Case file no.: XIV/264/**14**/17 **Glossary** Attachment no. 1a to ToR **(amended on 2017-11-16)**

|  |  |
| --- | --- |
|  | **System Administrator** – the Person employed by the National Library of Poland, responsible for System management and its effective operation. |
|  | **Search algorithm** - an ordered sequence of actions performed by the search engine while searching through the database and presenting search results. |
|  | **API REST** (Representational State Transfer) — network architecture standard to ensure interoperability of computer systems online enabling systems to access and manipulate textual representations of Web resources using a unified and predefined set of stateless operations; there are other forms of network services that expose one to any set of operations, such as WSDL and SOAP. |
|  | **AXAPTA** (Microsoft Dynamics AX — currently Microsoft Dynamics 365 for Operations) — an integrated IT system supporting management, providing support of business processes in a company. |
|  | **Test database** - a database that allows solutions to be tested safely on a test copy of real data, without the risk of loss or change of key (production) data. |
|  | **Library** - a cultural institution whose core tasks include collection, development, storage and protection of library materials and the support of readers, primarily through the sharing of collections and the performing information activities. |
|  | **CAS** (Central Authentication Service) - Single sign-on protocol on the Internet, allowing multiple sign-on users to log on at once while providing authentication (such as ID and passwords) only once. |
|  | **Computational Cloud** - a data processing model in Data Center of a service provider based on the use of services provided by a service provider and made available through the Internet. |
|  | **CSV** – data storage format in text files. |
|  | **Patron** - an individual using the library materials of a given library |
|  | **Reader desideratum** — a request for a specific document or other forms of library services reported by the reader or quoted from the information sources. |
|  | **Obligatory copy** - type of inflow; one or more copies provided free of charge and obligatorily under the law by publishers to authorized institutions. |
|  | **Retained copy** - a copy in the reader's account kept after the return date**.** |
|  | **Data Export** – conversion of information from system databases to (text or other specified format) files or other databases**.** |
|  | **Social Media Services** - a set of tools for interaction and communication between software users. |
|  | **Collection of library materials -** one of the basic librarian activities consisting in the planned accumulation of collection. |
|  | **Statistical group** - a group in the statistical structure of library readers defined by Central Statistical Office (GUS-K03 report), e.g. children, students, workers, retirees. |
|  | **Extension history** - records of extensions of the date of return of the book given to the reader. |
|  | **Loan history**- a record of items on loan in a reader's account. |
|  | **Search history** — list of all searches a reader has made in a given session. |
|  | **Implementation** - the process of implementing a system in a given library, which consists in system supply, configuration and data migration. |
|  | **Data import** – download of data from a strictly structured file. |
|  | **Search index** - a search criterion that determines which records of all types are searched through. |
|  | **Library Institution** - an independent organizational unit that is a library or which includes a library that is not an independent organizational unit. |
|  | **Administrative interface** - part of the library system designated for the administrator. |
|  | **Work interface** - part of the library system designated for users. |
|  | **Search engine** - part of the library system designated for readers. |
|  | **ISBD** - International Standard Bibliographic Description. |
|  | **ISBN** (International Standard Book Number) -a unique 13-digit book identification code; until 31 December 2006, it contained 10 digits; the number should identify the country, publisher, title and issue. |
|  | **ISSN** (International Standard Serial Number for Continuous Publication) – a unique 8-digit ID code for classic and electronic continuous publications. |
|  | **Information and search languages** - artificial languages with specialized functions of reproducing the content and form of documents and content of readers' queries, as well as search for documents in the information collection in response to the reader's query, e.g. Descriptors of National Library of Poland, Subject headings of National Library of Poland. |
|  | **JSON -** Computer data exchange format, based on the JavaScript subscript. |
|  | **Reader's card (library card)** - membership card authorizing the holder (reader) to use the library. |
|  | **Directory of standard records** - a form of organization and presentation of the selected information and search language, which establishes relations between expressions of this language and expressions of the natural language. As an essential part of a library IT systems, standard records serve as a means to: establish standardized forms of passwords in accordance with the accepted pattern (which provide a means of checking the correctness of data entered into directories) and mapping the relationship between master and formal rejected records (thereby increasing the search capabilities of the system). They combine records of the material description into one coherent language system ensuring the uniqueness, standardization and consistency of data entered into library directories. |
|  | **Barcode** - Graphical representation of information by a combination of dark and light elements, determined by the code symbols describing the code structure (e.g. its dimensions, coded character set, control digit calculation algorithm and others). |
|  | **Reservation line** – an ordered list of readers waiting for an ordered material. |
|  | **eBook Collection** - a collection of books in electronic format, intended for reading with appropriate software installed in a computer device. |
|  | **Library consortium -** an organization that brings together several library institutions to create a common access point to their collections. |
|  | **User Account** - A set of resources and powers within a System that is assigned to a particular user. |
|  | **Inventory Book** - A list of library objects with a separate description of each unit included in the Library's assets, drafted for registration, ordering, identification, or science and information purposes. |
|  | **Purchase** - one of the sources of inflow of library materials; also, activities related to the acquisition of documents to the library. |
|  | **LDAP** — a protocol for usage of directory services, based on the X.500 standard. This is also the name of a directory service that allows you to exchange information over TCP / IP. |
|  | **MARC 21** —carrier of bibliographic information for printed and manuscripted textual material, computer files, cartographic documents, musical documents, continuous resources, visual and mixed documents. Bibliographic data usually includes titles, names, topics, comments, editorial data, and physical description of the unit. |
|  | **Library materials** - items collected, developed and provided in the library. |
|  | **Role Mechanism** - A mechanism to control access to a system by defining the roles to which the system authorisations are allocated. Roles are assigned to users, so they are authorized to perform specific actions for these roles. The user may have multiple assigned roles. A role can be assigned to multiple users. |
|  | **Bibliographic Manager** - is a tool to help one gather and manage data about used content (articles, books, chapters, web pages, etc.), to generate bibliographic descriptions by selected standards, to insert references, and bibliography. |
|  | **Data migration** – transfer of data from one computer system, database, data format to another. |
|  | **Accession number** - the number at which the library material was entered in the books of inflows or register of acquisitions. |
|  | **National bibliography number** - the number assigned to a given bibliographic record, specifying its place in the national bibliography**.** |
|  | **Reader Number** - a unique code that identifies the reader in the database. |
|  | **Copy Number** - a serial number assigned by the publisher of a low-volume copy issued manually or by a numbered counter, usually on the editorial page. |
|  | **Inventory Number** - The number at which the library object was entered in the inventory book. |
|  | **Control number –**number in the MARC21 standard identifying a record in all directories that contain a copy of this record. In the internal formats of some automated systems, this field contains the system number automatically provided by the system. This number identifies the record within a single database. In this case, the control number is placed in field 035. |
|  | **OAI-PMH** (Open Archives Initiative Protocol for Metadata Harvesting) — a protocol developed by the international community known as the Open Archive Initiative. It is used to retrieve and collect (export, import) bibliographic records (metadata) from multiple archives in the aggregator so that new services can be created. The OAI-PMH implementation must be connected with metadata saved in Dublin Core Metadata but may also support additional metadata representations. |
|  | **System objects -** objects structuring data in the system, e.g. tables, indexes. |
|  | **ODBC** — ODBC - open database connection; An interface that allows programs to connect to database management systems. This is an API independent from the programming language, operating system, and database. ODBC includes calls built-in to applications and ODBC drivers. |
|  | **Basic operation** - the name of the activity determined by the computer hardware or programmatically defined activity in the library software, for instance, lending, saving readers data, searching through the directory. |
|  | **Development of library materials** - one of the basic librarian activities involving classification, cataloguing and inventory of collections. |
|  | **Online payments** – an electronic payment method through a credit card, bank transfer or other electronic payment solutions. |
|  | **Subfield** - sub-unit within variable length field in MARC 21 record; The subfield is entered by a two-character subfield tag. |
|  | **Basic operations** - entering, saving and searching for data in the system. |
|  | **Local field** - a data unit in the MARC 21 record that is visible only in a given library, identified by a three-digit numerical label. |
|  | **Mandatory field** - A data unit in the MARC21 record, mandatorily provided with data. |
|  | **Extension** – extension of the date of return of the library material given to the reader. |
|  | **RDA** — a cataloguing standard that replaces the second edition of the Anglo-American Cataloguing Rules (AACR2); Its structure is based on FRBR and FRAD models; The general rule of the RDA for taking data into a description is "take what you see," allowing you to automatically acquire metadata without having to thoroughly edit it. |
|  | **Bibliographic record** - a position representing a particular unit in a library directory or bibliographic database, containing all data elements presented in a specific bibliographic format. |
|  | **Reader's record** - an element of a database containing a set of data about a given reader. |
|  | **Supplier record** - an element of a database containing a set of data for a given supplier of library materials. |
|  | **Record copy** – an element of a database containing a set of data regarding the inventory unit. |
|  | **Fund Record** - an element of a database containing a set of data related to the fund dedicated to the purchase of library materials. |
|  | **Bill record** – an element of a database containing a set of bill data relating to the purchase of library materials. |
|  | **Master Record** - a set of data elements that identifies a unit and can be used to facilitate access to a unified access point for a given unit or to display any access point to that unit. |
|  | **Order Record** – an element of a database containing a set of data for a given library resource order. |
|  | **Journal Resource Record** – elements of a database containing a journal dataset. |
|  | **RTL** (right-to-left) – a text in which the characters are written from right to left (e.g. in Hebrew, Arabic and Persian). |
|  | **SaaS** (Software as a Service) – a cloud computing model in which software is provided in the form of a service distributed via the Internet. Responsibility for maintaining the business continuity, development and updating of the delivered software rests entirely with the service provider. |
|  | **SAP** (*System Applications and Products in Data Processing) – Integrated IT system for effective management support.* |
|  | **Single sign-on** — a single sign-on mechanism consists in one-time signup that opens access for the sign-on to many independent resources - applications, databases, systems with different logging methods. |
|  | **Reference number** - digital or digital and letter character characterizing the storage location of the library material in the library. |
|  | **UKD** (Universal Decimal Classification) - a system of classifying library collections based on the decimal system. |
|  | **UNICODE** — A computer set of characters designed to cover all the scripts used in the world. It is defined by two standards: Unicode and ISO 10646. The characters of both standards are identical. These standards differ in minor matters, for instance, Unicode determines the composition. |
|  | **USOS** (University Study Support System) – an IT system for managing the course of higher education. |
|  | **UTF-8** - Unicode encoding system, using 8 to 32 bits to encode a single character, fully ASCII-compatible. It is most commonly used to store inscription in files and network communication. |
|  | **User** - a person who is a library employee (regardless of the type of contract entered into) with access to the System through a user account. |
|  | **WCAG 2.0** — a collection of documents published by WAI with recommendations for the creation of the available Internet services. From 15 October 2012, the WCAG 2.0 guidelines have gained the international ISO / IEC 40500: 2012 status. |
|  | **Social Plug-ins** - tools, buttons, fields used by other websites to provide readers with the ability to use them in a personalized way, with access to social information. |
|  | **Simple Search** – a search where the search process is started immediately after typing the search term in the search box (and possibly by pressing the corresponding button, e.g. "Search" or the Enter key), without specifying additional search terms; Results can be filtered by faceting only after the search process is completed and results are displayed. |
|  | **Advanced Search** - A search where the search process does not start immediately after typing the search term in the search box (and possibly by pressing the corresponding button, e.g. "Search" or the Enter key), but where the reader has the option to select additional search terms before launching, |
|  | **Z39.50** — The protocol for searching and downloading information from remote computer databases. It is defined in ANSI / NISO and ISO 23950. |