intaglio, used for impressing a design on the sides of book-covers. Some of the stamps used for the early leather bindings were of quarto and folio size, but often book-covers of these sizes were impressed two, three, four, or more times with small panel stamps.

PANORAMIC CATALOGUE. The endless chain principle adapted for displaying catalogue entries.

PANTOGRAPH. An instrument for copying a drawing to a premeditated scale.

PANTONE. A photo-engraving method of printing from a flat (planographic) plate with letterpress equipment, having the advantage over letterpress half-tone in that it can print from a screen up to 400 lines on antique paper and other rough surfaces. It is based on the principle that a printing plate bearing an image that is not in relief can be made to repel ink in the bare parts by treating them with mercury, while the printing parts will take up ink.

PAPER BOARDS. *See* **BOARDS.**

PAPER COVERED. A pamphlet or small book which is not bound in boards, but covered with a stiff paper which is usually pasted on to the book or sewn through.

PAPER FINISHES. *Antique*: a rough uneven surface. *Eggshell*: slightly finished surface, having the appearance of the shell of an egg. *Machine*: smoother than antique with a slight gloss, but not suitable for half-tone illustrations, excepting those of coarse-screen finish. *Smooth antique*: an antique slightly rolled. *Super-calendered*: smooth finish without lustre; this will print half-tone blocks up to 100-screen. *American*: a finish with medium gloss and suitable for half-tone illustrations up to 100-screen. *Enamel* or *coated*: has a very high gloss, being coated in the making with china-clay, satin white, and casein which fills in the pores. Takes illustrations of the finest screen. *Dull-*

coated: has the coating as on a coated paper, but is calendered for smoothness only, not for gloss. Thus it has a perfect surface of mellow softness for the finest cuts.

PAPER SIZES. The British Standards Specification for writing and printing papers is as follows :

Foolscap	$13\frac{1}{2} \times 17$
Foolscap, Double	17×27
Foolscap, Oblong Double	$13\frac{1}{2} \times 34$
Foolscap, Quad	27×34
Pinched Post	$14\frac{1}{2} \times 18\frac{1}{2}$
Post	$15\frac{1}{4} \times 19$
Post, Double	$19 \times 30\frac{1}{2}$
Large Post	$16\frac{1}{2} \times 21$
Large Post, Double	21×33
Demy	$17\frac{1}{2} \times 22\frac{1}{2}$
Demy, Double	$22\frac{1}{2} \times 35$
Demy, Quad	35×45
Medium	18×23
Medium, Double	23×36
Royal	20×25
Royal, Double	25×40
Crown, Double	20×30
Crown, Quad	30×40
Imperial	22×30
Imperial, Double	30×44

Other sizes are :

Pott	$12\frac{1}{2} \times 15\frac{1}{2}$
Crown	15×20
Pott, Double	$15\frac{1}{2} \times 25$
Post, Small	$15\frac{3}{4} \times 19\frac{1}{2}$
Royal, Large	20×27
Royal, Super	$20\frac{1}{2} \times 27\frac{1}{2}$

A sheet of "quad" gives four times the number of sections as a sheet of ordinary size. Papers for other purposes differ in size. See also **BOOK SIZES, OCTAVO.**

PAPYROLOGY. The study of ancient documents and literary manuscripts on papyrus.

PAPYRUS. 1. A giant water-reed from the stem of which the Egyptians made a writing material. 2. The material itself.

PARAGRAPH INDENTATION (INDENTION). (*Cataloguing*). *Synonymous with* SECOND INDENTION (*q.v.*). (*Printing*). Setting the first line of a paragraph one em or less in from the margin.

PARAGRAPH MARK. 1. The reversed or "blind" P sign (¶) used in a MS. or proof to indicate the commencement of a new paragraph. 2. The sixth reference mark for footnotes, coming after the parallel. *See also* REFERENCE MARKS.

PARALLEL ARRANGEMENT. Separating books of varying sizes to economize shelf space by arranging larger books by one of the following methods : (a) in a separate sequence on the bottom shelves of each tier ; (b) in a separate sequence at the end of each class ; (c) in a complete separate sequence of the whole classification.

PARALLEL CLASSIFICATION. Material classified by the same scheme is said to be placed in parallel classification when it is again divided by size, character, etc. E.g. there may be four perfectly classified sequences for octavos, folios, pamphlets, and illustrations ; thus giving four parallel classifications.

PARALLEL EDITION. A publication in which different texts of the same work, e.g. the Authorized and Revised versions of the Bible, are placed side by side.

PARALLEL MARK (||). The fifth reference mark for footnotes, coming after the section mark. *See also* REFERENCE MARKS.

PARAPH. A mark or flourish after a signature, made often as a protection against forgery, and especially used by notaries.

PARCHMENT. Sheepskin or goatskin dressed with alum

and polished. It is not so strong as vellum (calfskin) which it resembles, and from which it can be distinguished by its grain. The term is now sometimes applied to fibrous imitations. It is used for documents of a permanent nature and for binding large and heavy volumes.

PARENTHESES. Curved lines () used to include words inserted parenthetically. Used in cataloguing to enclose explanatory or qualifying words or phrases to set off some item in the entry, such as a series note. Also called "Round brackets" or "Curves." *See also* SQUARE BRACKETS.

PARENTHESIS. A short explanatory clause inserted in a sentence, usually between parentheses.

PARLIAMENTARY PUBLICATIONS.

1. **GENERAL DEFINITION.** Papers printed for parliamentary purposes and placed on sale to the general public through H.M. Stationery Office.

These comprise :

House of Lords Papers

" " " Bills

" " " Journals

" " " Debates

" " " Minutes of Proceedings

House of Commons Papers

" " " Bills

" " " Journals

" " " Debates

" " " Votes and Proceedings

Command Papers

Public General Acts

Local and Private Acts

Measures passed by the National Assembly of the Church of England.

2. **"HOUSE" PAPERS.** Documents presented either to the House of Lords or to the House of Commons under

statute or by order of the House and "ordered to be printed." The sessional number appears at the bottom lefthand corner of the title-page. House of Lords Paper and Bill numbers (in a common series) are printed in parentheses ; House of Commons Bill numbers are in square brackets ; House of Commons Paper numbers are not enclosed in brackets.

3. **COMMAND PAPERS.** Papers presented by a Minister to both Houses of Parliament by Command of Her Majesty. Occasionally, a Paper has been presented by Command to one House only, but with the exception of estimates (House of Commons Papers) the practice is now rare. The series is limited to documents relating to matters likely to be the subject of early legislation, or regarded as otherwise essential to Members of Parliament to enable them to discharge their responsibilities.

They were first published as Appendices to the House of Commons Journal but since 1836 have been numbered serially as follows :—

1836—1869	1—4222
1870—1899	C.1—C.9550
1900—1918	Cd. 1—Cd. 9239
1919—	Cmd. 1—

4. **"HANSARD."** The official verbatim reports of the debates of both Houses of Parliament. The debates of the House of Commons and the House of Lords (issued separately) are published daily while Parliament is sitting. They are named after Luke Hansard (1752—1828) and his descendants who printed these reports from 1811—1891. The issue of an officially authorized edition began in 1892, and in 1909 H.M. Stationery Office assumed the responsibility for printing and publication.

5. **VOTES AND PROCEEDINGS OF THE HOUSE OF COMMONS.** These are issued daily while the House is sitting and comprise six parts, each separately paged. They are :—

- Proceedings of the previous day ;
- Private business ;
- Questions, notices of Motions, Orders of the day ;
- Papers delivered to the House, notices of sittings of Public Committees ;
- Proposed amendments to Bills ;
- Proceedings in Standing Committees (each Committee's Proceedings are pagged separately) ;
- Divisions.

In addition, a list of the Public Bills which have been introduced during the Session, showing progress made, is circulated weekly with the Votes and Proceedings, and a similar list of Private Bills is included periodically in the private business section.

6. MINUTES OF PROCEEDINGS OF THE HOUSE OF LORDS. These, also, are issued daily while the House is sitting and contain :

- The proceedings of the previous day ;
- Notices of judicial business ;
- Agenda for the day (including questions) ;
- Notices of future questions and business ;
- Divisions ;
- A list of Bills showing the stages reached.

7. THE JOURNALS OF THE HOUSE OF COMMONS AND THE HOUSE OF LORDS, containing a complete record of Parliamentary proceedings are published separately at the end of each Session.

8. THE ORDER BOOK OF THE HOUSE OF COMMONS is a consolidation of the business appearing in the Votes and Proceedings. It is issued daily for the convenience of Members and is not generally available to the public.

PART. 1. A portion of a work in one or more volumes issued by a publisher as the work is completed for publication. Parts may be issued at frequent, regular intervals, as fortnightly, or at monthly, yearly, or irregular intervals, according to the nature of the work

and its compilation. It usually has a separate title, half title, or cover title, and may have separate or continuous paging. It is distinguished from a fascicule by being a unit rather than a temporary portion of a unit. 2. The music for any one of the participating voices or instruments of a musical composition. 3. The manuscript or printed copy of the music for such a participant. *See also* VOLUME.

PART-TIME BRANCH. *See* BRANCH LIBRARY.

PARTIAL BIBLIOGRAPHY. One in which a mechanical limit has been put on the material included; e.g. periodicals only, books or articles of a certain period or in a certain country or library. *See also* SELECTED BIBLIOGRAPHY.

PARTIAL CONTENTS NOTE. A note which gives only the more important items in the contents.

PARTIAL TITLE. One which consists of only a secondary part of the title as given in the title-page. It may be a CATCHWORD TITLE, (*q.v.*), SUB-TITLE (*q.v.*), or ALTERNATIVE TITLE (*q.v.*).

PASTE-DOWN. An endpaper which is pasted down to the cover.

PASTE-DOWN ENDPAPER. *See* ENDPAPER.

PASTEBOARD. The material, made by pasting sheets of brown paper together, and lined on both sides with paper, which is used for the covers of books. *See also* MILLBOARD, STRAWBOARD.

PASTICHE. A musical or artistic composition consisting of a medley of passages or parts from various sources connected together.

PASTING DOWN. The action of attaching a sewn book to its case or cover.

PATENT ROLL. Parchment roll upon which royal letters patent were enrolled at the Chancery.

PATTERN. A specimen volume, or rubbing, sent to a binder to indicate the style of lettering to be used.

PAY COLLECTION. *See* DUPLICATE PAY COLLECTION.

PAYNE STYLE. The style of book decoration practised by Roger Payne in England in the 18th century. It consisted of the repetition of small floral forms in borders or radiating corners, the background being formed with dots and circles.

PEBBLING. *See* STIPPLING.

PEN NAME. *Synonymous with* PSEUDONYM (*q.v.*).

PENCIL DATER. A combined rubber date stamp and pencil.

PENNY-DREADFUL. A thrilling story magazine for children sold at a very low price. A morbidly sensational story.

PERFECT. (*Binding*). A method of binding by which the folds of the sections forming the back of the book are cut away ; the edges of the loose sheets so formed are then coated with a very flexible but strong adhesive and covered with paper, mull or other material. The book is then inserted into covers by ordinary methods employed when sections are not sewn on tapes.

PERFECT COPY. A sheet of paper which has been printed on both sides from an "inner forme" and also from an "outer forme."

PERFECTER. A printing machine which prints on both sides of the paper at the same time whereas stop-cylinder presses and two-revolution machines print on one side only.

PERFECTING. Printing the second side of a sheet. A perfecting press is one that prints both sides of a sheet in one operation.

PERFORATING STAMP. A punch or stamp which perforates a mark of ownership through the page of a book.

PERIOD BIBLIOGRAPHY. One limited to a certain period of time.

PERIOD DIVISION. 1. A division of a classification

scheme for works covering a limited period of time.
2. A sub-division of a subject heading in a catalogue which indicates the period covered.

PERIODICAL. A publication with a distinctive title which appears at stated or regular intervals without prior decision as to when the last issue shall appear. It contains articles by several contributors. *Newspapers*, whose chief function is to disseminate news, and the *memoirs*, *proceedings*, *journals*, etc. of societies are not considered periodicals under the cataloguing rules. See also **SERIAL**.

PERIODICAL BIBLIOGRAPHY. One which is published in parts and revised or extended by the cumulative method. See also **CLOSED BIBLIOGRAPHY**.

PERIODICAL CASE. *Synonymous with* **MAGAZINE CASE** (*q.v.*).

PERIODICAL INDEX. 1. An index to one or more volumes of a periodical. 2. An index to a group of periodicals, usually issued periodically; it may be cumulative.

PERIODICAL RACK. A fitting for displaying periodicals.

PERIODICAL ROOM. See **MAGAZINE ROOM**.

PERSIAN MOROCCO. A badly-tanned leather derived from Indian goat and sheep. It is an inferior leather unsuitable for binding books, being fairly strong but not durable.

PERSONAL CATALOGUE. A catalogue that enters under an individual's name both those books by him and about him. See also **NAME CATALOGUE**.

PERSONAL NAME ENTRY. The record of an item in a catalogue under the name of an individual.

PERSONAL SUBJECT. The name of an author who is well known in connexion with one particular branch of knowledge, and which is used as a subject heading in selective cataloguing.

PHASE. In classification, that part of a complex subject

derived from any one main class of knowledge. So far five kinds of phase-relation have been isolated. (1) Form phase (the method of presentation); (2) Bias phase (one subject presented for the requirements of another); (3) Influencing phase (one subject influenced by another); (4) Comparison phase (one subject compared with another); (5) Tool phase (one subject used as a method of expounding another). Ranaganathan suggests that Form is not a phase relation, that it is more closely allied to the individual book than to the subject, and that it should accordingly be shown as part of the book number not the class number. *See also* CLASSIFYING, FACET, FOCUS.

PHILOSOPHICAL CLASSIFICATION. *See* KNOWLEDGE CLASSIFICATION

PHOTO-CHARGER. An electrical machine for recording the loan of books on microfilm.

PHOTO-ENGRAVING. Any photo-mechanical process for reproducing pictures or the like in which the printing surface is in relief, as distinguished from photo-lithography and photogravure. It includes the half-tone process, zinc etching and other processes for making line cuts, the swelled-gelatine process, etc.

PHOTO-GELATINE PROCESS. Any of the gelatine processes of photo-mechanical printing, as Collotype, Lichtdruck, Phototype, Albertype, Artotype, Heliotype, etc.

PHOTO-LITHO-OFFSET. *Synonymous with* PHOTO-OFFSET (*q.v.*).

PHOTO-LITHOGRAPHY. The process of reproducing a picture or design photographically on to metal for lithographic printing.

PHOTO-MECHANICAL PROCESS. *See* PROCESS ENGRAVING.

PHOTO-OFFSET. Offset printing in which the image is reproduced on a metal plate by photography. Also

called "Photo-litho-offset," and "Offset-photo-lithography."

PHOTO-TYPOGRAPHY. Any photo-mechanical process in which the printing surface is produced in relief so that it can be used with type.

PHOTO-ZINCOGRAPHY. A method of reproducing pictures, drawings, etc., by using a zinc plate on which the design has been produced by photographic means.

PHOTOGRAVURE. 1. Any of the various processes for producing prints from a flat intaglio plate prepared by photographic methods. Also called "Heliogravure."
2. A print so produced. *See also* **ROTOGRAVURE.**

PHOTOSTAT. 1. A trade name of a machine for reproducing photographically pages of printed, drawn, or written matter, either the same size, or larger or smaller than the original on sensitized paper without films or plates. 2. A copy made by such a machine. *See also* **CAMERAGRAPH.**

PHOTOTYPE. A form of collotype, being a plate with a printing surface, usually in relief, obtained from a photograph.

PHRASE PSEUDONYM. A pseudonym consisting of a phrase, as "A Gentleman with a Duster."

PI. (*Bibliography*). The Greek letter π used to denote an unsigned gathering or leaf which precedes signed gatherings, and in respect of which no signature can be inferred. *See also* **CHI.**

PIANO SCORE. *See* **SCORE.**

PICA. 1. A standard of measurement, approximately one-sixth of an inch; in the Point System .166 inch, equal to 12 pt. *See also* **EM.** 2. Pica type, the largest size ordinarily used for books. 12 pt., six lines to the inch, as this.

PICTOGRAPH. A pictorial sign or simple illustration which tells a story instantaneously.

- PICTURE BOOK.** A children's book consisting wholly or mostly of pictures.
- PIE.** (*Printing*). Type matter that has been mixed accidentally.
- PIERCED.** *See* MORTICE.
- PIGSKIN.** A strong leather made from the skin of a pig: it has good lasting qualities and is used for covering large books.
- PIN-MARK.** A small depression on one side of the body of a piece of movable type. It is made by the pin which ejects the types from the moulds of certain casting machines and sometimes bears the number of the body-size of the fount.
- PIPE ROLL.** A parchment roll upon which a record of the audit at the exchequer was kept.
- PIRACY.** The publication in a foreign country of a literary work without the permission of, or payment to, the author.
- PIRATED EDITION.** *See* UNAUTHORIZED EDITION.
- pl. (Pl. pls.).** Abbreviation for PLATE (*q.v.*) (illustration), place.
- PLACARD CATALOGUE.** A list of books displayed on a large sheet, or sheets, and hung up for consultation.
- PLACE OF PRINTING.** The town in which a book is printed.
- PLACE OF PUBLICATION.** The town in which the office of a publisher who issues a book is situated.
- PLAGIARISM.** To copy the writings of another person and publish the same as original work.
- PLAN.** The representation of anything drawn on a plane, as a map or chart: the representation of a building or other structure, landscape design, arrangement of streets or buildings, or arrangement of furniture in a room or building, in horizontal section.
- PLAN FILE.** A container for filing plans and maps either vertically or horizontally.

PLANOGRAPH. *Synonymous with* OFFSET PRINTING (*q.v.*).

PLANOGRAPHIC PROCESS. A generic term for all printing which depends on chemical action and in which the printing surface is a plane, merely transferring its image, as in lithography, collotype and offset.

PLANQUETTE BINDING. *Synonymous with* CAMEO BINDING (*q.v.*).

PLASTER OF PARIS MOULD. One made by placing a thin film of plaster of Paris mixed with water to a fluid consistency on a sheet of paper which is then transferred face downwards to the forme and subjected to moderate pressure after several sheets of an absorbent type of paper are placed on the paper-backed plaster of Paris. It is used for reproducing illustrations by half-tone and three- and four-colour half-tone processes.

PLASTIC BINDING. A type of binding used for pamphlets, commercial catalogues, etc. which are printed on unfolded leaves. These leaves and the separate front and back covers are kept together by means of a piece of curved synthetic plastic which has prongs, or combs, which pass through slots punched near the binding edge of the leaves and curled within the cylinder thus formed by the plastic. *See also* SPIRAL BINDING.

PLASTOCOWELL. A lithographic process introduced by W. S. Cowell, Ltd., of Ipswich, in which a plastic sheet is used as a substitute for stone or metal, and is easier and more convenient for the artist to work than the ordinary forms of auto-lithography.

PLATE 1. An illustration, often an engraving taken from a metal plate on distinctive paper with one side of the leaf blank. Plates may be bound in the book or they may be loose in a portfolio. They are not generally included in the pagination. 2. A flat block of wood or metal, usually of copper, nickel or zinc, on the surface of which there is a design or reproduction of a type forme, to be used for printing, engraving, embossing, etc. The method of

printing may be relief, intaglio, or planographic. 3. To make an electrotpe or stereotype from printed matter.

PLATE MARK (LINE). A line marking the boundary edge of a plate used in making an engraving ; it is caused by the pressure used to make the impression on the sheet of paper. The part of the paper on which the plate rested is depressed and more smooth than the surrounding portion.

PLATE PAPER. A superfine soft rag paper of good substance, made for steel-plate or photogravure printing. Of recent years cheaper esparto qualities have been introduced.

PLATEN. The flat part of a printing press which presses the paper on to the forme. *See* PLATEN PRESS.

PLATEN PRESS. A printing press which has a flat impression, not a cylindrical one. The type is normally fixed on the bed in a vertical or almost vertical position, and the platen bearing the paper is swung up and pressed against the type. Such machines are usually used for jobbing work. *See also* CYLINDER PRESS.

PLATING. The process of pasting labels in library books.

PLEA ROLL. A parchment roll on which a record of cases heard in the King's Courts was entered.

PLOUGH. The tool used for cutting the edges of a book, the book being secured in the lying press.

POCKET. A wallet-like receptacle made from linen or stiff paper inside a cover of a book (usually the back cover) to hold loose music parts, diagrams, or maps. Also called "Cover pocket." *See also* BOOK POCKET.

POINT. 1. The unit of measure for printer's type : approximately $\frac{1}{16}$ of an inch. Thus 12 point type is $\frac{3}{8}$ or $\frac{1}{2}$ of an inch in the body. 2. Any mark of punctuation. A full point (full stop).

POINTILLÉ. A binding decoration in gold done with tools with a dotted surface.

POINTS. Small holes made in the sheets during the printing process which serve as guides in registering when the sheets are folded by machinery.

POLAIRE. The leather case or satchel in which the ancient monks placed their books.

POLONYM. A work by several authors.

POLYGLOT. A book giving versions of the same text in several languages, generally arranged in parallel columns. One of the most famous polyglot Bibles was printed between 1569 and 1573 by Christopher Plantin, by authority of Philip II of Spain. It was in eight folio volumes, the text being in Hebrew, Greek, Latin, Chaldaic, and Syriac.

POLYGRAPHIC. Written by several authors.

POLYGRAPHY. Works consisting of several works or extracts from works by one or a number of authors.

POLYNOMIAL. A work by several authors.

POLYONYMAL. Having several, or different, names.

POLYONYMOUS. Possessing many names.

POLYOPTICAL. Treating of several subjects.

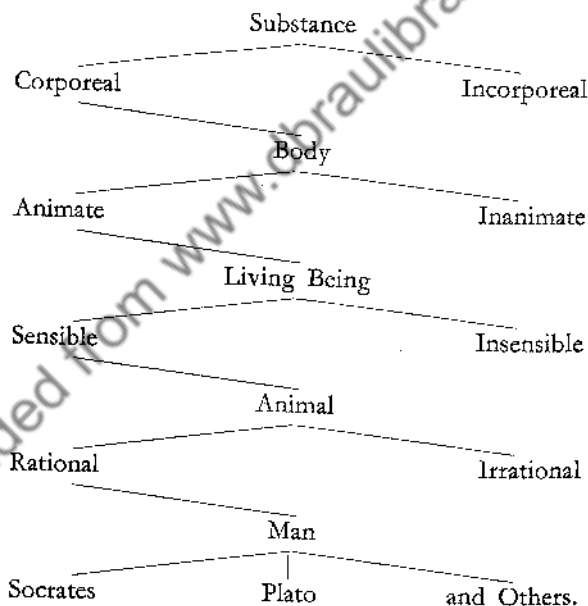
POLYTYCH. *See* CODEX.

POPULAR LIBRARY. In America, a department containing books of general interest for home-reading, those of special interest, or of an advanced character being placed in **SUBJECT DEPARTMENTS** (*q.v.*). *See also* BROWSING ROOM.

POPULAR NAME. An abbreviated, shortened, or simplified form of the name of a government department, society or other corporate body, by which it is usually known, e.g., Stationery Office ; British Association,

PORNOGRAPHY. Writings of an obscene or licentious character : originally applied only to treatises on prostitutes and prostitution. From the Greek words meaning "writing about harlots." Many catalogues of old and rare books include such items under the term *Erotica*.

PORPHYRY, TREE OF. A device associated with the name of Porphyry, for abstracting the qualities of terms. It is, in a rough sense, a subdividing of the term Substance, by adding differences at different steps; thus Substance, by the addition of the difference Corporeality, divides into Corporeal and Incorporeal Substance; then (neglecting the Incorporeal), to corporeal is added the difference Body which results in Animate and Inanimate. This process is continued as the following Tree shows, until division reaches finality and a specific term (Plato) is reached.



This method of division is known as bifurcate (or division in pairs, positive and negative). The Tree is used to illustrate the FIVE PREDICABLES.

Port. (*Pl. ports.*). Abbreviation for PORTRAIT (*q.v.*).

PORTFOLIO. A case for holding loose paintings, drawings, illustrations, diagrams, papers or similar material. Usually made of two sheets of strawboard, covered with paper or cloth with a wide cloth joint to form the "spine," often with cloth flaps attached at the edges of one board to turn in and so protect the papers, and with tapes at one or the three edges to secure the contents.

PORTOLAN. *Synonymous with PORTOLAN CHART (q.v.).*

PORTOLANO. *Synonymous with PORTOLAN CHART.*

PORTOLAN CHART. An early type of chart produced, often in MS., between the 13th and 17th centuries to guide mariners in coastwise sailing. Such charts were based on estimated bearings and distances between the principal ports or capes. They are believed to have been first produced by the admirals and captains of the Genoese fleet during the second half of the 13th century, and are sometimes called "Compass maps" or "Loxodromes," but wrongly so as they were used before compasses. Also called "Portolan," "Portulan," "Portolano."

PORTRAIT. A representation of a person, made from life, especially a picture or representation of the face.

PORTULAN. *Synonymous with PORTOLAN CHART.*

POSTHUMOUS WORK. One which is first published after the death of the author.

POUNCE. (*Binding*). An adhesive used under gold or colours.

POWDER or SEME (SEMEE, SEMIS). An heraldic term signifying a diaper design of small figures (sprays, flowers, leaves, etc.) frequently repeated by the use of one or more small tools at regular intervals over the greater part of a binding, producing a powdered effect.

PRAESES. The person or persons who open an academical disputation by propounding objections to some tenet or proposition, usually moral or philosophical, as distinguished from the RESPONDENT (*q.v.*) who defends it.

PREDICABLES, FIVE. A series of logical terms and notions, first explained by Porphyry in his treatise on Aristotle's *Topics*, and forming the basis of the science of classification. They are : 1. **GENUS**—a main class, or group of things, which may be divided into sub-groups called 2. **SPECIES**, the groups into which the genus is divided. 3. **DIFFERENCE**—a characteristic which enables a genus to be divided, e.g. add to the genus "books" the difference "method of production" and the species "MS. books," and "printed books" result. 4. **PROPERTY**—some quality of a thing or group of things which, although common, is not exclusive to them, e.g. "jealousy" is common to "human beings" and "animals." 5. **ACCIDENTS**—a quality which is incidental to a class, which may or may not belong to it, and which has no effect on the other qualities of the class. *See also* PORPHYRY, TREE OF; BIFURCATION.

PREFACE. The author's reasons for writing, and his afterthoughts. It indicates the scope, history, and purpose of the book and the class of readers for whom it is intended, and expresses thanks to helpers. It is usually written by the author, follows the **DEDICATION** (*q.v.*), and precedes the **INTRODUCTION** (*q.v.*). Sometimes called "Foreword."

PREFACE DATE. The date given at the beginning or end of the preface.

PRELIMINARIES. Those parts of the book which precede the first page of the text. The order should be : half title, frontispiece, title, dedication, errata, preface, contents, list of illustrations, introduction. All except the frontispiece, which faces the title-page, should begin on right hand pages, but the errata may be placed on the left-hand or be printed on a separate slip and pasted in. They are usually printed last on a separate sheet or sheets, and paged separately, usually in Roman figures. Sometimes abbreviated to "prelims." When they are printed

on leaves conjugate with leaves bearing part of the text, it is often an indication in very old books of an issue later than the first. *See also* SUBSIDIARIES.

PRELIMINARY LEAF. One of the unnumbered leaves, printed on one or both sides, which appear before the numbered leaves at the beginning of a book.

PRELIMS. Abbreviation for **PRELIMINARIES** (*q.v.*).

PREPRINT. A portion of a work printed and issued before the publication of the complete work. A paper submitted at a conference which is published prior to the holding of the conference.

PRESCRIBED BOOKS. Those which are prescribed for a course of reading.

PRESENTATION COPY. 1. A copy of a book bearing a presentation inscription, usually by the author. 2. A copy of a book presented by the publisher. Only a book that is spontaneously presented properly qualifies for this description; one that is merely autographed at the request of the owner should be called an "inscribed copy."

PRESS. A double-sided bookcase of not less than four tiers (i.e. two each side), called in America, a "Range." In America a single-sided bookcase with more than two tiers placed end to end; formerly, a bookcase.

PRESS AGENT. One who arranges for editorial publicity in the press for individuals, institutions, etc.

PRESS BOOK. One issued by a private press.

PRESS MARK. The symbol given to a book to indicate its location. Used in old libraries to indicate the *press* in which the book is shelved, not the book's specific place. This is not so precise as the **CALL NUMBER** (*q.v.*). Press marks are usually written on the spine of a book (often on a label or tag), on the endpaper, on the front or back of the title-page and against the entry in the catalogue.

PRESS NUMBER. A small figure which in books printed

between 1680 and 1823 often appears at the foot of a page, sometimes twice in a gathering (once on a page of the outer forme and once on a page of the inner), the page on which it appears being apparently a matter of indifference, though there is some tendency to avoid a page bearing an ordinary signature. The press number is believed to have been used to indicate on which press the sheet was printed.

PRESS PHOTOGRAPHER. One who takes and supplies photographs for publication in the press.

PRESS PROOF. The final proof passed by the author, editor, or publisher for printing.

PRESS RELEASE. An official statement giving information for publication in newspapers or periodicals.

PRESSES. 1. In bookbinding, there are several kinds, namely, lying, cutting, standing, blocking and finishing. 2. In printing, the printing machines. In England, "printing presses" refers to hand-operated apparatus, "machines" to those operated by power. In America the phrase "presses" refers to both.

PRIMA. 1. The first word of the next page, sheet or slip being read, and printed (repeated) at the right hand of the measure immediately below the last line. 2. A mark made on copy where reading is to be resumed after interruption.

PRIMARY BIBLIOGRAPHY. An original, "extensive" or general bibliography dealing with books unrelated in subject matter.

PRIMARY SOURCES. Original manuscripts, contemporary records, or documents which are used by an author in writing a book or other literary compilation. *See also* SECONDARY SOURCES.

PRINCIPLES OF CLASSIFICATION. The rules formulated by logicians and classifiers by which a scheme of classification is made.

PRINT. A reproduction of a picture or drawing by any

printing process. Generally applied to etchings, engravings, mezzotints, etc.

PRINTED CATALOGUE. A catalogue, printed and issued in book form.

PRINTER. The person or firm responsible for printing a book or other publication, as distinguished from the publisher or bookseller. Of considerable importance in old books.

PRINTER'S DEVICE. *See* DEVICE.

PRINTER'S IMPRINT. *See* IMPRINT.

PRINTER'S MARK. *See* DEVICE.

PRINTER'S ORNAMENT. *See* ORNAMENT.

PRINTING. *See* IMPRESSION.

PRISON LIBRARY. A library maintained in a prison for the use of prisoners. In many prisons in Great Britain the prison libraries are provided by the local authority, the prison commissioners contributing a fixed sum per prisoner towards the cost.

PRIVATE MARK. Some indication of ownership, usually the name of the library impressed with a rubber stamp, which is always placed in a particular part of a library book.

PRIVATE PRESS. A printing establishment which undertakes only the work of the owner, or of publishing clubs who may be supporting it financially, or prints only those books (usually not first editions) which the proprietor fancies. Private presses are usually small establishments using hand presses or small letterpress machines, and producing well-printed books in limited editions on hand-made paper. Of such were the Kelmscott, Essex House, Doves, Vale, Gregynog, Ashendene, Cuala, Eragny, and Pear Tree.

PRIVATELY PRINTED. This term is given to books printed for the author or a private individual, usually for distribution gratis. It is also applied to books printed on a PRIVATE PRESS (*q.v.*). When printed on a

public press it is often described as being printed at the author's expense, or by private subscription.

PRIVILEGE ISSUE. Books issued at the close of a lecture to persons who do not present a borrower's ticket.

pro tem. Abbreviation for *pro tempore* (Lat. "for the time being").

PROCEEDINGS. The published record of meetings of a society or institution, frequently accompanied by abstracts or reports of papers read. *See also* TRANSACTIONS.

PROCESS BLOCK. A metal printing surface produced with the aid of photography and a chemical or mechanical process.

PROCESS COLOUR PRINTING. *See* COLOUR WORK.

PROCESS EMBOSSING. *Synonymous with* EMBOSSING (*q.v.*).

PROCESS ENGRAVING. Any of the processes for reproducing pictures, print, etc. that uses plates or blocks prepared by photographic, mechanical or chemical action rather than by hand. Also called "Photo-mechanical process," and "Process work."

PROCESS SLIP (ACCESSION SLIP, COPY SLIP, GUIDE SLIP, ROUTINE SLIP). A slip or card, usually the same size as a catalogue card, bearing author's name, title, imprint, collation, tracings, and allocations of copies to libraries or departments. It accompanies the book throughout the cataloguing department and is generally used as the copy for the typist or printer.

PROCESS STAMP. A rubber stamp impression on the back of the title-page of a book to give the library history of the book and to show which assistants were responsible for the various stages of its processing.

PROCESS WORK. *See* PROCESS ENGRAVING.

PROFESSIONAL ASSISTANT. In American libraries a member of the professional staff performing work of a

nature requiring training and skill in the theoretical or scientific parts of library work as distinct from its merely mechanical parts.

PROGRAM DISSERTATION. A dissertation accompanying a "program" (i.e. announcement of a memorial exercise, lecture, etc.) published by a university or school, especially one in Germany, Austria, Switzerland or one of the Scandinavian countries.

PROGRESSIVE PROOF. A proof showing the sequences and effect at each stage of a colour-printing process as each colour is added. *See also* FLAT PROOF.

PROMPT COPY. The copy of a play used by a prompter, showing action of a play, cues, movements of actors, properties, costumes, and scene and light plots.

PROOF. 1. In bookbinding: the rough edges of certain leaves left uncut by the plough are "proof" that the book is not cut down. 2. An impression made from type before being finally prepared for printing. Proofs are made on long sheets of normal page width (GALLEY or SLIP PROOF) for the author's inspection and correction. When the printer has made the corrections, the type is divided up into pages, the page numbers inserted, and a further proof submitted to the author. This second proof is called the PAGE PROOF. A MARKED PROOF is one marked by the printer's reader, and a REVISE or REVISED PROOF is one on which corrections on the PAGE PROOF have been made. *See also* AUTHOR'S PROOF, CLEAN PROOF. 3. A preliminary impression taken from an engraved plate or block, or a lithographic stone. Usually called "Trial proof." 4. An impression taken from a finished plate or block before the regular impression is published and usually before the title or other inscription is added. Also called "Proof print" or "Proof impression."

PROOF BEFORE LETTERS. A proof of an engraving, etching or other illustration process made before the

addition of title, artist's and engraver's name, date, dedication or other matter.

PROOF READER. A person who reads printers' proofs to discover errors in type, punctuation, statement and so forth.

PROPERTY. *See* PREDICABLES, FIVE.

PROSPECTUS. A leaflet or pamphlet issued by a publisher and describing a new publication.

PROVISIONAL EDITION. A tentative edition of a book which it is anticipated will subsequently be issued in a final edition incorporating additions and changes consequent upon the circulation of the tentative edition.

PSEUDANDRY. A woman author writing under a masculine pseudonym.

PSEUDO WEEDING. *See* WEEDING.

PSEUDOJYN. A man writing under a feminine pseudonym.

PSEUDONYM. A name used by an author, which is not his real name. Also called a "Pen name" or "Nom de plume." *See also* TELONISM, TITLONYM.

PUBLIC CATALOGUE. A catalogue issued for the use of the public as distinct from one issued for use by officials.

PUBLIC DOCUMENTS. The regular official publications of a government, containing reports, statistics, etc.

PUBLIC LIBRARIES ACTS. The "adoptive" acts (i.e. those which apply only where they have been adopted by the appropriate authority) which govern the provision and management of libraries are: the Public Libraries Act, 1892; the Public Libraries (Amendment) Act, 1893; the Public Libraries Act, 1901; and the Public Libraries Act, 1919.

PUBLIC LIBRARY. A library provided wholly or partly from public funds, and which is not restricted to the use of any class of persons in the community but is freely available to all.

PUBLICATION DATE. *Synonymous with DATE OF PUBLICATION (q.v.).*

PUBLICATION DAY. 1. The day of the week or month on which a periodical is issued. 2. The first day on which a book may be sold to the public.

PUBLISHED PRICE. The price at which a book is published.

PUBLISHER. A person, firm or corporate body responsible for placing a book on the market, as distinguished from the printer. Publisher and printer may be the same, but in modern books usually is not.

PUBLISHER'S BINDING. The binding in which a publisher issues a book.

PUBLISHER'S CATALOGUE. A list of books issued for sale by a publisher.

PUBLISHER'S CLOTH. Used to indicate a book as issued by the publisher in a cloth binding.

PUBLISHER'S DEVICE. *See DEVICE.*

PUBLISHER'S DUMMY. A dummy book made up of the right number of sections of plain paper, and sometimes cased, to indicate the size of a proposed book.

PUBLISHER'S IMPRINT. *See IMPRINT.*

PUBLISHER'S MARK. *See DEVICE.*

PUBLISHER'S READER. One whose calling is the reading, judging and criticizing of manuscripts offered for publication.

PUBLISHER'S SERIES. The name given to a series of books which have been printed previously, and comprising standard or current books, issued in a uniform style and at the same price, and bearing a series title such as *World's Classics*, or *Everyman's Library*.

PUGILLARES. Small wooden writing tablets covered with wax on one side upon which writing could be scratched with a stylus. Sometimes the tablets were hinged together with rings or leather cords down one side to form a tablet book. Note books of this sort were known as *pugillaria*. *See also CODEX.*

PULL. A trial print taken from type or a block before an edition is printed.

PULLED. In bookbinding : when a book is cut from its cover and all the sheets separated.

PULLED TYPE. Type letters which have been pulled out of the forme by ink-balls.

PULLING. (*Binding*). Stripping the old covers off a book separating the sections and removing any old glue prior to rebinding.

PULP. The mechanically or chemically prepared mixture made from vegetable fibres which becomes paper when passed over the wire and dried.

PULP MAGAZINE. A cheap magazine printed on newsprint and containing stories of adventure, mystery, or love, usually of poor quality.

PURE BIBLIOGRAPHY. The type of bibliography which treats of the value of the contents of books, including textual criticism. *Maire*.

PURE NOTATION. *See* NOTATION.

q.v. Abbreviation for *quod vide* (Lat. "which see") ; plural : **qq.v.** (*quae vide*). Also for *quantum vis* (Lat. "as much as you will").

QUAD (QUADRAT in full). A piece of metal, lower than type, which is used for spacing. *See also* EM QUADRATS, EN QUADRATS, PAPER SIZES.

QUARTER BOUND. *Synonymous with* QUARTER LEATHER (*q.v.*).

QUARTER LEATHER. A term used to describe a book with a leather spine and cloth sides.

QUARTERLY. A periodical published once every quarter.

QUARTERNION. Paper or vellum folded in a section of four leaves.

QUARTO (4to). 1. A sheet of paper folded twice to form a section of four leaves. The "quad" sheets given under the definition OCTAVO are folded to give the following quarto book sizes in inches.

Foolscap	.	.	.	$8\frac{1}{2}$	\times	$6\frac{3}{4}$
Crown	.	.	.	10	\times	$7\frac{1}{2}$
Large Post	.	.	.	$10\frac{1}{2}$	\times	$8\frac{1}{4}$
Demy	.	.	.	$11\frac{1}{4}$	\times	$8\frac{3}{4}$
Medium	.	.	.	$11\frac{1}{2}$	\times	9
Royal	.	.	.	$12\frac{1}{2}$	\times	10
Large Royal	:	.	.	$13\frac{1}{2}$	\times	10
Super Royal	.	.	.	$13\frac{1}{2}$	\times	$10\frac{1}{4}$
Imperial	.	.	.	15	\times	11

2. A book having sections of four leaves, or eight pages.

3. A book over 10 and under 13 inches high.

QUARTO EDITION. One issued in QUARTO (*q.v.*) form.

QUARTO SHELVING. Shelves to accommodate quarto books.

QUASI-FACSIMILE BIBLIOGRAPHY. One which attempts to reproduce the kind of type used in the original, roman, italic, or gothic, etc.

QUESTION MARK. *Synonymous with* INTERROGATION POINT (*q.v.*).

QUICK - REFERENCE BOOKS. Books which are essentially of a reference character, such as directories, dictionaries, and gazetteers.

QUINTERNION. Paper folded in a section of five sheets.

QUIRE. 24 sheets of paper and one "outside," making 25, copies of a newspaper or periodical. Books in sheets, unbound, are said to be in quires. *See also* SECTION.

QUOINS. Wedges of metal or wood, used to lock the matter in the CHASE (*q.v.*).

QUOTATIONS. (*Printing*). Very large quads, used for filling up large areas of space in printed matter: they are usually hollow, simply four walls, sometimes strengthened by one or more internal girders.

QUOTES. The inverted commas " " placed at the beginning and end of quotations.

RACK. A shelf, or group of shelves, or a case, usually built on to a wall or into a piece of furniture, for displaying

books, magazines or periodicals, and distinguished as Book Rack, Magazine Rack, according to the special use of the fitting. The term is becoming out of fashion, "case" or "stand," being used now.

RADIATING STACKS. Island stacks arranged like a fan, the point being towards the staff enclosure thus enabling all readers on both sides of every stack to be visible from the enclosure.

RADIO SCRIPT. The text of an item for broadcasting.

RAG PAPER. Paper made from rags, especially cotton rags.

RAISED BANDS. When the cords, on which the sections of a book are sewed, are not embedded in their backs and consequently show as ridges, they are called raised bands. The opposite of **SUNK BANDS** (*q.v.*).

RAMEAN TREE. Synonymous with the Tree of Porphyry. *See* **PORPHYRY, TREE OF** (*q.v.*).

RAMIE. China (Chinese) grass which has been used for paper making in China since the third century A.D. In Europe it is normally used only for textiles and banknotes.

RANGE. An American term for a bookcase, equivalent to the English **PRESS** (*q.v.*).

RATE, LIBRARY. The amount of money per pound sterling of the rateable value of a district required to finance a library.

READER. 1. A person employed by a printer to look through proofs and make sure that corrections have been properly made. 2. A person who makes use of a library; a member of a lending library frequently is called a Borrower. *See also* **PUBLISHER'S READER.**

READERS' ADVISER. An experienced, cultured, and tactful member of the staff who is detailed for advising readers on their choice of books, interesting casual readers in more systematic reading, recording results of interviews, maintaining a close touch with local educational agencies and generally fostering the use of books.

- READING CASE. *Synonymous with* MAGAZINE CASE (*q.v.*).
- READING CIRCLE. A group of people who meet regularly in the library to read or study books.
- READING LIST. A list of recommended books and or periodical articles in some special order and on a particular subject, often with guidance as to their purpose and features.
- READING MACHINE. Apparatus made for enlarging the image of microphotographic records (whether on film or paper) so that they can be read.
- READING ROOM. A room set aside for the reading of periodicals or books.
- READING SHELVES. Examining books to see that they are in correct order on the shelves.
- REAM. Twenty quires, or 480 sheets. A printer's ream consists of 516 sheets.; hand-made and drawing papers number 472, 480 or 500 sheets.
- RE-BACK. To repair a book by providing a new spine without re-covering the sides or re-sewing. *See also* BACKED.
- RE-BOUND. Said of a book which has been stripped of its original binding and re-bound.
- RE-CASING. The re-insertion of a book into its original cover, with or without re-sewing.
- RECEIVING DESK. *See* CIRCULATION DESK.
- RECOMMENDER. A ratepayer who recommends an applicant for membership of a lending library as being a fit and proper person to borrow books.
- RECOMMENDING COMMITTEE. A (library) committee which recommends its proposals to the local council for approval.
- RECORD. A document preserving an account of fact in permanent form.
- RECTO. The right-hand page of an open book or manuscript, usually bearing an odd page number. Sometimes called an uneven page.

RED EDGES. The edges of a book cut, coloured red, and burnished.

RED PRINTING. Printing in a second colour (usually red) for headings, capitals, etc. This is usually performed on a separate machine after the text has been printed.

RED UNDER GOLD EDGES. The three edges of a book cut, coloured red, and then gilt. *See also* EDGES.

REFERENCE. (*Cataloguing*). 1. A direction from one heading to another. References may be *general* to indicate a class, giving an individual heading only as an example, as

ANIMALS, *see also* under the names of animals as
LION

or *specific* by stating the exact heading to which reference must be made, as,

ANIMALS, *see* LION.

CLEMENS, S.L., *see* TWAIN, MARK.

They may be made between (a) synonymous headings—*see* references, and (b) related headings—*see also* references.

2. A partial registry of a book, omitting the imprint and collation, under subject or title, referring to the main entry.

REFERENCE ASSISTANT. An assistant librarian, working in a reference library.

REFERENCE BOOKS. 1. Books such as dictionaries, encyclopaedias, gazetteers, year books, directories, concordances, indexes, bibliographies, and atlases, which are compiled to supply definite pieces of information of varying extent and intended to be referred to rather than read through. 2. Books which are kept for reference only and are not allowed to be used outside the building.

REFERENCE CARD. A catalogue card bearing a cross reference.

REFERENCE DEPARTMENT, REFERENCE LIBRARY.

The department of a library containing books which may not be taken away but are for consultation in the library only.

REFERENCE LIBRARIAN. A librarian in charge of the work of a reference library.

REFERENCE MARKS. Printers' marks used to indicate references to other books or passages or to footnotes on the page. Where more than one reference is given on a page the order of the marks is as follows : * (asterisk), † (dagger), ‡ (double dagger), § (section mark), || (parallel mark), ¶ (paragraph mark). If more than six notes are required to a page, these signs are given first in single, then double and afterwards in treble sequence. Letters and figures in alphabetical or numerical order are more often used for the same purpose.

REFERENCE MATTER. *See* SUBSIDIARIES.

REFERENCE ROOM. *Synonymous with* REFERENCE DEPARTMENT (*q.v.*).

REFERENCE WORK. 1. That branch of the library's services which includes the assistance given to readers in their search for information on various subjects.
2. The work of the Reference Library.

REFLEX COPYING. A process for reproducing photographically copies of documents which are opaque or printed on both sides. The light-sensitive emulsion on the paper is placed against the document : light is passed through the sensitized paper and reflected back from the light parts of the document—not from the dark or printed parts. The reversed negative which results may then be used to print a positive. The apparatus used does not include either a camera or lenses. Makes of apparatus which enable documents to be copied by this method are Copycat, Contoura and Rutherstat. *See also* CONTACT PHOTOGRAPHY.

REGION. A portion of a county library area, representing an appreciable portion of the whole, and including a

number of service points in county districts, which are administered and supplied from a REGIONAL HEAD-QUARTERS (*q.v.*) or REGIONAL BRANCH (*q.v.*) within the region.

REGIONAL BIBLIOGRAPHY. *Synonymous with* NATIONAL BIBLIOGRAPHY (*q.v.*).

REGIONAL BRANCH. A library which, because of its larger size and greater resources, answers reference enquiries, supplies bibliographical information, display material, and books in bulk or individually, for a group of smaller libraries in a large county or urban system, as well as serving the public.

REGIONAL BUREAUX. The offices which act as clearing-houses for requests for particular books which are not in stock where asked for, and pass on the requests to other libraries in their own regional areas. If the books cannot be provided from within these areas, the bureaux forward the requests to the NATIONAL CENTRAL LIBRARY (*q.v.*). Each bureau usually compiles and maintains a catalogue of all the non-fiction books in the region and forwards copies of the entries to the National Central Library where they are incorporated in the national union catalogue.

REGIONAL CLASSIFICATION. Classification by place rather than by subject.

REGIONAL HEADQUARTERS. A premises from which, in a county library system, are administered the library service points in its region but at which the public are not served directly. It provides the control, bookstock, postal services and other facilities which are provided from a county headquarters in a centralized system. *See also* AREA HEADQUARTERS.

REGIONAL LIBRARIAN. One who is responsible for the administration of a REGIONAL BRANCH library, and also the distribution of books to service points in a REGION (*q.v.*) centred on that branch.

REGIONAL LIBRARY SYSTEM. *Synonymous with REGIONAL BUREAUX (q.v.).*

REGIONAL OFFICER. A librarian who is responsible for the development and administration of all aspects of a county library service throughout a REGION (q.v.), but not combining with this the functions of a Branch Librarian. *See also REGIONAL LIBRARIAN.*

REGISTER. 1. The ribbon attached to a volume to serve as a book-marker. 2. A list of signatures attached to the end of early printed books or printed above the colophon or on a separate leaf, for the guidance of the folder or binder. A "registrum." 3. In printing, a term used when the type area on the recto coincides exactly with that on the back of the verso. The adjustment of colour blocks so that the colours are super-imposed with absolute accuracy. Register is of tremendous importance in multi-colour process work. When properly adjusted the work is said to be "in register," when not, "out of register."

REGISTRATION. The process of filing readers' application forms and making out membership tickets. This may be done at one library in a system (centralized registration) or at each library.

REGISTRATION DEPARTMENT. The unit which is concerned with maintaining records of membership and issuing membership tickets.

REGISTRUM. *See REGISTER 2.*

REGLET. A strip of wood, about the height of leads, used to separate lines of type, thus saving leads, lightening the forme and making it easier to handle. They are chiefly used in poster work. *See also LEADS.*

REINFORCED BINDING. Publisher's binding strengthened by a library bookbinder.

RE-ISSUE. A re-publication at a different price, or in a different form, of an impression which has already been issued.

RELATIVE CLASSIFICATION. Classification which shows, as most modern schemes purport to do, the relationships between subjects.

RELATIVE INDEX. One which shows all aspects and relations of subjects in the scheme of classification. Such an index is provided for the Dewey Decimal Classification. The indexes to the classifications of Cutter and the Library of Congress, and to the *Encyclopædia Britannica* are relative. *See also* SPECIFIC INDEX.

RELATIVE LOCATION. An arrangement of books according to their relation to each other and regardless of the shelves or rooms in which they are placed and allowing the insertion of new material in its proper relation to that already on the shelves. Also called "Movable Location." The opposite of FIXED LOCATION (*q.v.*).

RELATIVE RELIEF MAP. One which shows the relative height of land areas by colour or shading, but not the steepness of slope: this is shown by an AVERAGE SLOPE MAP (*q.v.*).

RELIEF MAP. One which represents elevations of the earth's surface by various methods.

RELIEF PRINTING. Printing from characters or designs that are raised above their surrounding surface, such as type, plates, etc., as distinguished from INTAGLIO PRINTING (*q.v.*). It includes woodcuts, wood engravings, zinc etchings, and half-tones.

REMAINDERS. When books have ceased to sell well, the publisher's stock remaining is sold off by auction or at a price, to a bookseller. Such books are then known as remainders.

REMARQUE PROOF. *See* ARTIST'S PROOF

REMOVAL SLIP. A card inserted in a catalogue to indicate that an entry has been removed for alteration. It bears sufficient information for the book to be identified, and indicates the whereabouts of the permanent card.

RENEWAL. The extension of the time allowed for reading a book.

RENEWAL SLIP. A form on which is recorded information necessary to renew a loan or a membership ticket.

RENTAL BOOK. A book which is in the stock of a DUPLICATE PAY COLLECTION (*q.v.*).

RENTAL CARD. 1. A membership card on which loans from a DUPLICATE PAY COLLECTION (*q.v.*) are issued. 2. A book card for a book in such a collection.

RENTAL COLLECTION. *Synonymous with* DUPLICATE PAY COLLECTION (*q.v.*).

REPERTORY CATALOGUE. A catalogue of books in more than one library.

REPLACEMENT. 1. A book bought to take the place of a worn out copy of the same title. 2. The routine involved in substituting a volume for one which has been withdrawn.

REPLICA. A copy or reproduction of a work of art, especially one made by the artist himself, and assumed to be of equal quality to the original. A doublette. A facsimile or nearly exact copy.

REPLIKA. The trade name of a particular firm's photolithographic process.

REPORTING COMMITTEE. A (library) committee which reports its actions (within the limit of the powers delegated to it—*see* DELEGATION OF POWERS) to the local council.

REPRINT. 1. A copy of a book, made from the same type or stereotype as the original, with which it is identical except for possibly a new title-page and a note on the verso of the title-page of the number and date of reprinting. *See also* EDITION, FACSIMILE REPRINT, FIRST EDITION, IMPRESSION, ISSUE, NEW EDITION, REVISED EDITION, SEPARATE. 2. Printed matter used as "copy" as distinct from manuscript "copy." 3. A contribution to a periodical, afterwards issued separately, though not

necessarily from the same type as the original. Sometimes called a *SEPARATE* (*q.v.*).

REPRINTED ARTICLE. One which has been reprinted, but with its own pagination. *See also* *SEPARATE*.

RE-REGISTRATION. The re-registering (automatic or otherwise) of persons whose library tickets have expired.

RESEARCH CARREL. *Synonymous with* *CARREL* (*q.v.*).

RESEARCH STALL. *Synonymous with* *CARREL* (*q.v.*).

RESEARCH TICKET. *Synonymous with* *SUPPLEMENTARY TICKET* (*q.v.*).

RESERVE CARD (FORM, SLIP). A card on which borrowers enter particulars of books to be retained for them when available for borrowing.

RESERVED BOOK. One which after having been returned by another reader is held on payment of any necessary fee for a certain length of time at a reader's request and until he can call and collect it for home reading.

RE-SET EDITION. One printed from newly set type but without revision of the text.

RESPONDENT. The candidate for a degree who, in an academical disputation, defends a tenet or thesis against the objections proposed by the *PRAESES* (*q.v.*). The respondent is also called the defendant.

RESTORATION STYLE. *Synonymous with* *MEARNE STYLE* (*q.v.*).

RESTRICTED LOAN. A loan of library material with some form of limitation, as on period of loan, a number of volumes allowed at one time.

RETURN DESK. *See* *CIRCULATION DESK*.

REV. Abbreviation for revise, revised, revision. *See also* *REVISED EDITION*.

REVERSE COVER. The lower cover of a book.

REVIEW. 1. A periodical publication which is devoted largely to critical articles and reviews of new books.

2. An evaluation of a literary work published in a periodical or newspaper.

REVIEW COPY. A copy of a book sent by the publisher to a newspaper or magazine for review.

REVISE. *See* PROOF.

REVISED EDITION. A new edition of a book in which errors have been corrected, and possibly new material added. *See also* EDITION, FIRST EDITION, IMPRESSION, ISSUE, NEW EDITION, REPRINT.

REVISED PROOF. *See* PROOF.

RIBBON ARRANGEMENT. A method of arranging books in a public library with non-fiction on upper shelves and novels on lower shelves, or vice versa, or novels on middle shelves and non-fiction above and below, the object being to disperse the readers round the library and avoid congestion at the fiction shelves.

RIDER. An additional MS. added to a proof.

RIGID CLASSIFICATION. The classification of books relative to their positions on shelves rather than according to a scheme of book classification. Such methods of classification were used before the formation of modern schemes of bibliographical classification and resulted in the allocation of numbers to books according to the shelf, in a given tier of a particular press or alcove in a specific room. Another form of rigid classification is by arranging books in broad subjects according to size and accession number.

ROAN. A thin sheepskin.

ROLL. *See* SCROLL.

ROLL. Cylindrical bookbinder's tool with a continuous repeating design. Also called "Fillet."

ROLLED EDGES. Edges of book covers decorated with a roll, or "roulette," a finishing tool having a brass wheel with a design on its rim.

ROLLING PRESS. A bookcase suspended from overhead tracks or running on rails let into the floor enabling cases to be placed very close together and pulled out to enable consultation of the books.

ROMAN. Ordinary type as distinct from italic, having vertical main strokes. *See also* ANTIQUA, ITALIC.

ROMAN INDEX. *See* INDEX LIBRORUM PROHIBITORUM.

ROMAN NUMERALS. Capital letters used to indicate numbers. Dates of publication were frequently expressed on the title-page in this way. Of the Roman numerals the most common are :

I	5	10	50	100	500	1000
I	V	X	L	C	D	M

The following table includes most of the known numerals

B	300	ICD	5000
C	100	L	50
CID	1000	M	1000
CIDCID	2000	N	900
D	500	Q	500
E	250	R	80
F	40	T	160
G	400	V	5
H	200	X	10
I	I	×	1000
ID	500	∞	1000

A bar or dash placed over a letter increases its value a thousand times. Combinations of numbers are made up by addition and subtraction, e.g. XX = 20 ; XIX = 19 ; XXIV = 24 ; MCMLVII = 1957.

ROMANTIC STYLE. A bookbinding decoration with an informal, non-classical style in which fancy predominates.

RONDE. An upright angular form of script type.

ROTAPRINT. An offset lithographic printing and duplicating machine made by the Rotaprint Co.

ROTARY GRAVURE. *Synonymous with* ROTOGRAVURE (*q.v.*).

ROTARY PRESS. A style of press that prints from curved electrotypes or stereotype plates held on a cylinder, the paper being fed from a continuous roll and passing between this cylinder and another one which makes the impression. It is used for printing newspapers, period-

icals or large editions and occasionally for books of a large run. Also called "Webb press." *See also* CYLINDER PRESS.

ROTOGRAVURE. 1. An intaglio or photogravure printing process for rotary presses, in which the impression is obtained from an etching made on a copper cylinder revolving in ink. 2. An illustration produced by this process.

ROTUNDA. *See* GOTHIC, or BLACK LETTER, TYPE.

ROUGH PULL. *Synonymous with* FLAT PULL (*q.v.*).

ROULETTE. *Synonymous with* FILLET (*q.v.*).

ROUND BACK. The back of a thin booklet of which the folded sheets have been inserted inside each other and wire-stitched, sewn, or corded to the cover from the centre.

ROUND BRACKETS. *Synonymous with* PARENTHESES (*q.v.*).

ROUND LETTER. *See* ANTIQUA.

ROUNDED CORNERS. In library bookbinding the sharp corners of the boards are sometimes cut and slightly rounded as a preventative against wear.

ROUNDEL. (*Binding*). A double ring, usually with a centre dot.

ROUNDLET. A small circle in gold.

ROUTINE SLIP. *Synonymous with* PROCESS SLIP (*q.v.*).

ROUTING. The systematic circulation of periodicals or other printed material among the staff or officers of a library or organization in accordance with their interests. *See also* SELECTIVE ROUTING.

ROUTING. (*Printing*). Cutting away mechanically the non-printing areas of a half-tone or line block.

ROUTING SLIP. A slip pasted on to the cover of a periodical and bearing the names of the persons, possibly with space for dates of receipt, to whom it is to go. *See also* ROUTING.

ROXBURGHE BINDING. Plain black leather back, without raised bands, lettered in gold near the top

within a border, cloth or paper sides, and leaves gilt at top otherwise untrimmed. So named after the third Duke of Roxburghe (Scotland), a famous book collector who adopted this style for his library.

ROYAL. A sheet of printing paper measuring 20 ins. \times 25 ins.

ROYALTY. Payment made to an author on a percentage basis calculated on the sales of his book.

RUB (RUBBING). A copy of the back or sides of a book showing the lettering, bands, etc. The paper or tracing linen is firmly held on the back, and a cobbler's heel-ball or lead pencil rubbed over it until a recognizable copy of all details of the back or sides of the volume is obtained.

RUBBER BACK BINDING. A binding in which the folds are cut off and the spine dipped in rubber solution.

RUBRIC. 1. The heading of a chapter, section or other division of a book, and catchwords or marginal index words printed or written in red, or otherwise distinguished in lettering, as a guide to the contents of pages.
2. A particular passage so marked.

RUBRICATED. The result of using RUBRICS (*q.v.*).

RUBRISHER. One who carried out rubrication, or the plain painting of the large initial letters at the commencement of chapters of MSS. or early printed books, in red and blue. *See also* RUBRIC.

RULE. A strip of metal of type height of varying thickness (hair, fine, medium, $1\frac{1}{2}$, 3, 4, 6, 12 point) with a face finished to a continuous line or lines and made in various thicknesses. It may also be designed to print dots and patterns. A SWELLED RULE is wide in the middle and tapers to a fine point at each end.

RULE BORDER. (*Printing*). A frame, made up of rules, fitted around a page of type. Also called "Rule frame."

RULES AND REGULATIONS. Regulations for the admission of the public to, and for the safety and use of,

every library, museum, art gallery or school under the control of a library authority in England and Wales may be made by the authority. Similar provisions may be made in Northern Ireland and in Scotland.

RUN ON. A term to indicate that printed matter must be continuous and not broken up into paragraphs.

RUN OVER. The continuation of matter on to another page.

RUN UP. (*Binding*). When the back has a fillet run from head to tail without being mitred at each band it is said to be "run up."

RUNES. The earliest Scandinavian and Anglo-Saxon alphabet. Some letter forms continued in use in English documents until the 17th century and even later. A notable example is the "y" form th, which has given rise to the pseudo-archaic form "ye" for "the."

RUNNERS. Figures or letters printed at regular intervals down the margins of a book to indicate the particular number or position of any given line.

RUNNING HEADLINE (RUNNING HEAD). *Synonymous with* RUNNING TITLE (*q.v.*).

RUNNING NUMBER. One which is given from a consecutive sequence to a book or other object.

RUNNING TITLE. The title that runs through a book or section of a book, repeated at the head of each page or at the top of the left-hand pages, with the chapter heading or the contents of both open pages on the right-hand page. Also called a "Running head." *See also* DROP-DOWN TITLE, HEADLINE, PAGE HEADLINE, SECTION HEADLINE.

RUSSIA. A calf leather used for binding. It is specially tanned, and finished with birch oil which gives it a characteristic spicy odour.

RUTHERSTAT. A trade name for a particular make of machine by means of which documents can be copied by reflex photography. *See also* REFLEX COPYING.

S.C.O.N.U.L. The Standing Conference of National and University Libraries; a British organization which is primarily concerned with co-operation.

S.C.O.T.A.P.L.L. The Standing Conference of Theological and Philosophical Libraries in London.

s.f. Abbreviation for *sub finem* (Lat. "towards the end").

SADDLE STITCHING. Binding a pamphlet which consists of one section only by placing it on the saddle of a stitching machine where it is automatically stitched with wire or thread through the centre of the fold.

SANS SERIF. A type face without SERIFS (*q.v.*). The best known is "Gill Sans."

SARUM USE. In the 15th century, certain Parisian presses specialized in books of Hours of the Virgin (the layman's prayer book) which were similar in format but differed slightly according to the locality in which they were to be used. To prevent the printer and binder mixing the various editions, abbreviations such as "Sar" for "secundum usum Sarum" or "Par" for "secundum usum ecclesie Parisiensis" were placed after the signature letter. The version used mostly in England, particularly in the southern part, and in Scotland was that of Salisbury or "Sarum," the York use being confined to the north. Sarum books were largely produced in Paris and Rouen.

SAWING-IN. Sawing grooves in the back of a book for the reception of the cord in sewing.

SCENARIO. The outline of a film plot.

SCHEDULE. A statement of the subdivisions of a classification as set out on paper.

SCHEDULED MNEMONICS. *See* MNEMONICS.

SCHEME. *See* BILL OF TYPE.

SCHEME OF CLASSIFICATION. The schedules, index, and apparatus of a classification; the complete classification tables.

SCHOOL EDITION. An edition of a book especially

prepared for use in school. It usually has no illustrations or answers, or is in some other way less complete than the ordinary edition, and is printed on poorer paper, or bound less substantially, and sold at a cheaper price.

SCHOOL LIBRARIES DEPARTMENT. A section of a public library service, or local education service, which administers a system of "school libraries," comprising collections of books for home reading. Each collection, which varies in size according to the number of children to be served and is made up from a large reservoir stock, is sent to each school at regular intervals, the exchange usually being made during school holidays.

SCHOOL LIBRARY. An organized collection of books placed in a school for use of teachers or pupils, but usually for pupils. It may comprise books of reference and/or books for home reading, and be in the care of a professional librarian, teacher, or teacher-librarian.

SCHWABACHER. 1. An early variety of Gothic type used in Germany. 2. A type used in Germany today, based on early Gothic designs.

SCORE. A printed or written version of a musical work which shows the whole of the music. A *Full Score* shows the music for each participating voice or instrument on separate staves one above the other. A *Miniature Score* is the same as a full score but reduced considerably in size. An *Orchestral Score* is the full score of an orchestral work. A *Piano Score* is an orchestral or vocal work reduced to a piano version. A *Vocal Score* shows the music for voices on separate staves but the orchestral parts reduced to a piano version. A *Close Score* has the music for more than one part or instrument on one staff.

SCOTTISH STYLE. An 18th century style of book decoration resembling the **HARLEIAN STYLE** (*q.v.*), but which has for a centre-piece a straight stem from which short sprays branch at regular intervals on either side, or else consists mainly of a large wheel pattern.

SCRAPERBOARD. 1. A method of drawing for reproduction utilizing a "board" coated with a chalk surface and covered with a black wash which the artist scrapes away to reveal white lines and areas. Black lines may be drawn in afterwards if desired. 2. A drawing made by this method. It is similar in appearance to a wood engraving.

SCREEN. A grid of opaque lines cut in glass (used in making half-tone blocks) crossing at right angles, and producing transparent square apertures between the intersections which split up the image into dots; these dots are distinctive of the half-tone process. The number of lines to the inch varies from 45 for a coarse screen for use with rough or poor quality paper to 175 for a fine screen for use with art paper. *See also* HALF-TONE.

SCRINIUM. A cylinder-shaped container with movable lid used by the Romans to hold a number of scrolls.

SCRIPT. 1. A form of printer's cursive type resembling handwriting. 2. Handwriting similar to print. 3. Handwriting, as opposed to printed characters. 4. A typescript, specially of a play, film scenario, or text of spoken matter for broadcasting.

SCRIPTORIUM. The room in a mediaeval monastery or abbey which was set aside for the copying of manuscripts, and for writing and studying generally.

SCROLL. A roll of paper or parchment, usually containing writing and rolled onto rollers. This was an early form of manuscript, called by the Romans *volumen* (roll) from which the word *volume* is derived.

SCULPT. Abbreviation for *Sculpsit* (Lat.). Indicates on an engraving the name of the engraver, and on sculpture the name of the sculptor.

SECOND-HAND CATALOGUE. A list of second-hand books offered for sale.

SECOND INDENTATION. The twelfth typewriter space from the left edge of a catalogue card; the second or,

inner, vertical line on a catalogue card ruled for handwriting. It is at this position that the title normally begins. Also called "Title indention," "Inner indention" and "Paragraph indention." *See also* FIRST INDENTION, THIRD INDENTION.

SECONDARY BIBLIOGRAPHY. An "intensive" or special bibliography dealing with books relating to one subject for the compilation of which primary bibliographies have been used.

SECONDARY ENTRY. *Synonymous with* ADDED ENTRY (*q.v.*).

SECONDARY FULLNESS. The detail with which, in full cataloguing, an author's name is given in all secondary entries, e.g. the Christian name is given in full if there is only one, but initials if there are more than one. Also called "Subject fullness."

SECONDARY SOURCES. Books or unpublished literary material in the compilation of which PRIMARY SOURCES (*q.v.*) have been used.

SECTION. 1. The unit of paper which is printed, folded and sewn, and which, together with other sections goes to make up a printed book. It usually consists of one sheet of paper, but may be one and a half or two sheets, or even one sheet and an extra leaf pasted in. Also called "Signature," "Gathering" and "Quire." Each section of a book bears a different SIGNATURE (*q.v.*). *See also* FOLDINGS. 2. All the shelves arranged between two uprights. *Synonymous with* TIER (*q.v.*). 3. A sub-division of an administrative unit or department of a library, e.g. "Processing section." Sometimes called a "Division" or "Department." 4. In the Dewey Classification a sub-division of a "division." 5. One of the separately folded parts of an American newspaper, such as the "Home section."

SECTION HEADLINE. One which consists of whatever subdivisions (chapters, books, parts, etc.) the book may have. *See also* PAGE HEADLINE, RUNNING TITLE.

SECTION MARK. 1. The sign used before a numeral thus : § 6, to refer to a section. 2. The fourth reference mark for footnotes, coming after the double dagger. *See also* REFERENCE MARKS. It is sometimes also used in quantity for borders.

SECTION TITLE. A half title which introduces a section of a book.

SECTIONAL BRACE. *See* BRACE.

SECTIONALIZED INDEX. An index to a periodical divided into sections such as (a) long articles of importance, (b) short paragraphs and brief news items, (c) literature abstracts, and similar well-defined groups.

SECTIONS. *See* SECTION. For use in classification, *see* MAIN CLASSES.

See. (*Cataloguing*). A reference from a heading under which no entries are placed, to those which contain them.

See also. (*Cataloguing*). A reference often found in dictionary catalogues—and sometimes in classified ones—from one heading with entries under it, to related ones.

SELECT LIST. A reading list which includes a selection only of the books in the library on the subject of the list.

SELECTASINE. A process in silk screen printing; the term implies that one screen only is used for all the colours of a design.

SELECTED BIBLIOGRAPHY. One which gives only a selection of the literature of a subject, the selection having been made with a view to excluding worthless material or to meeting the needs of a special class of people. *See also* CURRENT SELECTIVE BIBLIOGRAPHY, PARTIAL BIBLIOGRAPHY.

SELECTION SECTION. The division of a cataloguing, accessions, or order department, which deals with the selection of books.

SELECTIVE CATALOGUING. The omission of certain types of entry, or of entries for little-used books, or of

parts of an entry as some items of collations, in order to reduce the bulk and cost of a catalogue without impairing its efficiency.

SELECTIVE CLASSIFICATION. The arrangement of large groups of little-used books either alphabetically or chronologically rather than by specific subject in order to save the expense of cataloguing and classifying.

SELECTIVE ROUTING. ROUTING (*q.v.*) to only a selection of the officers of a library or organization.

SELF-CHARGING SYSTEM. Any system for recording book loans in which the borrower makes part or all of the record.

SELF-COVER. A pamphlet in which the same paper is used for cover and text.

SEMÉ, SEMIS. *Synonymous with POWDER (q.v.).*

SENIOR ASSISTANT. An assistant librarian who has the supervision of the work of junior assistants but does not have the responsibility for a department.

SEPARATE. A copy of an article published in a periodical, specially reprinted for the author's use, but retaining the numbering of the volume from which it was taken. It may or may not have a title-page. Sometimes called "Extracted article," "Off-print" or "Reprint." See also REPRINTED ARTICLE.

SEQ. (PL. SEQQ.). Abbreviation (in singular) of Latin *sequens* "the following," *sequente* "and in what follows," *sequitur* "it follows" and (in plural) of *sequentes*, *-tia* "the following," *sequentibus* "in the following places." More fully, *et seq.*

SEQUEL. A literary work, usually a novel, which is complete in itself, but continues an earlier work.

SERIAL. 1. Any publication issued in successive parts, appearing at intervals, usually regular ones. The term includes periodicals, newspapers, annuals, and the proceedings, transactions and memoirs of societies.
2. A long story published in instalments.

SERIAL NUMBER. 1. The number indicating the order of publication in a series. 2. One of the consecutive numbers appearing in front of an entry in a bibliography or catalogue.

SERIAL RECORD. A record of a library's holdings of serials.

SERIAL SECTION. A division of an order or an acquisition department that has charge of the acquisition of serials; or a subdivision of a preparation division in charge of the cataloguing of serials.

SERIALS DEPARTMENT. The administrative unit in charge of handling serials, which may include ordering, checking, cataloguing, preparation for binding, etc.

SERIES. 1. Volumes usually related to each other in subject matter, issued successively, and generally by the same publisher, in a uniform style, and usually bearing a collective "series title." 2. Succeeding volumes of essays, etc., issued at intervals or in sequence. 3. Successive volumes of a serial publication numbered separately to distinguish them from other sequences of the same serial. 4. A number of articles or stories of a similar nature or by the same author published in succession.

SERIES CARD. A catalogue card on which the **SERIES ENTRY** (*q.v.*) appears.

SERIES ENTRY. In a catalogue or bibliography, a brief entry under the name of the series for such volumes as the library may possess. *See also* **SERIES**.

SERIES NOTE. In a catalogue or bibliography, a note following the collation, indicating the name of the series to which a book belongs.

SERIES TITLE. The title of a series to which a book belongs. It may appear on the half-title page, title-page, or a page following the title-page.

SERIF. A fine finishing stroke or grace drawn at right angles to or obliquely across the ends of stems or arms of a

letter. Letters without serifs are usually described as "sans serif."

SERVICE BASIS. A method of determining prices for a publication or series of publications issued periodically and cumulated at regular intervals. The prices are scaled for individual libraries according to book expenditure, circulation and anticipated potential use to the subscriber. For periodical indexes, it is based on the number of indexed periodicals taken in a library.

SERVICE POINT. A place at which a library service is provided for all members of the public. It includes a major service such as a large branch, or a small service such as that at a training college or lighthouse, but excludes collections of books provided for limited periods for such groups as an adult class or a dramatic society.

SET. 1. A series of publications associated by common publication or authorship, and which form one unit, being issued in a uniform style. They may be by one author, or on one subject, or may be unrelated but printed and bound uniformly, or a file of periodicals.

2. (*Printing*). The distance between the left- and right-hand sides of a piece of movable type.

SET SOLID. Type matter with no leads between the lines.

SET HAND. Writing which conforms to definite rules, such as set abbreviations. Not generally applied to hands later than the seventeenth century.

SET-OFF. 1. The accidental transfer of ink from one printed sheet to another. 2. Any kind of paper placed between a sheet after printing to prevent the ink from one sheet soiling another. *See also* OFFSET.

SEVENTY-TWOMO (72mo). A sheet of paper folded into 72 leaves, making 144 pages.

SEWED. In cataloguing: a pamphlet stitched without covers.

SEWING. When the sheets of a book are gathered and collated, they are sewed together with thread, usually

by machinery. In job binding they are usually sewed by hand. As the art of sewing the sheets and of attaching the covers to them was never reduced to a skilful practice until well on in the 16th century, books could not be stood on end as they are now, but were laid flat on shelves or lecterns. *See also* STABBING, STITCHING, THREAD STITCHED, WIRE STITCHED.

SEWN. A book is said to be sewn when the sections are fastened together with linen threads passing round tapes or cords.

SEXTO (6to). A sheet of paper folded to form a section of six leaves or twelve pages; a half-sheet of twelves.

SEXTODECIMO (16mo). A sheet of paper folded to form a section of 16 leaves (32 pp.); a half-sheet of thirty-two. Now called foolscap 8vo. Also called "Sixteenmo."

SHANK. The rectangular body of a type letter, on which are the NICK, or nicks, PINMARK, BELLY, and BACK (*q.v.*). Also called BODY (*q.v.*) and STEM (*q.v.*). The piece of metal on which the shoulder bearing the FACE (*q.v.*) or printing surface of a type-letter is supported. *See also* SHOULDER.

SHEAF CATALOGUE. A catalogue made on slips of paper, as distinct from one made on cards, and fastened into a sheaf binder which permits the insertion of new material in correct order.

SHEAF HOLDER. A case or binder to hold a sheaf of papers to form a loose-leaf catalogue or other record. The sheets of paper are punched with holes to go over posts which keep the sheets in position, and there is some form of locking device to keep the covers and the sheets securely in position.

SHEET. A large piece of paper as manufactured. Also used of the sheet after it has been printed and folded to form a section of a book or pamphlet; to avoid confusion this is best called a section. Sheets of paper

bearing the same size name can be had in double ("double") or quadruple ("quad") size. *See also* PAPER SIZES.

SHEET WORK. Printing one side of a sheet of paper from an "inner forme" and the other from an "outer forme." Also called "work and back." When both sides have been printed the sheet is known as a "perfect copy."

SHEETS ("IN SHEETS"). The printed pages of a book, either flat or folded, but unbound.

SHEETWISE. A method of printing in which a separate forme is used for printing each side of a sheet of paper. *See also* WORK AND TURN.

SHEFFIELD SCHEME. Founded 1933 on the initiative of the City Library, the libraries of private firms, government departments, professional, research and trade organizations have combined to form the Organization for the Interchange of Technical Publications in Sheffield and District. A union catalogue of periodicals and of certain specialized books and an index of material translated by members are maintained.

SHELF. A flat piece of wood, steel, or other material, which is placed horizontally between two uprights to hold books.

SHELF-BACK. *Synonymous with* SPINE (*q.v.*).

SHELF CAPACITY. The capacity of a library for storing books on shelves; it is generally expressed by the total number of books which can be so accommodated.

SHELF DEPARTMENT. The administrative unit of a library responsible for the care of books on the shelves, and sometimes for other work such as classification and shelf-listing.

SHELF DUMMY. A piece of wood or cardboard placed on a shelf to indicate a specific book which is placed out of sequence.

SHELF GUIDE. A guide placed on the edge of a shelf to indicate its contents. Also called "Shelf label."

SHELF HEIGHT. The distance between two shelves.

SHELF LIST. A list of the books in a library, the entries being brief and arranged on cards or sheets in the order of the books on the shelves, forming, in effect, in a classified library, a subject catalogue without analytics and cross-references.

SHELF NUMBER. With **FIXED LOCATION** (*q.v.*) a number given to a shelf to indicate the one on which a particular book will be found. This number is incorporated in the **BOOK NUMBER** (*q.v.*). *See also* **BOOK NUMBER**, **CALL NUMBER**.

SHELF REGISTER. *Synonymous with SHELF LIST (q.v.).*

SHELL. (*Printing*). The electro plate before it is backed with metal.

SHELVING. 1. All the shelves in a library. 2. The act of putting books away in their proper places on the shelves of a library.

SHIPPING ROOM. The room of a library where parcels of books, etc., are unpacked and distributed to the various departments, and from which the outgoing material is despatched. (*American.*)

SHOP LIBRARY. A library opened in a former shop, usually as a temporary measure and until permanent premises can be built. Sometimes such accommodation is taken for a short time to test the best site for a permanent library.

SHORT AND. *See* **AMPERSAND**.

SHORT CATALOGUING. Cataloguing which gives author, main title, and date only.

SHORT STORY. A complete story of from 1,000 to 8,000 words in length.

SHORT-TITLE. 1. The abbreviated title by which an Act of Parliament is known and officially designated. 2. Enough of the title of a book to enable it to be identified in a catalogue or bibliography.

SHORTS. 1. The copies of different sheets needed to

complete an imperfect edition. 2. Books ordered from, but not delivered by, a bookseller owing to their not being in stock.

SHOULDER. The top of the shank of a piece of movable type. Its parts are the BEVEL (or neck), BEARD, LINE and SIDE BEARING (*q.v.*). The FACE (*q.v.*) is above the bevel.

SHOULDER HEAD. A short descriptive heading, which precedes a paragraph and is set full out to the left of the type matter and occupies a separate line. *See also* SIDE HEAD.

SHOULDER NOTE. A note or sub-heading in the margin at the top outer corner of a page or paragraph.

sic. (Lat. "so, thus, in this manner"). Usually printed in [] to indicate that an exact reproduction of the original is being made.

SIDE. 1. The right hand or left hand of a piece of type when the printing surface is uppermost and facing the viewer. The front is called the "belly" and the back the "back." 2. The front or back cover of a bound book.

SIDE BEARING. The amount of "shoulder" on either side of a piece of movable type ; it controls the amount of white space left between characters when composed into lines.

SIDE HEAD (SIDE HEADING). A short descriptive sub-heading dividing sections of a work, indented one em and usually printed in italics, but not occupying a separate line, being placed at the side of the body matter to which it refers or belongs. *See also* SHOULDER HEAD.

SIDE NOTE. A marginal note outside the type page, and usually set in narrow measure in type several sizes smaller than the text of the page. *Synonymous with* MARGINAL NOTES (*q.v.*). Also called "Hanging shoulder note." Sometimes they are a substitute for cross-heads, but more usually provide a gloss on the text, a running

commentary which does not interrupt the argument ; if read continuously they give an abstract of the whole book.

SIDE STICK. *See* CHASE

SIDE-STITCH. (*Binding*). To stitch a booklet or pamphlet of two or more folded signatures through the side of the folds.

SIDE TITLE. A title impressed on the front cover, or side, of a bound book.

SIDE-WIRE. To side-stitch a pamphlet with wire staples.

SIGILLOGRAPHY. The science or study of seals, being a branch of diplomatics.

SIGN MANUAL. A signature written with the person's own hand, to whom the signature applied.

SIGNATURE. 1. A folded printed sheet, forming part of a book ; a section. 2. The letter or number, or combination of letters and numbers, printed at the foot of the first page and sometimes on subsequent leaves of a section as a guide to the binder in arranging them in their correct order. These were written or stamped in till 1472 when Johann Koelhoff of Cologne, printed a signature as the last line of a text page. The binders of MSS. usually cut off the signature letters. Each section has a different signature and when letters are used, as is usual, they progress in alphabetical order, J, V, and W usually being omitted to avoid confusion ; there is also a historical reason for the omission of these letters : MSS. and early printed books were usually written in Latin, in which alphabet I stands for both I and J and V for both U and V, and there is no W. When the alphabet has been used up, a lower case sequence or a new sequence of double letters and then one of treble letters, or combinations of capital and lower case letters are used. If the same sequence is used again it is known as a duplicated or triplicated signature. Signatures are usually omitted in American books. *See also* SECTION TITLE SIGNATURE.

VOLUME SIGNATURE. 3. The name or initials of a person used to authenticate a document.

SIGNATURE AND CATCHWORD LINE. The line of type which in an old book bears both the signature and the catchword. It is usually below the lowest line of text. Also called "Direction line"; should the signature and catchword be on separate lines, the lower is called the direction line.

SIGNATURE TITLE. *Synonymous with* TITLE SIGNATURE (*q.v.*).

SIGNED EDITION. *Synonymous with* AUTOGRAPHED EDITION (*q.v.*). *See also* LIMITED EDITION.

SIGNED PAGE. The first page of a section—the one bearing the SIGNATURE (*q.v.*).

SILK SCREEN. A stencil process for multiplying an original design and lettering in colours which is frequently used for posters and other jobs requiring short runs and for which lithography would be too expensive. Bolting silk, organdie, phosphor bronze or steel gauze are tightly stretched over a wooden frame. A stencil bearing the design is fixed to the underside of the silk or other material and paint is forced through the silk at the open parts of the stencil with a rubber squeegee on to the paper, silk, metal, glass, wood or other material to be printed.

SILVERED. The edges of a book which are treated with silver instead of gold.

SIMPLIFIED CATALOGUING. The elimination of some of the information normally given in full catalogue entries to reduce the work involved in cataloguing and thereby the cost, or to make the catalogue more simple to use.

SIXTEENMO. *See* SEXTODECIMO.

SIXTY-FOURMO (64mo). A sheet of paper folded into 64 leaves, making 128 pages.

SIZE. The size of a book is measured by its height; but in addition to that measurement it is called "narrow"

if the width of the cover is less than $\frac{3}{8}$ of the height; "square" if more than $\frac{3}{4}$; and "oblong" if the width of the cover is greater than the height. Width is usually given only when unusual, or for old books. When both height and width are given, the height is given first. Measurements are usually given in centimetres in bibliographies and catalogues, although often in inches in the latter. The fold symbol (e.g. f°, 4°, 8°, 12°) is often used as an indication of approximate size.

See also TYPE SIZES.

SIZE COPY. A thickness or dummy copy. *See also* DUMMY 1.

SIZE LETTERS. The symbols (F, Q, O, D, etc.) used to indicate the size of books.

SIZE NOTATION. The method of indicating the size of a book: it may be by measurement in centimetres or inches, by FOLD SYMBOL (*q.v.*) or by SIZE LETTER (*q.v.*).

SIZE RULE. A rule graduated in inches and/or centimetres with fold symbols and corresponding size letters marked at the proper places; it is used for measuring books.

SKELETON CATALOGUE CARD. An outline catalogue card bearing the names of the parts of an entry to show a student of cataloguing the proper placing of the various parts.

SKETCH. 1. A drawing. 2. A brief description of a person or event. 3. A short musical or dramatic play.

SKIVER. A leather made from the hair or grain side of split sheepskin, often embossed and finished in imitation of various leather grains.

SKIVER LABEL. A paper-thin skiver used for a label on the spine of a book.

SLAB SERIF. (*Printing*). A serif consisting of a plain horizontal stroke which is not bracketed to the upright stroke of a letter.

SLIDING SHELVES. Large shelves for the flat storage of folios, so designed that they may be pulled out so as to facilitate handling and save wear and tear on the bindings.

SLIP. (*v.*). 1. To discharge a book. *See* DISCHARGING BOOKS. 2. To list books on separate slips of paper, one for each book. (*n.*). A small piece of paper, usually of standard 5 in. \times 3 in. size, used to record briefly author and title, etc., as part of the book-preparation processes, or for some temporary recording purpose. The master catalogue entry or the catalogue entry for a typist to copy, may be written on such a slip.

SLIP CANCEL. A small piece of paper bearing a printed correction and pasted over the incorrect matter in a printed book.

SLIP CASE. A cardboard box made to fit one or more volumes published together, and open at the front to show the titles.

SLIP CATALOGUE. *Synonymous with* PAGE CATALOGUE (*q.v.*).

SLIP PROOF. *See* PROOF.

SLIPPING BOOKS. The American term for DISCHARGING BOOKS (*q.v.*).

SLIPPING DESK. *See* CIRCULATION DESK.

SLIPS. 1. The pieces of sewing cord or tape which project beyond the back of the book after it is sewn, and which are afterwards attached to the boards. 2. The paper slips on which are written the instructions to the binder. 3. Applied to matter not set up into pages, but pulled as proofs, on long slips of paper. Galley proofs.

SLOPING SHELVES. *Synonymous with* TILTED SHELVES (*q.v.*).

SLUG. A line of type set solid on a composing machine.

SMALL CAPITALS (SMALL CAPS.). The smaller capital letters (as distinct from the full capitals) of which they are about $\frac{2}{3}$ the size, thus : A, B, C.; the same size as the X-HEIGHT (*q.v.*) of a letter. Indicated in a MS. or proof by two strokes (=) underneath. Abbreviations : S.C., s. cap., sm. cap., s. caps (*pl.*).

SMALL PAPER COPY (EDITION). A copy, or an

edition, of a book which is printed on paper of a smaller size than a LARGE PAPER COPY (*q.v.*) or edition.

SMASHER. *Synonymous with* BUMPER (*q.v.*).

SOBRIQUET. A nickname: a fanciful appellation.

SOCIETY PUBLICATION. An official publication issued by, or under the auspices of, a society, institution or association.

SOFT-GROUND ETCHING. That in which the ground commonly used is softened by mixing with tallow, the design being made with a pencil on a piece of fine-grained paper stretched over the ground. This, when etched with acid gives the effect of pencil or chalk lines in the printed impression. *United Typotheta*

SOLANDER CASE. A book-shaped box for holding a book, prints, pamphlets or other material, named after its inventor, Daniel Charles Solander (1736—1782). It may open at the side or front with hinges, or have two separate parts, one fitting over the other. Its most developed form has a rounded back, projecting SQUARES (*q.v.*) like a book, and possibly one or more spring catches. Also called "Solander," "Solander box," "Solander cover."

SOLID. *See* LEADED MATTER, LEADS.

SORT. A single type letter. The complete muster of sorts, made up in the correct proportion of characters is called a "fount."

SPACE. (*Printing*). A small rectangular block of metal not bearing a character, which is used between letters or words to provide spacing.

SPACE LINES. Strips of brass which are often used in place of LEADS (*q.v.*).

SPACE TO FILL. Space left in a printing layout through insufficient COPY (*q.v.*) being provided.

SPECIAL CLASSIFICATION. A classification which is applied to a section of knowledge; for example, Barnard's *Classification for Medical Libraries*, Cutter's

Labor Classification for the Baker Library, Harvard School of Business Administration, Dabagh's Mnemonic Classification for Law Libraries, and Smith's Classification of London Literature.

SPECIAL COLLECTION. A collection of books connected with local history, celebrities, industries, etc., or on a certain subject or period, or gathered for some particular reason, in a library which is general in character.

SPECIAL EDITION. 1. An edition of a work or works, re-issued in a new form, sometimes with an introduction, appendix, illustrations and having a distinctive name. 2. An edition which differs from the normal edition by some distinctive feature, such as better paper and binding or the addition of illustrations. 3. An extra or enlarged number of a newspaper or periodical, such as an anniversary, Christmas or souvenir number.

SPECIAL ISSUE. 1. *Synonymous with* SPECIAL NUMBER (*q.v.*). 2. The loan of a book to a person who does not possess a membership ticket, or a loan for an unusual period.

SPECIAL LIBRARY. A collection of books and other printed, graphic or record material dealing with a limited field of knowledge, and provided by a learned society, research organization, industrial or commercial undertaking, government department or educational institution. It may also be a special branch of a public library serving certain interests or occupational groups, such as a technical library ; or a special subject library meeting the needs of all enquirers on a given subject, such as a music library.

SPECIAL NUMBER. A special issue (usually enlarged in size) of a periodical devoted to a special subject or occasion. *See also* SPECIAL EDITION, SPECIAL ISSUE.

SPECIAL TITLE-PAGE. A title-page, usually with imprint, preceding a single part of a larger work. Also one preceding the normal title-page of a complete work

which is issued or re-issued as part of a collection, series, or serial publication.

SPECIES. *See* PREDICABLES, FIVE.

SPECIFIC CLASSING. Allocating a book to the most specific or detailed place in a scheme of classification.

SPECIFIC CROSS REFERENCE. A reference in a catalogue to a specific heading or headings.

SPECIFIC ENTRY. An entry in a catalogue under the actual subject, as distinct from one under some broader heading, embracing that subject. This is the principle for entry of subjects in a dictionary catalogue.

SPECIFIC INDEX. An index such as that to Brown's *Subject Classification*, which has one entry only to each subject. *See also* RELATIVE INDEX.

SPHRAGISTICS. *Synonymous with* SIGILLOGRAPHY (*q.v.*).

SPINE. The part of the cover of a book which conceals the folds of the sections. It normally bears the title, author and (when in a publisher's case) the publisher's name. Also called : "Back," "Backbone," "Shelf-back," "Backstrip."

SPIRAL BINDING. A type of binding used for pamphlets, art reproductions, commercial catalogues, and occasionally books, printed on separate leaves, usually of art paper. These leaves are drilled near the binding edge to take a spiral-twisted wire which is drawn through the holes. Also called "Coil binding." *See also* PLASTIC BINDING.

SPIRIT DUPLICATOR. A machine for duplicating copies of typed, written or drawn matter. A master copy is made by typing, writing or drawing on a piece of art paper which has a sheet of coloured hectograph carbon paper (black, purple, blue, green or red) underneath it. The carbon then adheres to the art paper where pressure has taken place and appears in reverse. This is then placed on the drum of the duplicating machine and some of the carbon is transferred to the paper on which a copy is

required as this passes into contact with the master copy and after having passed over a spirit-impregnated pad.

See also HECTOGRAPH PROCESS.

SPLIT BOARDS. The boards forming the covers of a book which are split to receive the ends of the tapes on to which the sections are sewn.

SPLIT LEATHER. Leather which has been divided into two or more thicknesses.

SPREAD. A pair of facing pages.

SPRINKLED EDGES. The three cut edges of a book which have been finely sprinkled with colour to prevent them becoming, or appearing to be, soiled. *See also* EDGES.

SQUARE. Said of a book the width of the cover of which is more than three-quarters its height.

SQUARE BRACKETS. Signs [] used in a catalogue or bibliographical entry to indicate that whatever appears within them does not appear in the original, but has been supplied by the copier. Not to be confused with PARENTHESES (*q.v.*).

SQUARED-UP HALF-TONE. *See* HALF-TONE.

SQUARES. The portions of the boards of a bound book which project beyond the paper on which it is printed.

STABBED. *See* STABBING.

STABBING. Binding together one or more sections of a book with wire or thread passed through holes stabbed through the back edge of the folded sheet. This method prevents the book from lying flat when open. A book so bound is said to be "stabbed." Piercing the boards with a bodkin for the slips to pass through is sometimes termed "stabbing." *See also* STITCHING.

STACK. 1. A piece of furniture containing at least four tiers of shelves back to back. 2. The space equipped for the storage of books on one or more floors; more properly, the self-supporting structure of steel book cases, often extending for several floors, or decks, and

independent of the walls of the building. For American terms used in connexion with book stack equipment, *see* COMPARTMENT, DECK, PRESS, RANGE, SECTION. 3. A stack room usually adjoining a public department, containing lesser-used books, and to which only the staff have access.

STACK ROOM. *See* STACK.

STAFF ENCLOSURE. That part of a public department of a library such as a junior, lending, or reference library, which is restricted to the use of the staff. Also called a "Charging Desk," "Counter," or "Desk."

STAFF MANUAL. A guide book indicating the correct procedures and processes to be followed by the staff in the various departments or branches of a library system.

STAFF ROOM. A room reserved for the use of the staff for purposes of rest, refreshment and recreation.

STAINED EDGES. The edges of a book which have been stained with colour. Where only the top edges have been stained the term "stained top" is used. *See also* EDGES.

STAINED LABEL. A coloured panel painted or printed on the spine of a book as a background for lettering, and to simulate a leather label.

STAINED TOP. *See* STAINED EDGES.

STAMP. *See* PANEL STAMP, TOOLING.

STANDARD SIZE CARD. A card used for cataloguing and other purposes, of 12.5 × 7 centimetres or 5 × 3 inches.

STANDARD WORK. A book recognized as of permanent value.

STANHOPE PRESS. The first all-iron printing press introduced in 1800 by Charles Mahon, 3rd Earl Stanhope. The platen was operated by a screw.

STANDING TYPE. The type from which a book has been printed and is kept "standing" exactly as it came from the machine, to be used again if further copies are to be made.

STAPLED. A book or pamphlet the leaves or sections of which are held together by wire staples.

STAR. *Synonymous with* **ASTERISK** (*q.v.*). *See also* **REFERENCE MARKS.**

STAR SIGNATURE. A signature indicating an off-cut (part of a sheet) and distinguished by an asterisk placed with the signature letter or figure of the main part of the sheet.

STARR. A Jewish bond.

START. Leaves of a book are said to "start" when the sewing is defective, causing the leaves to become loose.

STATE LIBRARY. In America, a library maintained by state funds, which preserves the state records and provides books for the use of state officials, books relating to the history of the state, books published by authors living in the state, and newspapers published in the state. In many states, all classes of books are purchased in order to supply any resident's needs for books or information. Books are sent by post or express to residents. *See also* **NATIONAL LIBRARY.**

STATIONARIL. Men commissioned by universities in mediaeval times to attend to the production and distribution of books.

STATUTORY INSTRUMENTS. Documents by which the power to make, confirm, or approve Orders, Regulations, or other subordinate legislation, conferred by an Act of Parliament on Her Majesty in Council or on a Minister of the Crown, is exercised. Prior to 1st January 1948, when the Statutory Instruments Act, 1946, came into operation, they were known as *Statutory Rules and Orders*. Although Statutory Instruments are frequently required to be laid before Parliament, they do not themselves rank as Parliamentary Publications.

STEEL ENGRAVING. *See* **ENGRAVING.**

STEM. 1. The outline of the design of a type letter; the bare lines as apart from the serifs, which indicate most

clearly the character and height of the letter. The main stroke of a letter. 2. The body of a type letter between the face and the foot. Also called the SHANK (*q.v.*) or BODY (*q.v.*).

STEREO. *See* STEREOTYPE.

STEREOTYPE (STEREO). A metal printing plate carrying a printing surface in relief, made by pouring stereotype metal into a papiermâché, called "flong," or plaster of Paris, mould of the original type, line block or very coarse half-tone. Future printings are made from the resulting "stereos." The whole process is known as stereotyping. Curved stereos are used on rotary presses for high-speed work, particularly newspaper printing. *See also* MATRIX.

STET. A Latin word used in the margin to denote the cancelling of any correction marked in the copy or proof. Dots under the words indicate the correction to which the "stet" refers.

STEWARD. Agent and representative of the lord of a manor.

STICK. 1. The tool used by the compositor for setting or forming into lines the types as he picks them out of the CASE (*q.v.*). It usually contains about 20 lines of 8 point type. 2. A device like a small-diameter walking stick divided down its length, used for holding from one to about six copies of a newspaper. Also called "Newspaper file," "Newspaper Rod," and "Newspaper stick."

STIGMONYM. Dots instead of a name.

STIPPLE. A printing surface of a copper plate used for making illustrations; it consists of dots, instead of lines. The dots may be fine or coarse, to give effects of light and dark. Half-tones are a kind of stipple engraving.

STIPPLED EDGES. The edges of a book which have been spotted irregularly with colour to prevent them appearing to be soiled. *See also* EDGES, MARBLED EDGES, SPRINKLED EDGES, STAINED EDGES.

STIPPLING. 1. (*Paper.*) A roughened finish, also called "Pebbling." 2. (*Printing and art.*) A gradation of light and shade produced by dots.

STITCHING. The operation of fastening a pamphlet consisting of a single section, with wire or thread passed through the centre of the fold. *See also* SEWING, STABBING, THREAD STITCHED.

STOCK. (*Printing.*) Paper or other material for printing upon. 2. (*Paper.*) The material (rags, waste-paper, esparto, ropes, etc.) used for making paper; applied at any stage of manufacture, whether to untreated materials or the finished paper. *See also* HALF-STUFF, PULP, STUFF, WHOLE-STUFF. 3. All the books in a library. 4. All the books available for sale by a bookseller or publisher.

STOCK BOOK. *Synonymous with* ACCESSIONS REGISTER (*q.v.*).

STONE. Usually a steel-top table (originally it was stone) on which the imposing work—that is, the assembling of the various parts of a printing job—is done. It is on the stone that the type, blocks, etc., are locked in the chase and levelled with mallet and planer. *See also* IMPOSITION.

STOP-CYLINDER PRESS. A type of printing machine in which a cylinder (which is placed over a reciprocating bed on which rests the forme) revolves once during which the impression is made on paper fed underneath the cylinder, and stops until the forme is again in position for printing the next sheet. Often called a "Wharfedale" press. *See also* MIEHLE, PERFECTER, TWO-REVOLUTION MACHINE.

STORY HOUR. A definite period (which should not be more than half an hour) set aside for telling stories to the youngest members of a junior library. The stories are told by members of the staff, particularly the children's librarians, and their friends.

STRAIGHT-GRAIN LEATHER. A leather that has been

dampened and rolled, or "boarded," to make the grain run in straight lines. An innovation credited to Roger Paine.

STRAIGHT-GRAIN MOROCCO. Morocco leather in which the natural grain has been distorted by elongated lines or ridges all running in the same direction.

STRAIGHTENING. The task (usually performed daily in a busy library) of arranging tidily books in correct classified order.

STRAPWORK. (*Binding*). Interlaced double lines, usually forming a geometrical pattern.

STRAWBOARD. A coarse yellow board, made from straw ; used for the covers of books.

STREET INDEX. An index of streets in a town showing the number of houses and the number of persons therein who hold membership tickets.

STRESS. The thickened part of a curved stroke or letter.

STRIKE. See **MATRIX** 3.

STUB. 1. The part of an original leaf after part has been cut away to insert a **CANCELLING LEAF** (*q.v.*). 2. A narrow strip of paper or linen sewn between sections of a book for attaching folded maps or other bulky items.

STUDENTS' LIBRARY. A collection of books provided for the use of a particular group or category of students.

STUDENTS' SECTION. The department of a county library which sends (usually by post) non-fiction books specially requested by readers. It is usually based on the County Headquarters.

STUDENT'S TICKET. *Synonymous with* **SUPPLEMENTARY TICKET** (*q.v.*).

STUDY ISSUE. Books issued to students in excess of the usual number and for a longer period than usual.

STUFF. The pulp in the paper-maker's vat prior to its being removed to the mould. See also **HALF-STUFF**, **PULP**, **STOCK** 2, **WATER-LEAF**, **WHOLE-STUFF**.

STYLE MANUAL (STYLE BOOK). A set of rules drawn

up by a printing establishment for the guidance of its staff to ensure that details of typography, spelling, capitalization, punctuation and other matters about which opinions and customs differ are in accordance with the prevailing practice of that establishment. Such rules are known as the "style of the house." *Rules for compositors and readers of the Oxford University Press* are a standard set followed by many printers and authors.

STYLE OF THE HOUSE. (*Printing*). The customs of a printing establishment with regard to capitals, italics, spelling, punctuation, etc.

STYLUS, STYLE. A writing instrument pointed at one end which was used in ancient and mediaeval times for writing on wax or clay.

SUBALTERN GENERA. The intermediate classes of a classification between the **SUMMUM GENUS** (*q.v.*) and the **INFIMA SPECIES** (*q.v.*).

SUB-BRANCH. A small branch library open a few hours each day. A part-time library. *See also* **BRANCH LIBRARY.**

SUB-DIVISION. 1. The word commonly used to denote the process of dividing a scheme of classification into its parts. 2. The result of such subdivision.

SUB-ENTRY. In indexing, the part of the entry following the entry-word or heading, i.e. the whole entry minus the entry word or heading.

SUB-HEADING. A secondary heading, used in the subdivision of a subject.

SUB-INDEX. An index within an index.

SUBJECT. The theme or themes of a book, whether stated in the title or not.

SUBJECT ANALYTIC. *See* **ANALYTICAL ENTRY.**

SUBJECT ARRANGEMENT. Books arranged in order of subject, either alphabetically or according to some scheme of classification.

SUBJECT AUTHORITY FILE. The list in a book or on

cards of subject headings used in a given catalogue and the references made to them. *See also* NAME AUTHORITY FILE

SUBJECT BIBLIOGRAPHY. A list of material about a particular subject or individual.

SUBJECT CARD. A catalogue card bearing a subject entry.

SUBJECT CATALOGUE. Any catalogue arranged by subjects, whether in alphabetical or classified order.

SUBJECT CLASSIFICATION. The scheme devised by J. D. Brown in 1906, in which the main classes are Matter and Force, Life, Mind, and Record. The notation is mixed (letter and figure) and does not permit of easy extension (as does the Dewey's Decimal Classification by the use of decimals) although the CATEGORICAL TABLES (*q.v.*) enable a certain amount of subdivision. It is the best-known scheme of British origin.

SUBJECT DEPARTMENT. A department in a large general library in which are shelved all the books on a particular subject, e.g. science, whether intended for reference or for home-reading. Where such departmentalization exists there is usually a POPULAR LIBRARY (*q.v.*) containing a selection of books of interest to the "general reader." Also called "Departmentalized library."

SUBJECT ENTRY. 1. In a catalogue, an entry under the heading adopted to indicate a book's subject. 2. In an index, an entry relating to a subject as distinguished from one beginning with the name of a person.

SUBJECT FULLNESS. *See* SECONDARY FULLNESS.

SUBJECT HEADING. The word or group of words under which books and other material on a subject are entered in a catalogue.

SUBJECT INDEX ENTRY. An entry in the subject index of a classified catalogue which directs to the class number under which entries for books on the required subject will be found.

SUBJECT LIBRARIES. *See* SUBJECT DEPARTMENT.

SUBJECT REFERENCE. A reference from one subject to another whether a synonym or a related heading.

SUBJECT SPECIALIZATION. A scheme of co-operation where by public libraries in a restricted geographical area purchase books on a specific subject. In some schemes the libraries act as depositories for preserving little-used books on their particular subject which might otherwise be discarded.

SUBJECT STYLE. The use of red for headings in catalogue entries to indicate subjects. As an alternative (owing to the tendency of red ink or red typescript to fade) black capitals are sometimes used. *See also* AUTHOR STYLE.

SUBJECT-WORD ENTRY. Entry under a word of the title indicative of the subject.

SUB-LIBRARIAN. *See* DEPUTY LIBRARIAN.

SUBORDINATION. The allocation of a subject term to its right place in the classification schedules; its order of precedence in the HIERARCHY (*q.v.*).

SUB-PROFESSIONAL ASSISTANT. In American libraries, one who performs under the immediate supervision of professional staff members, work largely concerned with the lighter routine processes which are peculiar to library work and which require some knowledge of library procedure.

SUBSCRIBER. A person who lives outside the municipal or county boundary but who is permitted to use the library on payment of an annual subscription.

SUBSCRIBERS' EDITION. An edition prepared for circulation only to persons who have agreed to purchase on announcement and before publication. It may differ from the ordinary "trade edition" by the inclusion of a list of subscribers, being printed on hand-made or special paper and having larger margins, or being sumptuously bound.

SUBSCRIPTION BOOKS. 1. Those published at intervals by societies and issued to subscribing members.

2. Individual books of limited appeal, the publication of which depends to some extent on subscriptions promised prior to publication, and the price of which is raised after publication.

* **SUBSCRIPTION LIBRARY.** A commercial lending library where charges are made for the use of books.

SUBSIDIARIES. The parts of a book in addition to the text and including notes (whether placed in the pages or massed at the end of a book), bibliographies, appendices, indexes, imprint, colophon, blank leaves, plates, end-papers and book jackets. Sometimes called "Reference matter." *See also* **PRELIMINARIES.**

SUB-TITLE. A secondary or subordinate title, usually explanatory, and often following a semicolon, "or", "an," or "a."

SUMMUM GENUS. The first, comprehensive class from which the division of a classification commences. *See also* **INFIMA SPECIES, SUBALTERN GENERA.**

SUNK BANDS (CORDS). (*Binding*). Cords or bands (in old books, often of leather) which are placed in grooves sawn into the backs of sections of a book to give a smooth back or spine. The sewing of the sections passes round the bands. The opposite of **RAISED BANDS** (*q.v.*).

SUPER. *See* **MULL.**

SUPER-CASTER. An instrument for casting large sizes of type for hand-composition.

SUPER ROYAL. A sheet of printing paper measuring $20\frac{1}{2}$ ins. \times $27\frac{1}{2}$ ins.

SUPERCALENDERED PAPER. Paper which is given a smooth, glossy surface by rolling between "calenders" (metal rollers).

SUPERINTENDENT OF BRANCHES. The liaison officer between the branch librarians of a large system and the chief librarian or his deputy. His duty is to make the units of the system smooth-working parts of a homogeneous whole.

SUPERINTENDENT OF THE READING ROOM. The librarian responsible for the service to readers in the reading room of a national, university or research library.

SUPERIOR LETTERS (FIGURES). Small characters set above the level of the line, thus : x^2 . Used for references and abbreviations, also to refer to marginal notes or footnotes. Also called "Superiors." *See also* INFERIOR LETTERS.

SUPPLEMENT. 1. Additional matter continuing, or adding new matter to that already published. It is usually issued separately. 2. An extra sheet, section, or number accompanying a normal issue of a newspaper or periodical.

SUPPLEMENTARY TABLES. Additional tables, provided in the fourteenth edition of Dewey's DECIMAL CLASSIFICATION, for extending the "common subdivisions", of Viewpoints, and of Miscellaneous Signs of Relation.

SUPPLEMENTARY TICKET. A non-fiction ticket which is issued to students, teachers and the clergy in addition to the usual number allowed.

SUPPOSED AUTHOR. One to whom is attributed by some authoritative source the authorship of a work published anonymously or of which the stated authorship is doubted.

SUPPRESSED. 1. Withheld from publication or circulation by author, publisher, government, or ecclesiastical authority because of unreliability, inaccuracy or moral tone. 2. (*Bibliography*). Of a leaf which has been cancelled because of some inaccurate, imperfect, or objectionable feature.

SUPRA (Lat. "above"). Used in footnotes and sometimes in the text to refer to an item previously mentioned.

SURVEY. An account of some research, examination, or enquiry which has been done by a scientific or organized method.

SWASH LETTERS. Seventeenth-century italic capitals with tails and flourishes, as *A*, *N*.

SWELLED RULE. *See* **RULE.**

SYLLABICATION. *Synonymous with* **SYLLABIFICATION** (*q.v.*).

SYLLABIFICATION. The action or method of dividing words into syllables. Also called "Syllabication."

SYNCOPISM. Applied to a pseudonym where dots takes the place of certain letters.

SYNDETTIC CATALOGUE. A dictionary catalogue that connects entries by a scheme of cross-references, to form a co-ordinated whole. References are made from broad subjects to those that are less broad, and from these to still more subordinate subjects, and sometimes *vice versa*.

SYNOPSIS. 1. A brief outline of the plot, setting or important points of a play, book or serial. 2. A factual summary of an article or paper contributed to a learned journal, suitable for use as an abstract, published in accompaniment with the article, presumed to be prepared by the author of the article but in any case subjected to the same editorial scrutiny and correction which is given to the full article.

SYSTEMATIC AUXILIARY SCHEDULES. Twenty schedules provided in Bliss' *Bibliographic Classification* to serve as tables of common sub-division. Only the first three—form divisions (*see* **ANTERIOR NUMERICAL CLASSES**), geographical sub-division, sub-division by language—are of general application throughout the scheme, the remainder being applicable to groups of classes, to single classes, or to sub-classes. Symbols from these schedules are added to those from the main tables of the classification which indicate subject matter.

SYSTEMATIC BIBLIOGRAPHY. The enumeration and classification of books. *Besterman*. The assembling of bibliographical entries into logical and useful arrangements for study and reference.

SYSTEMATIC CATALOGUE. A classified catalogue. One in which the classes and subjects are arranged in a

logical order according to some scheme of book classification.

T.E.G. Abbreviation for top edge gilt. *See* GILT TOP.

T.I.D.U. The Technical Information and Documents, formerly a unit of the Board of Trade, but now a part of the Department of Scientific Research : it is the United Kingdom clearing house for the deposition of Government-sponsored scientific and technical literature under a scheme initiated by the Organization for European Co-operation (O.E.E.C.). The scheme provides for the deposition by the 18 member countries with one another of six copies of each publication.

T.L.S. *See* A.L.S.

TAB. (*Binding*). A small piece of paper, card, plastic or fabric attached to the outer edge of a card or leaf of a book and bearing one or more characters to serve as an index.

TABBED. A GUIDE CARD (*q.v.*) which has tabs projecting from the upper edge. They are called "Three-, four- or five-tabbed" according to the portion of the card which projects. A three-tabbed card is one, the tab of which is a third the length of the card.

TABLE. 1. An arrangement of written words, numbers or signs, or of combinations of them, in a series of separate lines or columns. 2. A synoptical statement or series of statements ; a concise presentation of the details of a subject ; a list of items.

TABLE BOOK. An ancient writing book comprised of wax-covered tablets of metal, ivory or wood and fastened together at the back by rings or thongs of leather. The writing was done with a stylus.

TABLE OF CONTENTS. *See* CONTENTS, TABLE OF.

TABLET. An ancient writing material made of clay (used when moist and afterwards baked), stone, lead, wood or ivory covered with wax.

TABULAR WORK. Figures and other matter arranged vertically in columns, with or without rules.

TAIL. The bottom or lower edge of a book. The term is applied both to the margin below the text and to the cover of the book.

TAIL ORNAMENT. An ornament appearing at the foot of a page or the end of the matter occurring on it, especially at the end of a section, chapter or book. It is sometimes called a "tail piece." *See also* HEAD ORNAMENT.

TAIL PIECE. *Synonymous with* TAIL ORNAMENT.

TAILBAND. A decorative band similar to a headband but placed at the tail of a book. *See also* HEADBAND.

TAILED LETTER. One which, appearing to be a digraph consisting of a letter and a full stop, gives the impression of being a letter with a horizontally tailed last stroke, as

e m t

TALKING BOOK. A book for the blind in the form of gramophone records, and played on a slowly revolving turntable.

TALL COPY. A book that has lost nothing of its original height in binding.

TALLY. Shaped piece of wood used as a receipt for money or goods, both public and private, from the early Middle Ages until about the third decade of the 19th century.

TAPES. The pieces of tape to which the sections of a book are sewn, the ends being pasted to the boards or between the split boards which form the covers.

TECHNICAL LIBRARY. A library containing mostly books of a technical nature. When connected with a public library, it may be a section of the reference library, a separate department in the central building, or a separate building.

TELONISM. Terminal letters of an author's name used as a pseudonym, as N.S., (John Austis). *See also* TITLONYM.

TEMPORARY BRANCH. A service of books for home-reading provided in temporary quarters until it is determined whether there is sufficient demand to justify the erection of a permanent building, until the best site for a permanent building has been determined, or until authorization or finances permit the erection of a permanent building.

TERMS. The headings used in a scheme of classification for classes, divisions, subdivisions, or sections. The *names* of any subjects that may be included in the classification.

TERNION. Three sheets folded together in folio.

TETRALOGY. A set of four related dramatic or literary compositions.

✓ **TEXT.** 1. The body of a work following the PRELIMINARIES (*q.v.*). 2. The type matter on a page as distinct from the illustrations.

TEXT HAND. Style of writing employed for books, treatises and the headings of business documents from about 1100 to the 16th century.

TEXT TITLE. *Synonymous with* CAPTION TITLE (*q.v.*).

TEXTURA. *See* GOTHIC, or BLACK LETTER, TYPE.

THEMATIC CATALOGUE. One containing a list of a composer's works and the opening themes or passages of each composition, or for each section of lengthy compositions.

THERMOGRAPHY. Any printing process which involves the use of heat, specifically that method of printing from ordinary type or plates on an ordinary press and in which a special ink is used, the type impression being sprinkled while still wet with a special powder and then subjected to a heating process which causes the particles to adhere to the printed surface and fuse together to give the printing a raised effect. Also called "Raised-letter printing," "Imitation embossing" and "Virko type process."

THESIS. *Synonymous with* DISSERTATION (*q.v.*).

THICK SPACE. (*Printing*). A space whose width is one third of its own body.

THICKNESS COPY. *Synonymous* with DUMMY (*q.v.*).

THIN SPACE. (*Printing*). A space whose width is one fifth of its own body.

THIRD INDENTION. The fourteenth typewriter space from the left edge of a card. The third space from the second or inner vertical line on a ruled card. The distance from the left hand edge of a catalogue card at which certain parts of the description begin or continue. It is generally as far from the SECOND INDENTION (*q.v.*) as this is from the FIRST INDENTION (*q.v.*).

THIRTY-SIXMO (36mo). A sheet of paper folded to form 36 leaves, making 72 pages.

THIRTY-TWOMO. *Synonymous* with TRICESIMO-SECUNDO (*q.v.*).

THREAD STITCHED. A booklet that is fastened with thread. *See also* WIRE STITCHED.

THREE-COLOUR PROCESS. Printing by photo-mechanical colour separation in half-tone, which will reproduce colour in the copy in three printings of yellow, red and blue.

THREE-QUARTER BOUND. *Synonymous* with THREE-QUARTER LEATHER (*q.v.*).

THREE-QUARTER LEATHER. A book bound similarly to one in HALF LEATHER (*q.v.*), but with the leather of the spine projecting across about a third of the sides.

THRILLER. A novel of a sensational character, usually dealing with crime and criminals.

THROW OUT. Maps, tables, or diagrams likely to be much consulted during the reading of a book, are sometimes "thrown out" by the binder. This is done by making the "guard" the size of the page, or printing the map on extra large paper, and pasting it at the end of a book or beyond the text which refers to it,

so that the whole of the map, etc., when opened out, may remain in view during reading.

THUMB INDEX. A series of rounded notches cut into the fore-edges of a book, with or without tabs let in and bearing in progressive order from top to bottom the letters or words showing the arrangement. Usually provided for Bibles and dictionaries.

TIER. A set of shelves one above another between two uprights and reaching from the floor to the top of the shelving : a section of a PRESS (*q.v.*).

TIER GUIDE. A guide to the contents of a TIER (*q.v.*).

TIES. Silk, leather, cord, tape, ribbon or other slips attached, usually in pairs, to the outer edges of boards of books for a decorative purpose, or to prevent sagging by holding the covers together.

TIGHT BACK. A binding in which the cover of leather or other material is pasted or glued to the back of the book, so that it does not become hollow when open. *See also* FLEXIBLE SEWING, HOLLOW BACK.

TIGHT JOINT. *Synonymous with* CLOSED JOINT (*q.v.*).

TILDE. (*Printing*). An accent in the form of a wavy line as used over letters in Spanish and Portuguese : ñ ; ã.

TILTED SHELVES. The bottom or lower two or three shelves of a bookcase which are arranged in a sloping position to render the examination of titles more easy.

TIME NUMBERS. A series of numbers or letters designed to facilitate the arrangement of books in chronological instead of author or alphabetical order. *See also* BISCOE TIME NUMBERS, MERRILL ALPHABETING NUMBERS.

TIME SCHEDULE (SHEET). A schedule showing the exact hours each day that each assistant is scheduled to be on duty.

TIPPED IN. A single leaf, errata slip or illustration, inserted in a book at the inner edge with a narrow edge of paste.

TISSUE-PAPERS. Sheets of superfine thin paper placed in front of illustrations to protect them from set-off while

the ink is fresh. These are often removed after the ink has dried, but sometimes they are to be found tipped-in, and they frequently bear a typographical description of the illustration.

- * **TITLE.** Ordinarily, the name by which a work is designated on its title-page, and—usually—distinguished from any other work. In its fuller sense, it includes the name of the author and/or editor, translator, etc., the edition, but not the imprint. *See also* BACK TITLE, BINDER'S TITLE, COVER TITLE.

TITLE-A-LINE CATALOGUE. One, the entries of which occupy only a single line of type.

TITLE ANALYTIC. *See* ANALYTICAL ENTRY.

- * **TITLE CARD.** A catalogue card bearing an entry under the title of a work.

- * **TITLE ENTRY.** A record in a catalogue for a book, generally under the first word of the title, not an article. In a card catalogue a title entry is usually, but not necessarily, an added entry.

TITLE INDENTION. *Synonymous with* SECOND INDENTION (*q.v.*).

TITLE CATALOGUE. One comprising title entries only.

TITLE OF HONOUR. A title which denotes superior rank or station, or special distinction of any kind.

- * **TITLE-PAGE.** Usually the recto of the second leaf which gives the title in full, sub-title (if any), author's name in full together with particulars of qualifications, degrees, etc., edition, publisher's name and address, and date of publication. The verso gives particulars of edition, printer's name and, sometimes his address.

TITLE PAGE BORDER. A frame, at first a woodcut, and later made of heavy type ornaments, surrounding the matter on the title-page.

TITLE-PAGE TITLE. The title of a book as it appears on the title-page. It is the authority for the correct reference to the book ; other versions of the title as given on the

spine, cover, half-title, top of the pages or jacket may vary slightly.

TITLE PIECE. A leather label, sometimes coloured, pasted on the back of a binding, and bearing the title of the book.

TITLE SHEET. The first printed sheet of a book containing the title-page and other preliminary matter.

TITLE SIGNATURE. The title (often abbreviated to initial letters) placed on the signature line of signed pages to prevent the binder mixing up the sheets of various books. Also called "Direction line."

TITLING. Capital letters of modern Roman type which are cast "full face" on the BODY (*q.v.*); there are thus no BEARD (*q.v.*) and no LOWER CASE (*q.v.*) letters. They are used for headlines, titles, jackets, or posters.

TITLONYM. A quality or title used as a pseudonym, as "A Barrister." *See also* TELONISM.

TOGGLE PRESS. The Albion press which was introduced in 1823 and allowed the platen to be lowered and given great pressure by means of a toggle-jointed lever.

TOKEN CHARGING. A system of issuing books whereby the borrower on entering the lending department of a library is given a token which he exchanges for a book as he leaves. It was first introduced at Westminster in 1934.

TOME. A volume; a book; especially a heavy one.

TOOLED EDGES. The edges of a book which have been impressed with designs. *See also* EDGES.

TOOLING. The impressing of designs—called "tools"—into a leather or cloth binding. When this is done through gold leaf it is called "gold tooling," when neither leaf nor pigment is used it is called "blind tooling." When the entire cover design is a single piece it is called a "stamp." Gold tooling is believed to have been introduced by Thomas Berthelet, royal binder to Henry VIII. *See also* AZURE TOOLING, BLOCK 3, PANEL STAMP.

TOP EDGES GILT. The top edges of a book cut smooth and gilded. Abbreviated "t.e.g." Also called "Gilt top."

TOPIC GUIDE. A guide to a specific subject ; it is usually a narrow block of wood or piece of cardboard bearing the subject and class number, placed on the shelf at the beginning of the books on the subject.

TOPICAL BIBLIOGRAPHY. An analytical bibliography, consisting of short bibliographies placed at the ends of chapters.

TORY STYLE. A style of binding executed in the 16th century for Geoffroy Tory the famous French printer, wood-engraver and designer. Distinguished by arabesque panels, borders and ornaments.

Tr. (trans.) Abbreviation for **TRANSACTIONS** (*q.v.*) **TRANSLATED,** **TRANSLATION** (*q.v.*) **TRANSLATOR** (*q.v.*).

TRACING. An indication on the front or back of a main entry catalogue card showing what added entries and references exist. Specially important in a dictionary catalogue in order to ensure that in case of change, correction or removal, all the cards referring to a given book may be traced and the change applied to all of them.

TRACING PAPER. Paper treated with a coating of Canada balsam in turpentine, or a solution of castor oil or linseed oil in alcohol.

TRACT. 1. A pamphlet containing a short propagandist discourse, especially on a religious, political or social subject. 2. A pamphlet printed on a single sheet and imposed in pages.

TRADE CATALOGUE (BIBLIOGRAPHY). 1. A list of the books in print published in a country, and frequently of books published abroad, for which the home publishers are agents. 2. A publication containing particulars of goods manufactured by, or sold by, a firm, frequently illustrated and containing prices.

TRADE EDITION. *See* LARGE PAPER EDITION, SUBSCRIBERS' EDITION.

TRADE PAPER. A paper dealing with the interests of one particular trade or industry.

TRANSACTIONS. The published papers read at meetings of a society or institution, or abstracts of the same. *Also sometimes synonymous with* PROCEEDINGS (*q.v.*). A general distinction made between Transactions and Proceedings is that the Transactions are the papers presented and the Proceedings the record of meetings.

TRANSCRIPT. A copy made from an original, particularly of a legal document.

TRANSFER. A chemically prepared paper for transferring drawings direct on to lithographic stone or a rubber-covered cylinder used in offset lithography.

TRANSLATION. 1. The act of turning a literary composition from one language into another. 2. The work so produced.

TRANSLATION RIGHTS. The right to allow or refuse the publication of any literary production in another language is a part of COPYRIGHT (*q.v.*).

TRANSLATOR. One who translates from one language into another.

TRANSLITERATION. The representation of the ordinary characters of a language by those of another, as from Russian or Greek into Roman.

TRAVELLING CARD. A catalogue card on which subsequent issues of annuals or other serial publications (*see* CONTINUATION 3) are entered and which is passed to each department or library in turn for the appropriate addition to be made to the catalogue entry. On completion of the addition to all the catalogues, this card is filed in the official catalogue, or a special sequence, to await subsequent publications when the process is repeated.

TRAVELLING LIBRARY. A large motor van equipped

with books on shelves and a staff enclosure which visits districts, where there is no other library service, at specified times on a certain day or days of the week. The public may choose their books from the shelves. In British county libraries there is a tendency to describe such a vehicle as a "Mobile Branch Library" and to use the term "Travelling Library" for a small vehicle which is shelved or otherwise equipped to provide a service to villages, and isolated farms and houses, with short stops for issuing books.

TRAY LABEL. A label inserted in the holder provided on the front of a catalogue drawer to indicate its contents.

TREADLE LATCHES. Latches to release wickets which are worked with the foot.

TREE CALF. A calf binding which has had acid poured on it in such a way as to form stains resembling a tree-like pattern.

TRIAL BINDING. A sample of the proposed cover for a book submitted by the binder or casemaker to the publisher.

TRIAL ISSUE. A few copies of a book printed for circulation to critical friends prior to the printing of the edition for publication which was printed without re-setting of the type. If re-setting occurred then the preliminary edition was known as a "trial edition."

TRIAL PROOF. *See* PROOF.

TRICESIMO-SECUNDO (32mo). A sheet of paper folded to form a section of 32 leaves (64 pp.). Also called "Thirty-two mo."

TRILOGY. A set of three related dramatic or literary compositions.

TRIMMED. 1. Paper which has been trimmed on one or more sides to ensure exactness of corner angles and to reduce to the size required. 2. (*Binding*). The top edge untouched, and only the inequalities removed from the others, the folds not being opened. *See also* EDGES.

TRIPTYCH. *See* CODEX.

TUB-SIZING. Sizing paper after manufacture. *See also* ENGINE-SIZING.

TURNUED LETTER. A letter used upside down such as a "u" for an "n."

TURNOVER. 1. An extension of printed matter, beyond the space allotted. 2. The part of an article continued from a preceding page. Also called "Runover" (*q.v.*).

TWELVEMO. *See* DUODECIMO.

TWENTY-FOURMO. *See* VICESIMO-QUARTO.

TWENTYMO (20mo). A sheet of paper folded into 20 leaves, making 40 pages.

TWO-COLOUR HALF-TONES. Two half-tone plates in which one of the plates is made with the line of the screen as in one-colour half-tone, and the other with lines at a different angle, usually about 30 degrees. The colours tend to blend into one another in different tones.

TWO COLOUR PROCESS. A photo-mechanical process in which the printing is done in two colours.

TWO SHEETS ON. The method of sewing books when two sections are treated as one. In hand-sewing two sheets at a time are placed on the sewing-frame; the thread is passed from the kettle stitch of the lower section, and brought out at the first tape or cord, when it is inserted in the upper section, and so on. Thus, two sections receive only the same number of stitches one would do by the ALL ALONG method (*q.v.*).

TWO-LINE. (*Printing*). A letter or letters having a depth of body (or height of letter on the printed page) equal to double that of the size specified, as "two-line pica."

TWO-REVOLUTION MACHINE. A printing machine in which the cylinder, over which the paper is fed, does not stop after traversing the forme but continues to revolve, rising slightly so that it cannot come into contact with the type and descending when the forme is again in position for printing. *See also* MIEHLE, PERFECTER, STANHOPE PRESS, STOP-CYLINDER PRESS.

TWO SHEETS (SECTIONS) ON. The method of sewing a book whereby the thread passes through two sections of a book (passing from one to the other at each tape) as it travels the length of the book. The first and last sections should be sewn *ALL ALONG* (*q.v.*). This is a less strong method than the "all along" but it helps to reduce the swelling in the back in the case of very thin books.

TWO-WAY PAGING. The system of page numbering used for a book with the texts in two languages, one of which reads from left to right (as English) and the other from right to left (as Hebrew or Arabic); the texts being in two sections with page sequences from opposite ends of the book.

TWOPENNY LIBRARY. A circulating library, usually in shop premises, for which the charge for borrowing a book is twopence a week. The charge is now oftener fourpence or sixpence but the name persists.

TYING-UP. The tying of a volume after the cover has been drawn on, so as to make the leather adhere better to the sides of the bands; also for setting the headband.

TYMPAN. A kind of leaf consisting of a thin frame of metal over which is stretched parchment or cambric, and which is hinged to the carriage bearing the forme of a printing press in such a way that it places the paper resting on it in the exact position for printing.

TYPE. A small rectangular block of metal or wood, having on its upper end a raised letter, figure, or other character, for use in letterpress printing. Also, a number of such characters. *See also* TYPE FACES, TYPE SIZES. For purposes of nomenclature, a single movable type character has always been considered as a human being standing erect, and having a BODY (but no head), a FACE, BEARD, NECK, SHOULDER, BACK, BELLY, FEET.

TYPE FACE. 1. The printing surface of the upper end of a piece of type which bears the character to be printed.

2. The style, or design, of characters on a set of pieces of type, comprising all the sizes in which the particular design is made. *See also* FOUNT. The following is a selection of type faces (all 12-point):

Antique

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Baskerville

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Bembo

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Bodoni

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Caslon

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Cheltenham

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Clarendon

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Fournier Old Face

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Gill Sans Serif

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Grotesque

ABCDEFGHIJKLMNOPQRSTUVWXYZ**abcdefghijklmnopqrstuvwxyz**

Imprint

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Modern

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Perpetua

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Plantin

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Rockwell

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Times Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

Walbaum

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

TYPE GAUGE. (*Printing*). A rule marked off in ems, points and inches and used for measuring width of type, page depths, etc.

TYPE-HIGH. A printing block or plate which has been mounted on wood or metal to the same height as type for use on a printing machine.

TYPE METAL. (*Printing*). An alloy of tin, lead, antimony and sometimes copper which is used for casting type.

TYPE SIZE. The measure of the dimensions of type, taken from the body of the individual type rather than the actual printing area. The following are the type sizes normally used in book-work :

5 point	(old name)	Pearl
6	„	Nonpareil
7	„	Minion
8	„	Brevier
9	„	Bourgeois
10	„	Long Primer
11	„	Small Pica
12	„	Pica
14	„	English
16	„	Columbian
18	„	Great Primer
22	„	Double Pica

Other sizes are : $3\frac{1}{2}$ point (Brilliant) ; $4\frac{1}{2}$ point (Diamond) ; $5\frac{1}{2}$ point (Agate, Ruby.).

TYPOGRAPH. A type-setting machine which casts a slug or line of type, similar to the Linotype.

TYPOGRAPHER. One who is responsible for the lay-out and appearance of printed matter.

TYPOGRAPHY. 1. Printing, or taking impressions from movable letter-units or "types." The art of printing. The opposite of **XYLOGRAPHY** (*q.v.*). 2. The character and appearance of printed matter.

U.D.C. Abbreviation for **UNIVERSAL DECIMAL CLASSIFICATION** (*q.v.*).

ult. Abbreviation for *ultimo* (Lat. "last" [month]).

UNAUTHORIZED EDITION. An edition issued without the consent of the author, his representative or the original publisher. The responsibility to the author would be moral, not legal. A *pirated edition* is an unauthorized reprint involving an infringement of copy-right.

UNBOUND. A publication whose leaves or sections have not been fastened together.

UNCIAL. Style of majuscule writing, resembling capitals in some letter forms, but with rounder curves. In use generally from the 4th to the 8th centuries.

UNCUT. A book is described as being "uncut" when the edges have not been trimmed or cut, thus leaving "bolts" which have to be opened with a paper knife. Until this has been done the book is described as being unopened. *See also* **EDGES**.

UNDERLAY. Work done on the printing machine by placing paper, thin card, etc., under the matter in the forme so as to level it up as much as possible for printing, before the final touches are put on by means of **OVERLAY** (*q.v.*).

UNDERLINE. A line or series of lines placed under parts of "copy" or proof to indicate the size or style of type to be used : a single line indicates italic ; a double line, small capitals ; a treble line, capitals ; a wavy line (which can be placed under any of the forementioned) bold face.

UNEVEN PAGES. Those which bear the odd page-numbers. The right-hand, or recto pages.

UNEXPURGATED EDITION. An edition of a work in which the full text, including objectionable material which is normally omitted, is given.

UNGATHERED. The printed sheets of a book which have not been gathered, or collected, into order.

UNIFORM TITLE. The distinctive title by which a work, which has appeared under varying titles and in various versions, is most generally known.

UNION CATALOGUE. A catalogue of the various departments of a library, or of a number of libraries. It may be an author or a subject catalogue of all the books, or of a selection of them, and may be limited by subject or type of material. *See also* CENTRALIZED CATALOGUING, CO-OPERATIVE CATALOGUING.

UNION LIST. A complete record of holdings of material in a certain field, on a particular subject, or of a given type such as of periodicals or annuals, for a group of libraries.

UNIT CARD. A basic catalogue card, in the form of a main entry, a duplicate of which may be used as a unit wherever an entry for that particular book is required in any catalogue, after the addition of any heading which may be necessary. The Library of Congress catalogue cards are the most-used form of unit cards, although several American organizations are now issuing printed cards, usually for subject groups or form groups of literature. The *British National Bibliography* also issues the entries from the weekly lists of books received at the British Museum on cards. *See also* LOCAL UNIT CARD, WILSON CARDS.

UNIVERSAL BIBLIOGRAPHY. A bibliography of the world's books. None exists at present, but an attempt has been made by the *Fédération Internationale de Documentation* (formerly the *Institut International de Documentation* and the *Institut International de Bibliographie*).

UNIVERSAL COPYRIGHT CONVENTION. *See* COPY-RIGHT, INTERNATIONAL.

UNIVERSAL DECIMAL CLASSIFICATION (U.D.C.).

An elaborate expansion of the Dewey Decimal Classification which was first suggested by Senator Henri La Fontaine and Paul Otlet at the first International Conference of Bibliography held at Brussels in 1895, and carried out by the Institut International de Bibliographie, now called the Fédération (formerly Institut) Internationale de Documentation. It has been called the International Classification, is constantly under revision, and is extremely flexible. In application, the three-figure notation of Dewey is simplified where possible (usually by the omission of noughts), and auxiliary signs or Relation Marks as follows are added in the order given.

Subdivisions of Form and General Works	(01)-(09)
Place	(1)-(9)
Time	"..."
Language	= 2-9
Race and nationality	(= 1/9)
Point of view	.00
Relation	:
Relation (subordinate)	[]
Special analytical numbers	— or .0
Individual subdivision	A-Z
Connexion of non-consecutive numbers	+
Connexion of consecutive numbers	/

The object of the scheme is to arrange and individualize, by the use of the subdivisions tabulated above, the entries in a great general catalogue or bibliography, or the written or printed material, however detailed, in a specialized library, in order that users may, to some extent, judge the material without actually handling it. The U.D.C. is used by several hundred libraries, abstract-

ing services and individuals in Great Britain. It has been adopted by the International Organization for Standardization (ISO) which has recommended it for adoption by the national standards bodies which are members of ISO for the classification of their published standards. It has therefore become the most widely used of all classification systems. Editions in French and German have been published under the auspices of FID and a Spanish edition is in preparation. The English translation, based on the *Classification décimale universelle* (2nd ed., Brussels, 1927/33) is being published in sections, each of which incorporates all authorized extensions and modifications up to the date of publication. An abridged edition in English was published in 1957.

UNIVERSITY LIBRARY. A library or group of libraries established, maintained and administered by a university to meet the needs of its students and faculty.

UNLETTERED. A book without the title or the author's name on the spine.

UNOPENED. When the "bolts" or folded edges of the sections of a book, have not been opened with a paper-knife. *See also* UN CUT.

UNSCHEDULED MNEMONICS. *See* MNEMONICS.

UNSIGNED. A book, the sections of which bear no signature letters or figures and are therefore "unsigned."

UPPER CASE LETTERS. Capital letters, i.e. those contained in the upper of the two cases of printer's type. Their use is indicated in a MS. by underlining with three lines. Abbreviation: u.c. *See also* LOWER CASE LETTERS.

URBAN LIBRARY. A public library provided by a local authority other than a county council, to serve an urban area.

V. Abbreviation for verse, *vide* (see), *vice* (in place of), *violino* (violin), *voce* (voice) and **VOLUME** (*q.v.*).

VADE-MECUM. A guide, handbook, or manual which can be conveniently carried for reference.

VARIANT. A term given to corrections inserted in later printings of a book. These are frequent in hand-printed books and are accounted for by the fact that mistakes were noticed and the type altered during printing, the sheets already printed remaining untouched.

VARIORUM EDITION. An edition of a work composed from a comparison of various texts which have been published previously, variations being given in foot-notes.

VARIOUS DATES. Used to describe a volume containing several works of different date or a work consisting of several volumes published at different dates. Abbreviation : v.d.

VARI-TYPER. An electric typewriter (formerly the Hammond) which enables characters other than the normal roman ones to be typed. This is possible by the use of shuttles, of which there are several hundred different ones, bearing the particular type face required. The shuttles which are semi-circular bands of metal can be exchanged quickly ; one alternative set of type can be brought into action without stopping the machine.

VAT. The tank containing beaten pulp from which hand-made sheets of paper are made.

VAT-SIZED. Said of paper when the size is added to the pulp before the pulp is used to form a sheet.

VELLUM. Calf skin dressed with alum and polished, and not tanned like leather. A smooth, fine parchment.

VENETIAN TYPE. A roman type which is characterized by heavy slab serifs, thick main strokes, and a slightly oblique calligraphic emphasis in the round forms.

VERBATIM REPORT. A word for word version of a speech, lecture, or debate.

VERNACULAR. The language of a country. When it is directed that a name shall be given in the vernacular, it means the form which is customary in the country concerned.

VERSION. A translation, especially of the Bible.

VERSO. The left-hand page of an open book or manuscript, usually bearing an even page number.

VERTICAL FILE. 1. A drawer, or number of drawers, in a case, in which papers or similar material may be filed on their edges. 2. A collection of pamphlets, cuttings, correspondence, or similar material arranged on their edges in a drawer or box.

VICESIMO-QUARTO (24mo). A sheet of paper folded to form a section of 24 leaves (48 pp.). Also called "Twenty-fourmo."

VID. Abbreviation for *vide* (see).

VIDE SUPRA. (Lat. "see above"). Used in footnotes to refer to an item previously mentioned.

VIGNETTE. A small illustration or ornament used principally in book production at the beginning and ends of chapters, not having a definite border but the edges shading off gradually.

VIGNETTED HALF-TONE. See HALF-TONE.

VIRKOTYPE PROCESS. See THERMOGRAPHY.

VISIBLE CLOTH JOINT. A cloth joint used to fasten the sections of a sewn book to its covers, and visible when the book is bound.

VISIBLE INDEX. 1. A frame, or series of frames, usually of metal, for holding cards or strips of card, on which records are entered. They are made so that the whole (if a single line), or all the headings, contained in the frame are visible at the same time. 2. A record, as of periodicals or a list of subjects, contained in such a device.

VISUAL AIDS. Film strips, films, lantern slides and other illustrative material used as an adjunct to teaching or lecturing.

VIZ. Abbreviation for *videlicet* (namely).

VOCAL SCORE. See SCORE.

VOL. (*Pl.* vols.). Abbreviation for VOLUME (*q.v.*).

VOLUME. 1. A book distinguished from other books or

from other volumes of the same work by having its own title-page, half-title, cover title or portfolio title, and usually independent pagination, foliation, or register. It may be designated "part" by the publisher, and it may include various title-pages, paginations, or separate works. 2. Whatever is contained in one binding. 3. For library statistical purposes, any book, pamphlet, or document, in whatever form it exists which has been separately catalogued and accessioned.

VOLUME NUMBER. A number used to distinguish certain volumes of a work, set or series.

VOLUME SIGNATURE. The number of the volume as "Vol. I." or simply "I," or a letter, placed on the same line as the signature to prevent the binder mixing the sections of various volumes.

VOLUMEN. The papyrus roll used in ancient Egypt, Greece and Rome, which was written on one side in ink with a reed pen, the text being in columns, the lines of which ran parallel with the length of the roll. The last sheet of the papyrus was rolled round a stick which had knobbed ends. The rolls were kept in boxes or on shelves and for purposes of distinction when placed in this position had a vellum label attached to the end of the roll. This label bore the title of the work, and was sometimes coloured. A wooden case (*Manuale*) was sometimes used to protect the edges of the roll from being frayed by the owner's toga or cloak.

VOLUMINOUS AUTHOR. An author under whose name many titles are entered in a catalogue, whether for different books or for books the various editions of which have different titles. (American.)

VOTES AND PROCEEDINGS OF THE HOUSE OF COMMONS. See PARLIAMENTARY PAPER.

VOUCHER. See APPLICATION FORM.

W.F. See WRONG FOUNT.

WALL SHELVING. Shelving placed against walls.

WASH DRAWING. An illustration, usually in sepia or black and white, done with a brush.

WATER-LEAF. Hand-made paper in its initial stage of manufacture, consisting of pulp spread and evened by shaking in the hand mould, and pressed between felts.

WATERMARK. A paper-maker's device which can be seen on any sheet of good paper when held up to the light. In hand-made paper this is caused by twisting or soldering wire into the mould on which the paper is made; in machine-made paper, by a special roller called a "dandy," which revolves over the moving pulp on the mould, impressing the mark at every revolution. The watermark is usually placed in the centre of one-half of the sheet. *See also* COUNTER MARK.

WAVY LINE. A line placed underneath words in "copy" or proof to indicate that bold-faced type is to be used.

WEB FED. A printing machine which receives paper from a reel instead of loose sheets.

WEB MACHINE. A cylinder printing machine into which the paper is fed from a continuous roll.

WEB PRESS. *See* ROTARY PRESS.

WEEDING. Discarding from stock books which it is considered are of no further use in the library. **PSEUDO-WEEDING** is transferring from one department to another, from stack to shelf and *vice versa*, or from files to bound form.

WEEKLY. A newspaper or periodical published once a week.

WEIGHT OF FACE. Comparative colour value of type faces when printed, as light, medium, bold.

WET FLONG. *See* FLONG.

WHARFEDALE. *See* STOP-CYLINDER PRESS.

WHIP-STITCHING. The American term for OVERSEWING (*q.v.*).

WHITE EDGES. Edges of books which have been cut but not coloured or gilded. *See also* EDGES.

WHITE LETTER. "Roman" type as opposed to Gothic (*q.v.*), or "black letter" type. This book is printed in Roman type.

WHITE-LINE METHOD. *See* WOOD ENGRAVING.

WHITE-OUT. To space out composed matter, as in displayed or advertisement work.

WHITE PAPER. A term often used to denote a Report, Account or other Paper ordered by the House of Commons, or prepared primarily for debate in the House, and printed in the parliamentary series of official publications. There is a growing tendency, however, to apply the term to similar official publications not required by Parliament and published accordingly in the non-parliamentary series.

WHOLE BOUND. Books bound entirely in leather.

WHOLE NUMBER. The number given by a publisher to an issue of a periodical or serial publication, and continuing from the first issue. It is distinguished from the numbers assigned for volume and part of volume, and from those assigned for series and volume.

WHOLE-STUFF. The pulp used in paper making after it has been thoroughly beaten and bleached, and ready for the Vat (*q.v.*) or the paper machine. *See also* HALF-STUFF.

WICKETS. The hinged gates fixed at both sides of the staff enclosure to control the entrance and exit of readers.

WILLOW. A machine consisting mainly of two rotating drums inside which spikes are fixed to tear out the raw material (rags, esparto, waste paper, etc.) for paper-making. Also called a "devil." Often combined with a "duster" which removes unwanted dust from the material.

WILSON CARDS. Catalogue cards printed by the H. W. Wilson Company which can be purchased for use in library catalogues. They are specially useful for school or "popular" libraries, using a simpler form of

cataloguing than the Library of Congress. Entries have annotations, and the cards may, if desired, be purchased with class marks, subject headings and added entry headings printed on the top of the cards ready for filing.

WIRE LINES. *See* LAID PAPER.

WIRE MARK. *See* LAID PAPER.

WIRE SEWING. Sewing the sections of a book with wire staples driven through the folds of the sections and through tapes, canvas or muslin, to which the staples are clinched. Also called "Wire stitching." *See also* SADDLE STITCHING, SEWING, STITCHING, THREAD STITCHED.

WIRE STITCHED. The fastening of a single section with wire driven through the centre of the fold and clinched (saddle stitching) or through the inner margin of the section (side stitched).

WIRED. *Synonymous with* WIRE STITCHED (*q.v.*).

WITHDRAWAL. The process of altering or cancelling records in respect of books which have been withdrawn from the stock of a library.

WITHDRAWALS REGISTER. A record (in book form or on cards) which gives particulars of all books withdrawn.

WOOD BLOCK. A block of wood, usually box, on which a design for printing from has been cut in relief.

WOOD ENGRAVING. 1. The art or process of cutting with a graver or burin designs upon the end-grain of a block of box-wood, leaving the designs in intaglio for printing. The resulting print appears as white lines or masses on a dark background; this has caused the process to be known as the "white-line" method.
2. A print from a wood engraving.

WOOD LETTER. A large type-letter of wood; used in poster printing.

WOODCUT. An illustration made by pressing a sheet of damp paper on a block of soft wood such as beech or

sycamore which has been cut away to leave a design at the surface, so that when the block is inked an impression will be left on the paper, the cut-away parts showing white. The side-grain of a block of softer wood such as pear or sycamore, is used for woodcuts than for wood engravings, and the design is executed with a knife whereas a variety of gravers are used for wood engravings. The design of a woodcut is of black lines or masses on a white background whereas that of a wood engraving is the reverse; woodcutting is therefore known as a *black-line* method whereas wood engraving as a *white-line* method. Before the invention of movable type, books (text and illustrations) were printed in this way; these are called **BLOCK BOOKS** (*q.v.*). When movable type came into use, only borders, capitals and illustrations were printed from wooden blocks.

WOODPULP. Wood reduced to a pulp by mechanical or chemical means for subsequent paper-making.

"WORD BY WORD." See ALPHABETIZATION.

WORK AND TUMBLE. The method of printing the second side of a sheet of paper by turning it over in its narrow direction and feeding it into a printing machine to print the reverse side.

WORK AND TURN. To print from a forme in which the pages have been so imposed that when a sheet has been printed on both sides and cut in half it will provide two copies. See also SHEETWISE.

WORK BOOK. A departmental log book which sets out the duties for the staff each day.

WORK MARK. A letter indicating the title, edition, etc. of a work; this is added to the normal author mark to distinguish several books by one author on the same subject, and to give each a definite location. It usually consists of the letter of the first word not an article of the title, plus, in the case of later editions, the edition number, and/or in the case of other titles beginning

with the same letter and given the same class number, a figure (consecutively for each title). *See also* AUTHOR MARK, BOOK NUMBER, CALL NUMBER, VOLUME NUMBER.

WORK RESPONSIBILITY SCHEDULE. A schedule concerned with the special work assigned to each member of the staff as his own individual responsibility. (American.)

WORK ROOM. A room not open to the public in which any of the technical library routines or manual processes are carried out.

WORK SPACE. The part of a book stack which is allotted to assistants to carry out routine duties, including the space for necessary furniture or apparatus. This space is included in calculations of floor areas and cubic capacity.

WORK UP. A smudge or mark on a printed page caused by a letter or piece of spacing material in an improperly locked forme working up during a press run into a printing position. Also called "Black."

"WORKING WITH FIGURES." *See* PRESS NUMBER.

WORM-BORE (WORMHOLE). A hole or series of holes bored into, or through, a book by a book worm. A book containing such holes is said to be "wormed."

WOVE PAPER. Paper made on an ordinary dandy roll or mould in which the wires are woven, and which when held up to the light, shows a faint network of diamonds. Used in contradistinction to LAID PAPER (*q.v.*).

WRAPPER. *Synonymous with* BOOK JACKET (*q.v.*).

WRIT. King's precept in writing under seal commanding an official to perform or abstain from some action.

WRONG FOUNT. A letter of a different face or size from the rest of the text. This is caused in hand-set printing by placing type in a wrong case of type when "distributing" after a printing job. Abbreviation; w.f.

X-HEIGHT. That part of a lower case letter between the ASCENDER (*q.v.*) and the DESCENDER (*q.v.*).

XEROGRAPHY. A method of making copies by the use of light and an electrostatically charged plate. Smaller and larger copies than the original can be made, as also can offset plates on a paper base. A method of positive reproduction of printed or typewritten matter directly on to ordinary paper which does not need a coated or emulsified surface. *See also* XERORADIOGRAPHY.

XERORADIOGRAPHY. The xerographic process used with X-rays. *See also* XEROGRAPHY.

XYLOGRAPHIC BOOK. *See* BLOCK BOOK.

XYLOGRAPHICA. Block books.

XYLOGRAPHY. The art or process of engraving on wood. *United Typothetae. See also* WOODCUT, WOOD ENGRAVING.

XYLOTYPE. Wood engraving, or a print from a wood engraving.

YAPP EDGES. *Synonymous with* CIRCUIT EDGES (*q.v.*).

✓YEAR BOOK. A volume containing current information of a variable nature, in descriptive and/or statistical form which is published once every year.

YOUNG PEOPLE'S DEPARTMENT. *Synonymous with* CHILDREN'S LIBRARY (*q.v.*).

ZINCOGRAPH. The block used in printing by ZINCOGRAPHY (*q.v.*). Abbreviation : zinco.

ZINCOGRAPHY. A photo-mechanical method of printing whereby designs or line drawings are produced in black and white. It is a relief method, zinc being used for the blocks, although copper is used for specially fine work.

ZINCPLATE LITHO. *See* LITHOGRAPHY.

ZURICH INDEX. *See* CONCILIUM BIBLIOGRAPHICUM.

SOME LATIN PLACE-NAMES WITH ENGLISH EQUIVALENTS

Abbatisvilla = Abbeville.
 Abredonia = Aberdeen.
 Andegavum = Angers.
 Andreapolis = St. Andrews.
 Aquisgranum = Aachen *or* Aix-la-Chapelle.
 Argentina = Strassburg.
 Argentoratum = Strassburg.
 Audomaropolis *or* Audomarum = St. Omer.
 Augusta = Augsburg, sometimes London.
 Augusta Perusia = Perugia.
 Augusta Taurinorum *or* Taurinum = Turin.
 Augusta Trebocorum = Strassburg.
 Augusta Treverorum = Treves.
 Augusta Trinobantum = London.
 Augusta Vangionum = Worms.
 Augusta Vindelicorum = Augsburg.
 Augustoritum (Pictonum) = Limoges.
 Aurelia Allobrogum = Geneva.
 Aurelia, *or* Aureliacum, *or* Aureliani = Orleans.
 Avenio = Avignon.

Babenberga = Bamberg.
 Barchino, Barcino = Barcelona.
 Basilea = Basle.
 Bellovacum = Beauvais.
 Bellovisum = Bellevue (part of Paris).
 Bisuntia, *or* Vesuntio = Besançon.
 Bononia = Bologna.
 Borbetomagus = Worms.
 Brixia = Brescia.

Cadomum = Caen.
 Caesaraugusta = Saragossa.
 Caesarodunum Turonum = Tours.

Civitas Austriae = Cividale del Friuli.

Colonia (Agrippina) = Cologne.

Colonia Allobrogum = Geneva.

Colonia Claudia = Cologne.

Colonia Munatiana = Basle.

Colonia Ubiorum = Cologne.

Complutum = Alcalá de Henares : famous for the "Complutensian" polyglot Bible, printed there in 1514-17.

Constantinople = almost always a fictitious imprint.

Condivincum Nannetum = Nantes.

Cosmopolis = always a fictitious imprint.

Cracovia = Cracow.

Crisopolis = Parma.

Daventria = Deventer.

Delphi = Delft.

Divio = Dijon.

Dordracum = Dordrecht.

Duacum = Douay.

Eblana = Dublin.

Eboracum = York.

Eleutheropolis = *literally*, "free city" ; a fictitious imprint found on "free" books.

Erfordia = Erfurt.

Gandavum = Ghent.

Genabum = Orleans.

Gippeswicum = Ipswich.

Gravionarium = Bamberg.

Hafnia = Copenhagen.

Haga Comitum = The Hague.

Herbipolis = Würzburg.

Hispalis = Seville.

Holmia = Stockholm.

Leida = Leyden.

Lemovicense Castrum = Limoges.

Lipsia = Leipzig.

Lovanium = Louvain.
 Lugdunum = Lyons.
 Lugdunum Batavorum = Leyden.
 Lutetia = Paris.

Maguntia = Mainz, Mayence.
 Malborow ("in the land of Hessen") = Marburg. English books with this imprint were, however, probably printed at Cologne.

Mancunium = Manchester.
 Mantua Carpetanorum = Madrid.
 Matritum = Madrid.
 Mediolanum = Milan.
 Moguntia *or* Moguntiacum = Mainz, Mayence.
 Monachium = Munich.
 Monasterium = Münster.
 Mons Regalis = Mondovi (*or* Monreale).
 Mounts = Mons.
 Mutina = Modena.

Nannetac *or* Nannetum = Nantes.
 Neocomum = Neufchâtel.
 Norica, *or* Norimberga, *or* Noriberga = Nuremberg (Nürnberg).
 Noviomagus = Nimeguen.

Olyssipo = Lisbon.

Panormum = Palermo.
 Papia = Pavia.
 Parisiis = Paris.
 Parisius = a peculiar locative plural found regularly in the fifteenth century where Parisiis would be expected.
 Parthenope (rarer than Neapolis) = Naples.
 Parthenopolis = Magdeburg.
 Patavia = Passau.
 Patavium = Padua.
 Perusia *or* Augusta Perusia = Perugia.
 Pictavia *or* -ium (*loc.* Pictavis) = Poitiers.
 Pisae = Pisa.

Regiomontium = Königsberg.
 Rhedones = Rennes.
 Roan, *or* Roane, *or* Rothomagum = Rouen.
 Rupella = La Rochelle.

Salisburia = Salzburg.
 Salmantica = Salamanca.
 Sanctandros = St. Andrews.
 Sarisburia, *or* Sarum = Salisbury.
 Senae = Sienna.
 Spira = Speier, Speyer (Spires, Palatinate).
 Striveling = Stirling.
 Sublacense Monasterium = Subiaco.

Tarvisium = Treviso.
 Taurinum (Augusta Taurinorum) = Turin.
 Theatrum, Theatrum Sheldonianum = the first University
 Press (late seventeenth century) at Oxford.
 Tholosa = Toulouse.
 Tigurum = Zurich.
 Trajectum ad Rhenum = Utrecht.
 Trecae = Troyes.
 Treviri = Trèves, Trier.
 Tricasses = Troyes.
 Tridentum = Trent.
 Turonum *or* -ium = Tours.

Ultrajectum = Utrecht.
 Ulyssipo = Lisbon.

Venetiae = Venice.
 Vesuntio, *or* Bisuntia = Besançon.
 Vienne = Vienna.
 Vindobona = Vienna.
 Vormatia = Worms.
 Vratislavia = Breslau.

Wigornum = Worcester.

LISTS OF TERMS DEFINED

BIBLIOGRAPHY

A.D.S.	Bolt
A.L.S.	Book hand
Aberrant copy	Book of hours
Abridged edition	Book satchel
Abstract	Book shrine
Added title-page	Book sizes
Analytical bibliography	Booklet
Annalistic arrangement	Bound
Anopisthographic block book	Bowdlerized
Apocalypse	Boxed
Apocryphal	Broadsheet
Apograph	Broadside
Ars moriendi	Brochure
Association book	Cancel
Atlas folio	Cancel title
Attributed author	Cancellation
Author bibliography	Capsa
Autographed edition	Carolingian
Bibelot	Cartouche
Bibliogenesis	Cartouche title
Bibliognost	Chapbook
Bibliograph	Chart
Bibliographe	Cheap edition
Bibliographer	Chi
Bibliographic index	Chinese style
Bibliographical note	Chiroxylographic
Bibliographical service	Chronogram
Bibliographical tool	Chrysography
Bibliographing	Circa
Bibliographize	Clay tablets
Bibliography of bibliographies	Closed bibliography
Bibliological	Cock-up initial
Bibliologist	Codex
Bibliomania	Collate
Bibliomaniac	Collected edition
Bibliophile edition	Colonial edition
Bibliotheca	Colophon
Biobibliography	Colophon date
Blank leaves	Coloured plate
Blind reference	Compartment
Block book	Compilation
	Comprehensive bibliography
	Concilium Bibliographicum

Conjugate	Facsimile reprint
Contemporary binding	Fanfare (flourish) style
Continuation	Fasciculus
Continuous pagination	Finding list
Copyist	Fine copy
Coranto	Fine paper copy
Corrigenda	First edition
Counter mark	First English edition
Criblé metal cut	First impression
Critical bibliography	First printing
Cryptography	First published edition
Cryptonymous book	First separate edition
Cumdach	Fly sheet
Cumulative index	Fold symbol
Cumulative list	Folded (folding) book
Cuneiform writing	Folding plate
Curiosa	Foldings
Current comprehensive bibliography	Foliated
Current selective bibliography	Foliation
Cursive	Folio
D.S.	Folio edition
Date line	Foot
Date of issue	Footnote
Dedication	Fore-edge painting
Dedication copy	Forel (Forrel, Forril)
Del., Delt.	Format
Demonym	Frame
Demy	Free end-paper
Descriptive bibliography	Full binding
Device	Full bound
Direction line	Full-gilt
Direction number	Girdle book
Disjunct leaf	Gloss
Divinity calf	Gothic, or Black letter, type
Double-book	Guide-letter
Double dagger	Half title
Double plate	Harvard system
Duodecimo	Head
Duplicate title	Head and tail
Duplicated signatures	Helgen (Heiligenbilder)
Editio princeps	Historiated initial
Edition	Historical bibliography
Elephant folio	Holograph
Endnotes	Horn book
Etruscan style	Humanistic hand
Explicit	Iconography
Expurgated edition	Illuminated book
Fac.	Illuminated initial
Facsimile	Illumination
	Impensis

Imprint.	Periodical bibliography
Incipit	Pi
Incunabula	Pointillé
Independents	Polaire
Inedita	Preliminaries
Initial letter	Preliminary leaf
Inset	Preprint
Integral	Presentation copy
Interpolated note	Press book
Issue	Press number
Italic	Prima
Large paper copy	Primary bibliography
Leaflet	Private press
Leather bound	Privately printed
Limited edition	Pseudonym
Line division mark	Publisher's series
Liner ending	Pugillares
Location mark	Pure bibliography
Majuscule	Quarter leather
Microbibliography	Quarternion
Mint	Quarto
Minuscule	Quarto edition
Missal (mass book)	Quasi facsimile-binding
Mottled calf	Quinternion
Multi-volume book	Quire
Narrow	Recto
National bibliography	Red printing
No date	Red under gold edges
Note	Reference marks
Numbered and signed edition	Register
Numbered copy	Re-issue
Oblong	Replica
Obverse cover	Reprint
Octodecimo	Reprinted article
Old English	Revised edition
Omission marks	Rolled edges
Op. cit.	Roman numerals
Opened	Rubric
Opisthographic	Rubricated
Original parts	Rubrisher
Orthon	Runes
Ornaments	Runners
Outsert	Sarum use
Page reference	Scrinum
Pamphlet volume	Script
Paper covered	Secondary bibliography
Parallel edition	Selected bibliography
Part	Separate
Partial bibliography	Serial
Period bibliography	Serial number

Series note
 Size
 Size letters
 Size notation
 Sketch
 Small paper copy (edition)
 Solander case
 Special title-page
 Spread
 Square
 Stub
 Stylus, style
 Subject bibliography
 Suppressed
 Syncopism
 Systematic bibliography
 Table book
 Tablet
 Tally
 Telonism
 Title page title
 Titlonym
 Topical bibliography
 Trade catalogue (bibliography)
 Unbound
 Uncial
 Universal bibliography
 Unexpurgated edition
 Unlettered
 Unopened
 Unsigned
 Variant
 Verso
 Xylographica

BOOK ACQUISITION AND PROCESSING

Accession
 Accession date
 Accession number
 Accession order
 Accession stamp
 Accessions
 Accessions register
 Acquisition
 Acquisitions officer
 Added copies
 Added edition

Alphabet mark
 Author mark
 Auxiliary number
 Biscoe time numbers
 Board label
 Book number
 Book plate
 Book pocket
 Book selection
 Book stamp
 Call number
 Check list
 Class mark
 Code mark
 Consideration file
 Continuation list
 Continuation record
 Copy number
 Cutter author marks
 Cutter-Sanborn three-figure table
 Desiderata
 Destination slips
 Discard
 Donation record
 Donor's list
 Duplicate
 Ex-library copy
 Ex libris
 Gift card
 Merrill alphabeting numbers
 Olin book number
 Order department
 Perforating stamp
 Plating
 Pocket
 Press mark
 Process slip
 Process stamp
 Replacement
 Review copy
 Running number
 Selection section
 Serial record
 Serial section
 Shelf number
 Shorts
 Size letters
 Time numbers
 Work mark

BOOK PRODUCTION AND
PUBLISHING
(excluding Printing, Bookbinding,
Illustration)

Advanced copy
All rights reserved
Analytical index
Antonymous catchwords
Appendix
Author-publisher
Authorized edition
Auxiliary publication
Bibliogenesis
Bibliogony
Bibliopoesy
Blurb
Body of the book
Book jacket
Book sizes
Boxed
Cameragraph
Case book
Casing
Chapter
Chinese style
Classified index
Colonial edition
Compound catchword
Concordance
Consolidated index
Contents, Table of
Continuation
Continuous pagination
Continuous revision
Copyright
Copyright, International
Corrected edition
Cover
Cover title
Cum privilegio
Cumulative index
Current number
De luxe edition
Decorated cover
Dedication
Desiderata
Double-book

Double register
Double setting
Dummy
Edition
Edition de luxe
End-matter
Endnotes
Epigraph
Facsimile reprint
Fine paper copy
Finis
First edition
First English edition
First impression
First printing
First published edition
First separate edition
Fly leaf
Fold symbol
Folding plate
Foldings
Foliated
Folio
Folio edition
Foot
Footnote
Format
Frontispiece
General title
Guard sheet
Gutter
Half title
Head and tail
Impression
Imprimatur
Imprint
In quires
In sheets
In the press
Index
Interleaving
Introduction
Issue
Large paper copy
Layout
Leaflet
Library
Library edition
Limitation notice
Limited edition

Limp covers	Re-issue
List of illustrations	Remainders
List price	Reprint
Livres vignettes	Re-set edition
Margin	Reprinted article
Mint	Reverse cover
Monograph series	Review copy
Multi-volume book	Revised edition
Name index	Royalty
Narrow	Runners
New edition	School edition
Note	Section
Numbered column	Self-cover
Numbered copy	Separate
Oblong	Serial
Obverse cover	Serial number
Octavo edition	Series
Oddments	Side
Onlay	Size copy
Opened	Slip case
Opening	Small paper copy (edition)
Outsert	Spine
P.	Spread
Pagination	Square
Pamphlet	Stubb
Pamphlet volume	Subscribers' edition
Panel stamp	Subsidiaries
Paper covered	Sub-title
Parallel edition	Supplement
Part	Suppressed
Piracy	Tail
Preface	Tail ornament
Preliminaries	Tall copy
Preliminary leaf	Text
Preprint	Throw out
Presentation copy	Tipped in
Press book	Tissue papers
Prima	Title sheet
Provisional edition	Translation rights
Publication day	Trial binding
Published price	Trial issue
Publisher	Two-way paging
Publisher's catalogue	Uncut
Publisher's cloth	Unopened
Publisher's reader	Uneven pages
Publisher's series	Unexpurgated edition
Quire	Ungathered
Recto	Variorum edition
Reference marks	Verso
Register	Volume

Whole number
Xerography
Xeroradiography

BOOKBINDING

Ajouré binding
Aldine style
All along
All-over style
Antique
Antique tooling
Arabesque
Art vellum
Assembling
Author's binding
Azure tooling
Azured tool
Back board
Back mark
Back title
Backed
Backing
Backing boards
Backing machine
Bands
Basil
Bedford bindings
Bevelled boards
Bibliopegic
Bibliopegy
Bibliophegus
Bibliophile binding
Bibliophile edition
Bind in
Binder's ticket
Binder's title
Bindery
Binding
Binding from sheets
Binding record
Black step
Blank leaves
Bled
Bleed
Blind-blocked
Blind stamping
Blinded-in
Block

Blocking
Boards
Bolt
Book cloth
Book press
Bookbinding
Border
Boss
Boyot style
Buckram
Burnished edges
Braidel binding
Bumper
Calf
Cambridge style
Cameo binding
Cameo stamp
Canevari binding
Case
Casing
Catch stitch
Cathedral binding
Chequering
Circuit edges
Clasp
Closed joint
Cloth binding
Cloth joints
Cloth sides
Comb pattern
Contemporary binding
Cords
Corners
Cottage style
Countersunk
Cover title
Covers bound in
Crash finish
Criblé metal cut
Cropped
Crushed morocco
Cuirbouilli
Cuir-ciselé binding
Cut
Cut edges
Cut flush
De luxe binding
Decorated cover
Dentelle
Dentelle á l'oiseau

Derome style	Guillotine
Diaper	Half cloth
Diced	Half leather
Divinity calf	Harleian style
Doublure	Head
Ducali bindings	Head title
Edges	Headband
Edition-binding	Headcap
Embossed	Hollow back
Embroidered binding	Imbrication
Endpaper	Imperfections
Etruscan style	Impression
Extra binder	Imprint
Extra binding	In boards
Facsimile binding	Independents
Fanfare (flourish) style	Inlay
Fillet	Inlaying (Onlaying)
Fine paper copy	Inset
Finish	Interlacing
Finishing	Irish style
Fleuron	Jansenist style
Flexible binding	Joint
Flexible sewing	Kettle stitch
Floret	Label
Fly sheet	Lacing-in
Foldings	Law calf, law sheep
Fore-edge	Le Gascon style
Format	Leaf
Forwarding	Leather bound
Frame	Leatherette
Free end-paper	Lemonnier style
French joint	Levant
Front board	Library binding
Full binding	Lining paper
Full bound	Lozenge
Full-gilt	Lyonese (Lyonnaise) style
Gathering	Maioli style
Gaufered edges	Manière criblee
Gaufering	Marbled edges
Gift binding	Marbling
Gilt edges	Marking up
Gilt top	Mearne style
Girdle book	Michel style
Glaire	Millboard
Glazed morocco	Misbound
Gouge	Mitred
Graining	Morocco
Grolieresque	Mosaic
Grooves	Mottled calf
Guard	Mull

Network
 Niger morocco
 Onlay
 Outsert
 Oversewing
 Padeloup style
 Pallet
 Pamphlet volume
 Panel
 Panel back
 Paper covered
 Paste down
 Pasteboard
 Pasting down
 Payne style
 Perfect
 Persian morocco
 Pigskin
 Plastic binding
 Plough
 Pointillé
 Pounce
 Powder
 Presses
 Proof
 Publisher's binding
 Publisher's dummy
 Publisher's reader
 Pulled
 Pulling
 Quarter leather
 Quarternion
 Quinternion
 Quire
 Raised bands
 Re-back
 Re-bound
 Re-casing
 Red edges
 Red under gold edges
 Register
 Reinforced binding
 Roan
 Roll
 Rolled edges
 Romantic style
 Round back
 Rounded corners
 Roundel
 Roundlet

Roxburghe binding
 Rub (Rubbing)
 Rubber back binding
 Run up
 Russia
 Saddle stitching
 Sawing-in
 Scottish style
 Section
 Sewing
 Sewn
 Side stitch
 Side title
 Sidewire
 Silvered
 Skiver
 Skiver label
 Slips
 Spiral binding
 Split boards
 Split leather
 Sprinkled edges
 Squares
 Stabbing
 Stained edges
 Stained label
 Stapled
 Stippled edges
 Stitching
 Straight-grain leather
 Straight-grain morocco
 Strapwork
 Strawboard
 Sunk bands (cords)
 T.E.G.
 Tailband
 Tapes
 Ternion
 Thread stitched
 Three-quarter leather
 Thumb index
 Ties
 Tight back
 Title piece
 Title sheet
 Tooled edges
 Tooling
 Top edges gilt
 Tory style
 Tree calf

- Double title page
 Duplicate title
 Dynamic map
 Edited
 Edition
 Editor
 Editor reference
 Entry
 Entry word
 Evaluation
 Exact size
 Explanatory guide cards
 Extension card
 Facsimile
 False date
 Fasciculus
 Filing-cars
 Filing chair
 Filing code
 Filing medium
 First edition
 First indention
 First impression
 First printing
 First word entry
 Flow-line map
 Folding plate
 Foliated
 Foliation
 Folio
 Folio edition
 Forename
 Form entry
 Format
 Frontispiece
 Full cataloguing
 Full name
 General title
 Geographical entry
 Guide card
 Hagionym
 Half title
 Heading
 Hieronym
 History card
 Holdings card
 Illustrations
 Illustrator
 Illustrator entry
 Imprint
 Imprint date
 In boards
 In progress
 Index entry
 Individual entry
 Interpolated note
 Introduction date
 Inversion of title
 Inverted entry
 Inverted heading
 Issue
 Joint author
 Joint catalogue
 Joint code
 Large paper copy
 Lecture script
 Legend
 Library of Congress card
 Librettist
 Limited edition
 Local unit card
 Location mark
 Main entry
 Main title
 Manuscript catalogue
 Medium catalogue
 Merrill alphabetizing numbers
 Name authority file
 Name catalogue
 Name entry
 Name index
 Name reference
 Narrow
 National catalogue
 New edition
 Nothing before something
 Oblong
 Official catalogue
 No date
 Note
 Number
 Olin book number
 Omission marks
 Open entry
 P.
 Page catalogue
 Pagination
 Panoramic catalogue
 Paragraph indentation (indention)
 Parentheses

Partial contents note
 Partial title
 Period division
 Personal catalogue
 Personal name entry
 Personal subject
 Phrase pseudonym
 Placard catalogue
 Place of printing
 Place of publication
 Plan
 Plate
 Popular name
 Portrait
 Praeses
 Preface
 Preface date
 Preliminaries
 Press mark
 Printed catalogue
 Proceedings
 Program dissertations
 Pseudonym
 Public catalogue
 Publisher's series
 Quarto
 Reference
 Reference card
 Re-issue
 Removal slip
 Repertory catalogue
 Re-set edition
 Reprinted article
 Respondent
 Revised edition
 Second indention
 Secondary fullness
See
See also
 Selective cataloguing
 Serial
 Serial number
 Series card
 Series entry
 Series note
 Series title
 Sewed
 Sheaf catalogue
 Sheaf holder
 Short catalogue

Short title
 Simplified cataloguing
 Size
 Size letters
 Size notation
 Skeleton catalogue card
 Slip
 Sobriquet
 Special title-page
 Specific cross reference
 Square brackets
 Standard size card
 Sub-heading
 Subject authority file
 Subject card
 Subject catalogue
 Subject entry
 Subject heading
 Subject index entry
 Subject reference
 Subject style
 Subject-word entry
 Subsidiaries
 Sub-title
 Syncopism
 Syndatic catalogue
 Systematic catalogue
 Tabbed
 Telonism
 Thematic catalogue
 Third indention
 Throw out
 Time numbers
 Title
 Title card
 Title catalogue
 Title entry
 Title of honour
 Title page
 Title page title
 Title-a-line catalogue
 Titlonym
 Tracing
 Transactions
 Travelling card
 Tray label
 Union catalogue
 Union list
 Unit card
 Unlettered

Various dates
Verso
Volume
Volume number
Voluminous author

CLASSIFICATION

Abridged Decimal classification
Abstraction
Adjustable classification
Alternative locations
Analysis
Analytical method
Analytico-synthetic classification
Anterior numerical classes
Array
Artificial classification
Baconian classification
Bibliographic classification
Bibliographical classification
Bibliographing
Bibliography
Bibliology
Bibliothecal classification
Bifurcate classification
Bifurcation
Book classification
Broad classification
Brown classification
Brussels expansion
C.D. System
Categorical tables
Chain
Characteristic of a classification
Class
Class letter
Class list
Class mark
Class number
Classer
Classification Decimale Universelle
Classification schedule
Classification scheme
Classification system
Classificationist
Classified catalogue
Classified library

Classifier
Classifying
Classing
Close classification
Collocation
Colon classification
Common subdivisions
Connotation
Co-extensiveness
Co-ordinate classes
Co-ordination of terms
Correlation of properties
Critical classification
Cross classification
Decimal classification
Dewey Decimal classification
Direct subdivision
Divide like the classification
Division
Enumerative classification
Ethnic numbers
Evolutionary order
Ex-library copy
Ex libris
Exhaustive division
Expansive classification
Extension
Facet
Facet analysis
Faceted classification
Flexible classification
Focus
Form
Form classes
Form divisions
General classification
Generalia class
Geographic division
Geographical numbers
Helpful order
Hierarchy
Homology
Indicator digit
Infirma species
Integer notation
Intercalation
Knowledge classification
Library of Congress classification
Likeness
Logical notation

Main class
 Mechanization
 Mixed notation
 Mnemonic characteristic
 Mnemonics
 Modulation of terms
 Natural classification
 Nomenclature
 Notation
 Octave device
 Parallel classification
 Period division
 Phase
 Porphyry, Tree of
 Predicables, Five
 Principals of classification
 Ramean tree
 Relative classification
 Relative index
 Relative location
 Rigid classification
 Schedule
 Scheme of classification
 Section
 Selective classification
 Specific classing
 Special classification
 Specific index
 Subaltern genera
 Sub-division
 Sub-heading
 Subject classification
 Subordination
 Summan genus
 Supplementary tables
 Systematic auxiliary schedule
 Terms
 Universal Decimal Classification

COUNTY LIBRARIES

Area
 Area headquarters
 Area librarian
 Centre
 County library
 Display van
 District librarian
 District library

Exhibition van
 Field work
 Local librarian
 Location index
 Region
 Regional branch
 Regional headquarters
 Regional librarian
 Regional officer
 Students section

ILLUSTRATIONS

Aerograph
 Albotype
 Anastatic printing
 Anastatic reprint
 Apocalypse
 Aquatint
 Aquatone
 Ars moriendi
 Artist's proof
 Artotype
 Autography
 Auto-lithography
 Autotype reproduction
 Ben Day process
 Biblia pauperum
 Block
 Block book
 Blue print process
 Cartouche
 Chalcography
 Chalk drawing
 Chiaroscuro
 Chiroxylographic
 Chromo
 Chromography
 Chromo-xylography
 Collage
 Collography
 Collotype
 Colour lithography
 Colour printing
 Colour process
 Colour work
 Coloured plate
 Crayon drawing
 Cut

Cut line
 Deep etching
 Del., delt.
 Direct half-tone
 Double plate
 Dragon's blood
 Drypoint etching
 Engraving
 Etching
 Fecit
 Flat proof
 Gravure
 Half-tone
 Heliography
 Heliogravure
 Highlight
 Intaglio
 Legend
 Lettered proof
 Lichtdruck
 Line
 Line block
 Line drawing
 Line engraving
 Linocut
 Linoleum drypoint
 Lithograph
 Lithography
 Lithogravure
 Lithotint
 Metallography
 Mezzotint
 Miniature
 Monochrome
 Mordant
 Offset lithography
 Oleograph
 Oleography
 Open-letter proof
 Photo-engraving
 Photo-gelatine process
 Photo-lithography
 Photo-zincography
 Photogravure
 Phototype
 Planographic process
 Plastocowell
 Plate mark (line)
 Powder
 Print

Process engraving
 Proof before letters
 Relief printing
 Rotogravure
 Scraperboard
 Screen
 Sculpt
 Soft-ground etching
 Stipple
 Two-colour half-tones
 Vignette
 Wood block
 Wood engraving
 Woodcut
 Xylography
 Xylotype

LENDING LIBRARIES

Application form
 Barrier
 Black list
 Book card
 Borrower's number
 Borrowers' register
 Borrower's ticket
 Browne book charging system
 Card charging
 Centralized registration
 Charge
 Charging machine
 Charging methods
 Charging tray
 Circulation
 Closed access
 Date due
 Date guide
 Date label
 Defaulter
 Depositors
 Detroit self-charging system
 Dickman charging system
 Discharging books
 Discharging counter
 Duplicate pay collection
 Fine
 Fine computer
 Floor duty
 Follow-up notices

Guarantor
 Holiday issue
 Identification card
 Indicator
 Issue
 Issue guides
 Lending department (library)
 Library ticket
 Loan
 Loan period
 Membership voucher
 Newark charging system
 Non-resident member
 Open access
 Overdue book
 Overdue notice
 Privilege issue
 Recommender
 Registration
 Renewal
 Renewal slip
 Rental book
 Rental card
 Re-registration
 Reserve card (form, slip)
 Reserved book
 Restricted loan
 Ribbon arrangement
 Self-charging system
 Slip
 Slipping books
 Street index
 Study issue
 Supplementary ticket
 Token charging

LIBRARIES AND LIBRARY WORK—GENERAL

Administrative office assistant
 Alcove mark
 Armaria
 Armarian
 Association library
 Audit
 Back file
 Back number
 Basic stock
 Best books

Bibliotheca
 Binding book
 Binding copy
 Binding record
 Binding slip
 Board of library trustees
 Book boxes
 Book drive
 Book list
 Book mark
 Book number
 Book stock
 Book talk
 Book van
 Bookmark list
 Borough auditors
 Bound volume
 Branch librarian
 Branch library
 Broken order
 Bulletin
 Bulletin board
 Bye-laws
 Call slip
 Central library
 Chained books
 Chained library
 Chartulary
 Chief assistant
 Children's library
 Chronological order
 Circulating library
 Class guide
 Classified library
 Clerical assistant
 Clipping
 Clippings file
 College library
 Commercial section
 Commissioners
 Co-opted member
 Copyright library
 Counter duty
 County library
 Curator
 Current number
 Currently received
 Custodian
 Date label
 Delegation of powers

Delivery station	Municipal library
Delivery van	National Central Library
Department	National library
Department head	Non-fiction
Departmental library	Outlier library
Departmentalized library	Oversize book
Deposit library	Ownership mark
Depository library	Parallel arrangement
Deputy librarian	Pattern
Desk schedule	Pencil dater
Differential rating	Pocket
Display van	Press mark
District auditor	Prison library
Division head	Private mark
Exchange	Process assistant
Extension work	Public library
External reader	Quick-reference books
Film library	Rate, Library
Fixed location	Reader
Flat rate	Readers' adviser
Fugitive facts file	Reading circle
Gramophone library	Reading list
Home bindery	Reading shelves
Hospital library	Recommending committee
Information file	Reference assistant
Inter-library loan	Reference books
Intermediate library	Reference department (library)
Joint committee	Reference librarian
Junior assistant	Reference work
Junior librarian	Regional bureaux
Ledger charging	Registration department
Lending department	Relative location
Liaison officer	Replacement
Librarian-in-charge	Reporting committee
Library administration	Routing
Library authority	Routing slip
Library binding	Rub (rubbing)
Library commission	Rules and regulations
Library committee	School library
Library economy	Scriptorium
Library extension	Section
Library organisation	Selection section
Library school	Selective routing
Library science	Senior assistant
Library sign	Shelving
Library ticket	Slips
Loan	Special collection
Loan period	Staff manual
Local collection	State library
Mobile librarian	Story hour

Straightening
 Subject arrangement
 Subject department
 Subject specialization
 Sub-professional assistant
 Subscriber
 Subscription library
 Superintendent of branches
 Superintendent of the reading room
 T.I.D.U.
 Time numbers
 Time schedule (sheet)
 Topic guide
 Travelling library
 University library
 Vertical file
 Visible index
 Volume
 Weeding
 Wilson cards
 Withdrawal
 Withdrawals register
 Work book
 Work responsibility schedule

LIBRARY SERVICES, BUILDINGS & EQUIPMENT

Adjustable periodicals list
 Adjustable shelf
 Adult department
 Alcove
 Armaria
 Barrier
 Binding department
 Book conveyor
 Book rack
 Book rest
 Book shrine
 Book slide
 Book stack
 Book stand
 Book store
 Book support
 Book tray
 Book truck
 Book trough

Book van
 Bookcase
 Booketeria
 Bookmobile
 Branch library
 Browsing room
 Bulletin board
 Carrel
 Cataloguing department
 Central library
 Charging tray
 Chartulary
 Children's library
 Circulating library
 Circulation department
 Circulation desk
 Circulation record
 Circulation work
 College library
 Commercial library
 Commercial section
 Compartment
 Copycat
 Cubook
 Deck
 Delivery room
 Delivery station
 Department
 Departmental library
 Deposit library, deposit station
 Depository library
 Display stand
 Display van
 District library
 Double faced shelf
 Entrance counter
 Exhibition van
 Exit counter
 Face
 File
 Gramophone library
 Home bindery
 Intermediate library
 Island stack
 Lending department (library)
 Library
 Magazine case
 Magazine rack
 Magazine room
 Map room

Modular construction
 Muniment room
 Music library
 Newspaper rack
 Newspaper stack
 Newsroom
 Order department
 Pamphlet box
 Periodical rack
 Plan file
 Popular library
 Press
 Quarto shelving
 Rack
 Radiating stacks
 Range
 Reading machine
 Reading room
 Reference department
 Rolling press
 School libraries department
 School library
 Scriptorium
 Section
 Serials department
 Shelf
 Shelf capacity
 Shelf department
 Shelf dummy
 Shelf guide
 Shelf height
 Shelf list
 Shelving
 Shipping room
 Shop library
 Sliding shelves
 Special collection
 Special library
 Stack
 Staff enclosure
 Staffroom
 Start
 Students' library
 Sub-branch
 Subject department
 Subscription library
 Technical
 Temporary branch
 Tier
 Tier guide

Tilted shelves
 Treadle latches
 University library
 Urban library
 Wall shelving
 Wicket
 Work room
 Work space

MISCELLANEOUS

A.S.L.I.B.
 Abridged edition
 Adaptation
 App.
 Audio-visual aids
 Audit
 Author-publisher
 Author's edition
 Autobiography
 Autography
 Azoflex
 B.U.C.O.P.
 Belles lettres
 Best seller
 Bibliognost
 Bibliolater
 Bibliolatry
 Bibliophile
 Bibliophilism
 Bibliophobia
 Bibliopoesy
 Bibliopole
 Bibliopoly
 Bibliosoph
 Bibliotaph
 Bibliothecal
 Bibliothecary
 Bibliothetic
 Bi-monthly
 Biographee
 Biographical dictionary
 Biography
 Bone folder
 Book review
 Book satchel
 Book shrine
 Booklet
 Bookworm
 Bowdlerized

Brochure
 Braille
 British National Bibliography
 British Society for International
 Bibliography
 Brush-pen
 Bulletin
 C.
 C.I.C.R.I.S.
 Caldecott medal
 Calligraphy
 Capsa
 Carnegie library
 Carnegie medal
 Cartogram
 Cartographer
 Cartography
 Cartouche
 Catch letters
 Catchword
 Catena
 Catenati
 Chartulary
 Chrestomathy
 Chronicles
 Collected edition
 Confer
 Contact photography
 Copyright deposit
 Copyright list
 Copywriter
 Curiosa
 Daily
 Definite edition
 Deposit copy
 Diacritical mark
 Dazotype process
 Digest
 Directory
 Documentation
 Dog-eared
 Edit
 Edited
 Editorial
 Emblem book
 Embossed book
 Enchiridion
 Encyclopaedia
 Ephemera
 Ephemerides

Epigraph
 Epistolaria
 Epitome
 Erotica
 Et al.
 Et infra.
 Excerpt
 Expurgated edition
 F.I.D.
 Facetiae
 Facsimile
 Fair copying declaration
 Farmington Plan
 Federation Internationale de
 Documentation
 Festschrift
 File
 Filmscript
 Finding list
 First-line index
 Fly sheet
 Folder
 Fortnightly
 Foxed
 Free hand
 Free lance
 G.S.G.S. series of maps
 Gazetteer
 Genealogical table
 Geological survey
 Glossary
 Grangerizing
 Guide book
 Hachures
 Half monthly
 Harvard system
 Hectograph process
 Hieroglyphics
 Holiday guide
 Holograph
 House journal
 Hydrographic chart
 I.F.L.A.
 I.S.O.
 Iconography
 Ideograph
 In print
 Index expurgatorius
 Institut International de
 Documentation

Index librorum prohibitorum	Mounted
Index map	National Central library
<i>Index translationum</i>	Net book
Inlay	Net book agreement
Inset map	Newbery Medal
International millionth map	Newspaper
Isephodic map	Newsprint
Isochronic map	Nihil obstat
Isogonic chart	Nothing before something
Isopleth map	Novel
Isopleths	Novela
Journal	Novelette
Junior book	Novelist
Juvenile book	Number
Kate Greenaway medal	O.P.
L.A.	Omnibus book
Lacuna	Omnibus review
Land Utilization Survey of	Op. cit.
Britain	Opus number
Leaderette	Ordnance Survey
Lecture series	Orihon
Legend	Orthography
Lemma	Out of print
Librarii	Out of stock
Librarian	Outlier library
Librarianship	P.
Library discount	Palimpsest
Libretto	Pamphlet
Librettist	Pantograph
Literary agent	Papyrology
Locus sigilli	Papyrus
London Union Catalogue	Paragraph mark
Magazine	Parallel mark
Manilla paper	Paraph
Manuscript	Parenthesis
Memoir	Parliamentary publications
Microcard	Part
Microfiche	Pastiche
Microfilm	Penny-dreadful
Micro-opaque	Periodical
Microphotography	Periodical index
Microprint	Photo-charger
Minim	Photostat
Monograph	Pictograph
Monthly	Picture book
Moon type	Plagiarism
Morgue	Polonym
Mosaic map	Polyglot
Mount	Polygraphic
	Polygraphy

Polynomial	Society publication
Polyonymal	Special edition
Polyonymous	Special issue
Polyoptical	Special number
Pornography	Spirit duplicator
Portfolio	Square brackets
Portolan chart	Standard work
Posthumous work	Star signature
Prescribed books	Stationarii
Press agent	Statutory instruments
Press photographer	Sub-entry
Press release	Sub-index
Primary sources	Subject
Proceedings	Supplement
Prompt copy	Supposed author
Prospectus	Supra
Pseudandry	Survey
Pseudojyn	Syllabification
Public documents	Synopsis
Public libraries acts	T.I.D.U.
Pulp magazine	Talking book
Quarterly	Tetralogy
Quire	Thriller
Quotes	Tome
Radio script	Tract
Record	Trade paper
Reflex copying	Transactions
Regional bureaux	Transcript
Relative relief map	Translation
Relief map	Translator
Replica	Transliteration
Review	Trilogy
Rutherford	Twopenny library
S.C.O.N.U.L.	Unauthorized edition
S.C.O.T.A.P.L.L.	Uniform title
Scenario	Vade-mecum
Score	Vari-typer
Second-hand catalogue	Verbatim report
Secondary sources	Vernacular
Sectionalized index	Version
Select list	Vide supra
Seq.	Visual aids
Sequel	Volumes
Serial	Volumen
Service basis	Wash drawing
Set	Weekly
Sheffield scheme	White paper
Short story	Whole number
Sign manual	Worm-bore
Size rule	Year book

PALÆOGRAPHY AND ARCHIVES

Archive
 Archivist
 Autography
 Bailiff
 Bill
 Bill of Middlesex
 Brief
 Bull
 Catchword
 Chancery
 Charter
 Charter Roll
 Chartulary
 Close roll
 Colophon
 Court Baron
 Court hand
 Court leet
 Court roll
 Cursive
 Diplomatic
 Dorse
 Enrolled account
 Enrolment
 Explicit
 Free hand
 Glosses
 Historiated Initial
 Hundred rolls
 Illuminated initial
 Incipit
 Indenture
 Judicial writ
 Lemma
 Letters close
 Letters patent
 Majuscule
 Marginalia
 Membrane
 Miniature
 Minim
 Ministers' accounts
 Minuscule
 Original writ
 Palimpsest
 Papyrus

Paraph
 Parchment
 Patent roll
 Pipe roll
 Plea roll
 Record
 Recto
 Runes
 Serif
 Set hand
 Sign manual
 Signature
 Starr
 Steward
 Tally
 Text hand
 Unical
 Vellum
 Verso
 Writ

PAPER AND PAPER MAKING

Air-dried
 Antique
 Antique finish
 Art
 Bible paper
 Body paper
 Boiling
 Book paper
 Breaker
 Bristol board
 Calender
 Calendered paper
 Cartridge paper
 Chemical wood
 China paper
 Coated paper
 Comb pattern
 Couch roll
 Counter mark
 Cover paper
 Crown
 Dandy roll
 Deckle edge
 Demy

Digester
 Double
 Double Crown
 Duodecimo
 Duplex paper
 Enamel paper
 Engine-sizing
 Esparto
 Finish
 Flong
 Fold symbol
 Folio
 Foolscap
 Fourdrinier machine
 Furnish
 Glassine
 Grain
 Guillotine
 Half stuff
 Hand made paper
 Hollander
 Imperial
 India paper
 Ingrain
 Japanese vellum
 Japon vellum
 Kier
 Laid paper
 Large post
 Large royal
 Leatherette
 Linen faced
 Linen finish
 Linen paper
 Lining paper
 Lint
 M.F.
 M.G.
 Manilla paper
 Marbled paper
 Marbling
 Mechanical wood
 Medium
 Mottled finish
 Mould
 Octavo
 Octodecimo
 Offset paper
 Onion skin
 Paper finishes

Paper sizes
 Plate paper
 Pulp
 Quarto
 Quire
 Rag paper
 Ramie
 Ream
 Royal
 Seventy-two mo
 Sexto
 Sexto-decimo
 Sheet
 Sixty-four mo
 Stock
 Stippling
 Stuff
 Super royal
 Supercalendered paper
 Thirty-six mo
 Thirty-two mo
 Tracing paper
 Tricesimo-secundo
 Trimmed
 Tub-sizing
 Twenty-mo
 Vat
 Vat-sized
 Vicesimo-quarto
 Water-leaf
 Watermark
 Whole stuff
 Willow
 Wood pulp
 Wove paper

PRINTING

Alography
 Antiqua
 Arm
 Art canvas
 Ascender
 Assembling
 Asterisk
 Atlas folio
 Author's proof
 Author's revise
 Autography

Auto-lithography	Composition
Back	Compositor
Back margin	Condensed type
Back mark	Copy
Back up	Corrigenda
Bar	Counter
Bastard type	Cross head
Battered	Crotch
Beard	Culo de lampe
Bed	Cum privilegio
Belly	Curves
Bevel	Cut
Biblio	Cut-in letter
Bibliographical note	Cut line
Bill of type	Cylinder press
Black	Dagger
Black letter	Date line
Black step	Dead matter
Blind P	Delete
Block	Device
Body	Diphthong
Body matter	Direction line
Body type	Direction number
Bold face	Die
Bowl	Die sinking
Brace	Die stamping
Broken letter	Die sunk
Capitals	Direction line
Caption	Dirty proof
Caption title	Distributing
Caret	Double
Carriage	Double dagger
Case	Double setting
Casting off	Double title-page
Catch letters	Drop-down title
Catch line	Drop folio
Catchword	Drop letter
Centre note	Dropped head
Chapter	Dropped letter
Chapter heading	Dummy
Chase	Duotone
Chiaroscuro	Electrotype (Electro)
Clean proof	Em
Cliché	Em dash
Close up	Em quadrat
Clump	Embossed
Cock-up initial	Embossing
Coffin	En
Column	En quadrat
Compose	En rule

Face	Head ornament
Factotum	Head title
False hyphen	Heading
Family	Headline
Fat faces	Heliography
Feet	Heliogravure
Finish	Imposition
Flat bed press	Impression
Flat proof	Imprint
Flat pull	In quires
Floret	In sheets
Flowers	In slip
Flush	Incut note
Flush paragraph	Indent
Follow copy	Indention
Footline	Inferior letters (figures)
Footnote	Initial letter
Forme	Inner forme
Foul proof	Insert
Founders' type	Inset
Foundry proof	Intaglio
Font (Font)	Intaglio printing
Four-colour process	Interlay
Frame	Intertype
Framed-cut	Interrogation point
French rule	Italic
Frisket	Jeté en moule (Get en mol)
Frontispiece	Justifying
Full colour	Keep down
Full out	Keep in
Furniture	Keep out
Galley	Keep standing
Galley Press	Keep up
Gauge	Kern
Glyphography	Kerned
Gothic, or Black letter, type	Kettle stitch
Gravure	Layout
Groove	Lead, to
Guide-letter	Loaded matter
Gutter	Leader
Hair line	Leads
Hair space	Legend
Half-sheet work	Letter spacing
Half-tone	Letterpress
Hand gravure	Ligature
Hand press	Line
Hand set	Line block
Hanging indention (paragraph)	Linofilm
Head	Linotype
Head-band	Lithography

Lithogravure
 Lithotint
 Locking up
 Logotype
 Long primer
 Lower case letters
 Ludlow
 Machine revise
 Mackle
 Magazine
 Make-ready
 Make-up
 Marginal head
 Marginal notes (marginalia)
 Matrix
 Matter
 Measure
 Miehle
 Misprint
 Modern face
 Monotype
 Mortice
 Mould
 Movable type
 Nick
 Nickel-faced stereo
 Note
 Offcut
 Offset
 Offset lithography
 Offset printing
 Offset printing press
 Old English
 Old face
 Old style
 Oleograph
 Oleography
 Omission marks
 Ornaments
 Over matter
 Overlay
 Overplus
 Page cord
 Page headline
 Pantone
 Paragraph mark
 Parallel mark
 Perfect copy
 Perfecter
 Perfecting

Photogravure
 Photo-lithography
 Photo-offset
 Photo-typography
 Pica
 Pie
 Pin-mark
 Plaster of Paris mould
 Plate
 Platen
 Platen press
 Point
 Points
 Press
 Press book
 Press number
 Press proof
 Presses
 Prima
 Printer
 Private press
 Privately printed
 Process block
 Progressive proof
 Proof
 Proof reader
 Pull
 Pulled type
 Quad
 Quoins
 Quotations
 Reader
 Ream
 Recto
 Red printing
 Reference marks
 Reglet
 Relief printing
 Reprint
 Replika
 Rider
 Roman
 Roman numerals
 Ronde
 Rotaprint
 Rotary press
 Rotogravure
 Rubric
 Rule
 Rule border

Run on	Store
Run over	Stop-cylinder press
Runners	Stress
Running title	Style manual (style book)
Sans serif	Style of the house
Schwabacher	Super-caster
Screen	Superior letters (figures)
Script	Swash letters
Section headline	Tab
Section title	Table
Section mark	Tabular work
Selectasine	Tail ornament
Serif	Tailed letter
Set	Thermography
Set off	Thick space
Set solid	Thin space
Shank	Three-colour process
Sheet work	Tilde
Sheeto (in sheets)	Title page border
Sheetwise	Title signature
Shell	Titling
Shorts	Toggle press
Shoulder	Transfer
Shoulder head	Turned letter
Shoulder note	Turnover
Side	Two-colour half-tones
Side bearing	Two colour process
Side head	Two-line
Side note	Two-revolution machine
Signature	Tympan
Signature and catchword line	Type
Signed page	Type face
Silk screen	Type gauge
Slab serif	Type-high
Slips	Type metal
Slug	Type size
Small capitals	Typograph
Sort	Typographer
Space	Typography
Space lines	Underlay
Space to fill	Underline
Standing type	Upper case letters
Stanhope press	Variant
Star signature	Venetian type
Stem	Volume signature
Stereotype (Stereotype)	Wavy line
Stet	Web fed
Stick	Web machine
Stippling	Weight of face
Stock	White letter

White-out	Wrong fount
Wood letter	X-height
Work and tumble	Xylography
Work and turn	Zincograph
Work up	Zincography

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