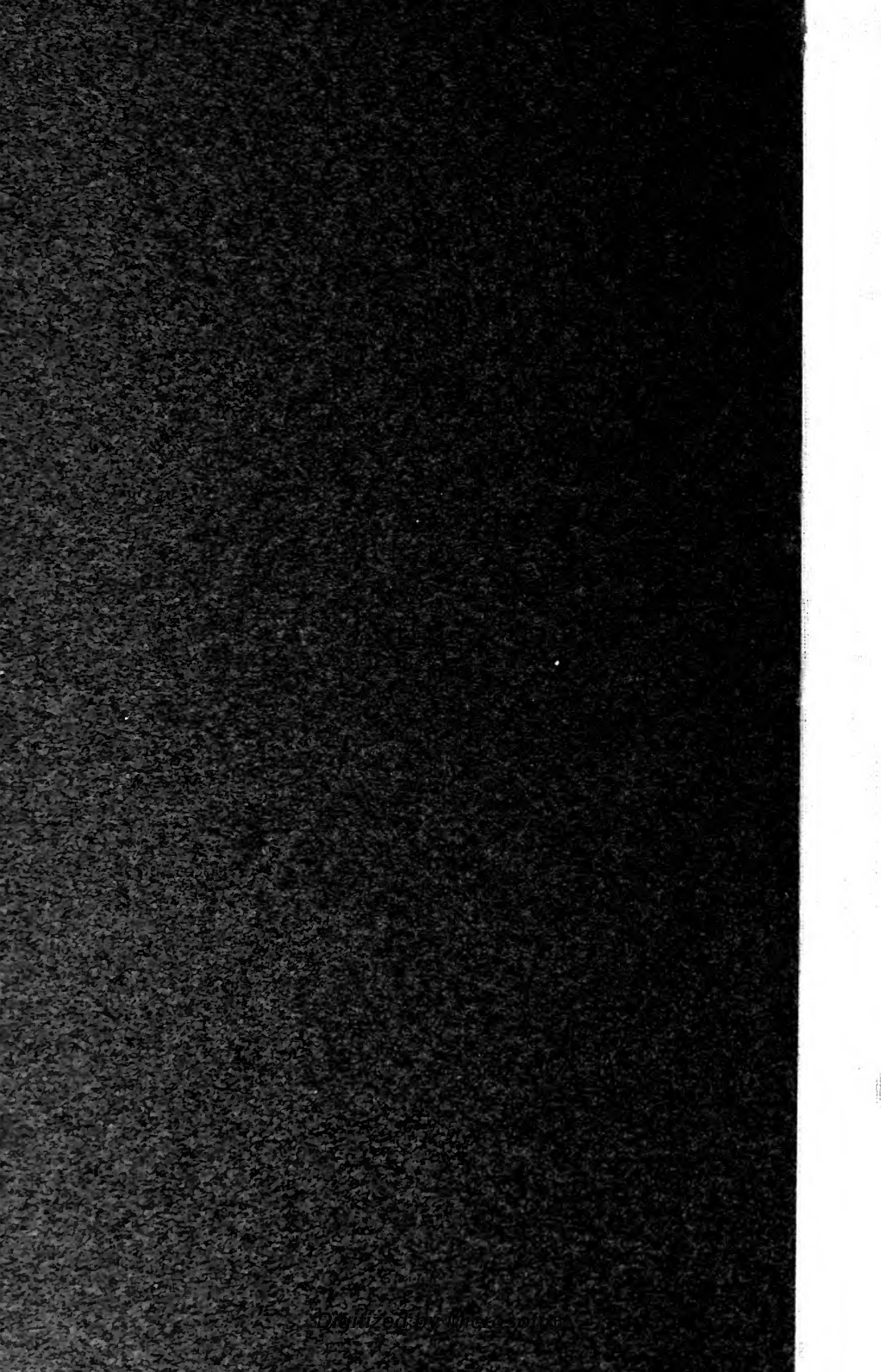


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Moth, Axel

Glossary of library
terms.

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**GLOSSARY
OF
LIBRARY TERMS**

**ENGLISH, DANISH, DUTCH, FRENCH,
GERMAN, ITALIAN, SPANISH,
SWEDISH**

BY

AXEL MOTH

**CHIEF OF REFERENCE DEPARTMENT CATALOGUING
DIVISION NEW YORK PUBLIC LIBRARY**

USEFUL REFERENCE SERIES No. 10

**BOSTON
THE BOSTON BOOK COMPANY
1915**

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INTRODUCTION

A number of years ago I began working on a polyglot dictionary of book terms, including library terms, but as I learned that others had entered the field ahead of me my plan had to be abandoned. Meanwhile, as no list of foreign library terms was, to my knowledge, ever published, the Boston Book Company suggested that I prepare a glossary of such terms, and this pamphlet is the result.

To Mr. F. K. Walter, the Vice-Director of the New York State Library School, I am indebted for the definitions in the English list.

In working on the prospective dictionary mentioned above, of which a part will appear as a supplement to F. K. Walter's "Abbreviations and Technical Terms used in Book Catalogs and in Bibliographies," I received the kind assistance of several European librarians, namely, Dr. H. Greve, the Hague; Mr. R. van der Meulen, Rotterdam; Dr. Isak Collijn, Upsala; Dr. Eugenio Rossi, Milan and Mrs. E. Figarola-Caneda, Havana. To these scholars I herewith extend my sincere thanks for their assistance, valuable also in the preparation of this glossary.

The library terms have been compiled chiefly from foreign library handbooks and periodicals. A number of the terms are still so new that they may not have been generally accepted, and in a number of cases several expressions have been found which indicated the same idea. In such cases all terms found have been given.

This glossary being a first attempt, is necessarily very limited in its scope, but if it should be found of use to library students and librarians it may serve as a foundation for a more comprehensive work.

Should it prove to be of help in reading foreign library literature, and, in some measure, promote the intercourse of librarians who speak different tongues, the compiler's aim will be attained.

GLOSSARY

OF

LIBRARY TERMS

(ENGLISH, DANISH, DUTCH, FRENCH,
GERMAN, ITALIAN, SPANISH, SWEDISH)

ABBREVIATIONS USED

<i>Dan.</i> Danish	<i>It.</i> Italian
<i>Du.</i> Dutch	<i>Sp.</i> Spanish
<i>Fr.</i> French	<i>Sw.</i> Swedish
<i>Ger.</i> German	

ENGLISH

A

accession-book. A book in which accessions to the library are recorded in approximately the order of receipt, with such bibliographic details as are considered necessary fully to identify the book. In some libraries the accession record is kept on cards or incorporated with other records such as the shelf-list, order index, or official catalog.

Dan. Tilvækstbog; Accessionskatalog; *Du.* aanwinstenboek, stamboek, stamcatalogus; *Fr.* registre d'entr e, registre d'acquisitions; *Ger.* Accessionsjournal, Zugangsregister, Zugangsverzeichnis, Zuwachsverzeichnis; *It.* registro di entrata, registro d'ingresso; *Sp.* libro de entrada, registro de entrada; *Sw.* f rv rfsbok, accessionskatalog.

accession-number. The number under which the book is entered in the accession record. It shows the order in which the article is received, the order of entry usually being determined either by the date of the bill or the date of receipt in the library.

Dan. Tilvækstnummer; *Du.* aanwinstennummer, stamboeknummer; *Fr.* num ro du registre d'entr e; *Ger.* Zugangsnummer, Zuwachsnummer, Accessionsnummer; *It.* numero del registro di entrata, numero del registro d'ingresso; *Sp.* numero del libro de entrada; *Sw.* f rv rfsnummer, accessionsnummer.

adjustable bookshelf. *See* **bookshelf, adjustable.**

admission, card of. The card or other credential which grants the holder admission to and use of the library. It may be either a separate credential or the borrower's card (q. v.) or guarantor's card (q. v.). A card of admission is very seldom required in American libraries even in those of only a semi-public character.

Dan. Adgangskort; *Du.* toegangskaat, entreekaart; *Fr.* carte d'entr e; *Ger.* Einlasskarte; *It.* carta d'ammissione; *Sp.* papeleta de entrada; *Sw.* intr deskort.

annual report. *See* **report, annual.**

apprentice. A person who is admitted to the library staff for the purpose of learning the methods of that particular library, generally without pay.

Dan. Lærling; *Du.* leerling; *Fr.* apprenti; *Ger.* Lehrling; *It.* apprendista; *Sp.* aprendiz; *Sw.* lärling.

appropriation. The money granted from public revenues or private funds for library use.

Dan. Bevilling; *Du.* bestemming van fondsen; *Fr.* appropriation; *Ger.* Bewilligung; *It.* appropriazione; *Sp.* suma presupuestada; *Sw.* bevilling.

approval on. *See on approval.*

assistant librarian. In most libraries, the staff member next in authority to the chief librarian. In some libraries, the title is assigned to department heads and is usually coupled with some indication of their particular work, e.g., assistant librarian in charge of cataloguing.

Dan. Underbibliotekar; *Du.* adjunct-bibliothecaris, onderbibliothecaris; *Fr.* conservateur, bibliothécaire adjoint; *Ger.* Bibliothekar, Unterbibliothekar; *It.* bibliotecario coadiutivo, sotto-bibliotecario; *Sp.* soto-bibliotecario, sub-bibliotecario; *Sw.* biblioteksmanuens, vicebibliotekarie.

author, joint. *See joint author.*

author-catalogue. A catalogue in which the entries are alphabetically arranged, usually by the surnames of the authors.

Dan. Forfatterkatalog, Nominalkatalog; *Du.* auteurs-catalogus, schrijvers-catalogus, naam-catalogus; *Fr.* catalogue alphabétique par noms d'auteurs; *Ger.* Nominalkatalog, Autorenkatalog; *It.* catalogo per autori; *Sp.* catálogo alfabético de autores; *Sw.* författarkatalog, nominalkatalog.

author-entry. An entry in a catalog or bibliography in which the heading is the name of the author, usually, in transposed order, i.e., the surname first.

Dan. Forfatterpost; *Du.* vermelding onder den schrijvers naam; *Fr.* mise en vedette du nom de l'auteur; *Ger.* Eintragung unter dem Namen des Verfassers; *It.* iscrizione per autore; *Sp.* entrada por autor, apuntada por autor, asentada por autor; *Sw.* slagord efter författare, författarrubrik.

available. Usually to be interpreted as meaning that the book, pamphlet, etc., may be obtained for the person asking for it. The negative sense "not available" (q. v.) is used with widely varying meanings in different libraries. Among the most common causes for "not available" books are: (1) not in the library; (2) ordered, but not received; (3) received, but not yet ready for the shelves; (4) temporarily not usable because in process of cataloguing, binding, etc.; (5) use restricted by special conditions.

Dan. disponibel; *Du.* disponibel; *Fr.* accessible au public; *Ger.* benutzbar, benützbär; *It.* accessibile al pubblico; *Sp.* á la disposición del público; *Sw.* disponibel, åtkomlig.

B

- bindery.** A shop or establishment where books are bound.
Dan. Bogbinderi; *Du.* boekbinderij; *Fr.* atelier de relieur; *Ger.* Buchbinderei; *It.* legatoria; *Sp.* taller de encuadernación; *Sw.* bokbinderi.
- binding record.** The record of books, pamphlets, etc., which have been bound for the library or which are in process of binding. The record is usually either (a) a binding book which gives bibliographical details, dates of sending and receipt, style of binding, price, etc.; (b) a file of slips or cards on which directions to the binder are entered; (c) a file of the book cards taken from the books sent to the binder or; (d) a combination of any two or more of these. The binding book is less used than formerly in American libraries.
Dan. Bogbinderjournal; *Du.* register voor te binden boeken; *Fr.* registre de relieur; *Ger.* Buchbinderjournal, Buchbinderliste; *It.* registro dei legatori; *Sp.* registro de encuadernaciones; *Sw.* bokbindarejournal.
- board of library trustees.** The governing board of a library.
Dan. Bibliotekskommission, Bibliotekskuratorer; *Du.* curatoren der bibliotheek; *Fr.* commission de la bibliothèque; conseil d'administration d'une bibliothèque; *Ger.* Bibliothekskommission; *It.* giunta di vigilanza della biblioteca, consiglio della biblioteca; *Sp.* junta de la comisión de biblioteca. *Sw.* bibliotekskommission.
- book.** *Dan.* Bog; *Du.* boek; *Fr.* livre; *Ger.* Buch; *It.* libro; *Sp.* libro; *Sw.* bok.
- book-brace or book-support.** An appliance, usually bracket-shaped, to support the books on the shelf.
Dan. Bogstøtte; *Du.* boekensteunder, boeksteun; *Fr.* appuili-vres; *Ger.* Bücherstütze, Bücherhalter; *It.* appoggia libri; *Sp.* apoya libros; *Sw.* bokstöd.
- book-card.** A card placed in the book pocket (card pocket) of each book issued by the circulation department, to serve as a record of books lent.
Dan. Bogkort; *Du.* boekkaart; *Fr.* carte de prêt; *Ger.* Buchkarte; *It.* scheda di libro; *Sp.* tarjeta para libro prestado; *Sw.* bokkort.
- book-card pocket.** See card pocket.
- bookcase or bookpress.**
Dan. Reol; *Du.* boekenkast, boekenrek; *Fr.* armoire aux livres, bibliothèque, tablettes; *Ger.* Bücherschrank, Repositorium; *It.* armadio da libri, scansia; *Sp.* armario para libros, estante; *Sw.* bokskåp, bokhylla.
- bookcase, revolving.** A bookcase, mounted on a stand with a metal axis on which the case revolves.
Dan. roterende Reol; *Du.* draaiende boekenetage; *Fr.* bibliothèque tournante; *Ger.* rotirendes Büchergestell; *It.* scaffale girante; *Sp.* estante giratorio, biblioteca giratoria; *Sw.* roterande bokhylla.
- bookcase, sidepiece of a.**
Dan. Sidestykke paa en Reol; *Du.* zijkant van de boekenkast; *Fr.* montant; *Ger.* Wange des Repositoriums, Seitenwand des Repositoriums; *It.* fiancata di uno scaffale per libri; *Sp.* escalón; *Sw.* hyllståndare.

book-collector. An individual who collects books, not for commercial purposes, usually with emphasis on one or more specific subjects.

Dan. Bogsamler; *Du.* boekenverzamelaar; *Fr.* collectionneur de livres; *Ger.* Büchersammler; *It.* collettore dei libri; *Sp.* colector de libros; *Sw.* boksamlare.

book label. A label containing the "class mark," q. v., and such other information as may be necessary to shelve the book properly. The term "book label" is sometimes used by publishers and booksellers to indicate a paper label, with the author and the title pasted on the book.

Dan. Boglap; *Du.* rugschild, etiket; *Fr.* pièce au dos, étiquette; *Ger.* Rückenschild; *It.* cartello, cartellino; *Sp.* etiqueta, tejuelo; *Sw.* boklapp.

booklift. A small elevator designed to carry books from one floor or stack level to another.

Dan. Bog-Elevator; *Du.* boekenlift; *Fr.* monte-charge pour livres; *Ger.* Bücheraufzug; *It.* ascensore per libri; *Sp.* ascensor mecánico para libros, monta-cargas para libros; *Sw.* bokhiss.

bookmark. A piece of paper, cloth, or other material, designed to be placed between pages to be consulted or where reading is to be resumed.

Dan. Bogmærke; *Du.* leeswijzer, boekenlegger; *Fr.* signet; *Ger.* Buchzeichen; *It.* segno; *Sp.* marcador; *Sw.* bokmärke.

book pocket. See **card pocket.**

book of reference. See **reference book.**

bookshelf.

Dan. Boghylde, Hylde; *Du.* boekenplank; *Fr.* rayon, tablette; *Ger.* Bücherbrett, Regal; *It.* palchetto, scaffale; *Sp.* anaquel, entrepaño; *Sw.* bokhylla, hylla.

bookshelf, adjustable. A bookshelf, whose position can be changed by means of metal pins, screws, bolts, or other mechanical devices which fasten to the side piece of the bookcase.

Dan. bevægelig Boghylde; *Du.* verplaatsbare boekenplank; *Fr.* rayon mobile; *Ger.* bewegliches Bücherbrett; *It.* palchetto mobile; *Sp.* anaquel móvil; *Sw.* flyttbar bokhylla.

book-support. See **book-brace.**

borrower's card. A card containing the borrower's name, address, registration number and any other matter necessary for identifying the holder as one entitled to the privileges of the library. In American libraries this usually takes the place of the card of admission (q. v.).

Dan. Laanerkort; *Du.* lezerskaart; *Fr.* fiche au nom de l'emprunteur, bulletin de prêt; *Ger.* Leserkarte; *It.* tessera del lettore; *Sp.* tarjeta de préstamos de libros, tarjeta del lector; *Sw.* lånekort.

brackets. Signs used to enclose matter supplied [].

Dan. Klammer; *Du.* haken; *Fr.* crochets carrés; *Ger.* eckige Klammer; *It.* parentesi quadre; *Sp.* paréntesis angulares; *Sw.* klammer.

branch library. A library, with separate quarters, a stock of books, and other essentials of complete organization, but subordinate in its government to a central library or central administration department. *See also* **delivery station** or **deposit station**.

Dan. Hjælpebibliotek, Filialbibliotek; *Du.* hulpbibliotheek; *Fr.* bibliothèque succursale; *Ger.* Filialbibliothek, Zweigbibliothek; *It.* biblioteca succursale; *Sp.* biblioteca sucursal; *Sw.* hjälpbibliotek, filialbibliotek.

C

card. *See* **catalogue card**.

card, borrower's. *See* **borrower's card**.

card, guarantor's. *See* **guarantor's card**.

card of admission. *See* **admission, card of**.

card cabinet or catalogue cabinet. A cabinet or case of drawers for filing catalogue and other record cards.

Dan. Katalogskab; *Du.* kaartenkast, cataloguskast; *Fr.* meuble classeur, meuble à fiches; *Ger.* Repositorium für den Zettelkatalog, Schrank für den Zettelkatalog; *It.* mobile per schedario; *Sp.* mueble con gavetas para el catálogo; *Sw.* katalogskåp.

card catalogue. A catalogue composed of cards, usually of uniform size, standing on edge in drawers or trays, and arranged according to some logical order. (Usually *dictionary, classed, author, subject, q. v.*)

Dan. Kortkatalog, Seddelkatalog; *Du.* kaartcatalogus, fiches-catalogus; *Fr.* catalogue sur fiches, catalogue sur cartes; *Ger.* Zettelkatalog; *It.* catalogo a schede, schedario; *Sp.* catálogo en papeletas, catálogo movable; *Sw.* kortkatalog, lappkatalog.

card pocket. A pocket of stout paper pasted on one of the inside covers of a book to hold the book card or borrower's card. (Also called "book pocket.")

Dan. Kortlomme; *Du.* boekkaartzakje; *Fr.* poche pour la carte de prêt; *Ger.* Buchkarten-Tasche; *Sp.* bolsillo para tarjeta, sobre para tarjeta; *Sw.* kortficka.

catalogue. A list of books usually arranged according to some definite plan. *A. L. A. catalogue rules.* Strictly, a catalogue is a list of books in some definite place or collection, while a *bibliography*, with which it is often confused, is not limited as to location.

Dan. Katalog; *Du.* catalogus; *Fr.* catalogue; *Ger.* Katalog; *It.* catalogo; *Sp.* catálogo; *Sw.* katalog.

catalogue, author. *See* **author catalogue**.

catalogue, card. *See* **card catalogue**.

catalogue, dictionary. *See* **dictionary catalogue**.

catalogue, sheaf. *See* **sheaf catalogue**.

catalogue, subject. *See* **subject catalogue**.

catalogue, union. *See* **union catalogue**.

catalogue in bookform. Either a printed or a manuscript catalogue made by entering the books in ledgers in as nearly definite order as possible.

Dan. Katalog i Bogform; *Du.* bandcatalogus, boekcatalogus; *Fr.* catalogue en volumes; *Ger.* Bandkatalog; *It.* catalogo a volumi; *Sp.* catálogo en volumen; *Sw.* katalog i bokform.

catalogue cabinet. See **card cabinet.**

catalogue card. One of the individual cards of which the card catalogue is composed. The standard size in general use in America at present is 12.5 x 7.5 cm.

Dan. Katalogkort; Katalogseddel; *Du.* cataloguskaart; *Fr.* fiche de catalogue, carte de catalogue; *Ger.* Katalogkarte, Katalogzettel; *It.* scheda di catalogo; *Sp.* cedula de catálogo, papeleta de catálogo; *Sw.* katalogkort, kataloglapp.

catalogue drawer or catalogue tray. One of the drawers of the card cabinet in which catalogue cards are filed.

Dan. Katalogskuffe, Kartotek; *Du.* cataloguslade; *Fr.* tiroir classeur, casier à catalogue; *Ger.* Katalogschublade, Katalogfach; *It.* casellario per catalogo; *Sp.* gaveta del catálogo; *Sw.* kataloglåda.

catalogue tray. See **catalogue drawer.**

cataloguer. A person who makes a catalogue. In business circles a cataloguer is often called an "indexer."

Dan. Katalogisator; *Du.* catalogus-schrijver, catalogus-maker; *Fr.* catalogueur; *Ger.* Katalogbeamter; *It.* cataloghista; *Sp.* catalogador; *Sw.* katalogisator.

cataloguing. The process of making a catalogue. In some libraries the term is used to include all the processes involved in the preparation of a book for the shelves. In others, the term is limited to mean simply the preparation of the cards.

Dan. Katalogisering; *Du.* catalogiseering; *Fr.* cataloguage; *Ger.* Katalogisierung; *It.* catalogazione; *Sp.* catalogación; *Sw.* katalogisering.

chief librarian or director. The official directly responsible to the board of trustees for the government of a library. He is variously called "chief librarian," "librarian," or "director."

Dan. Overbibliotekar; *Du.* hoofdbibliothecaris; *Fr.* bibliothécaire en chef; *Ger.* Oberbibliothekar, Hauptbibliothekar; *It.* bibliotecario capo; *Sp.* bibliotecario jefe; *Sw.* överbibliotekarie.

children, reading room for. See **reading room for children.**

circulating library. See **library, circulating.**

city library. A library for the use of the residents of a city. It is usually free, supported wholly or in part by local taxation, and governed by a board of trustees wholly or in part under the control of the city officials. The city library in America should be clearly distinguished from the "municipal" or "municipal reference" libraries recently established in a number of places. The latter are usually of a reference character and designed primarily for the use of the city officials in their various civic activities.

Dan. Stadsbibliotek; *Du.* stadsbibliotheek; *Fr.* bibliothèque municipale; *Ger.* Stadtbibliothek; *It.* biblioteca municipale; *Sp.* biblioteca municipal; *Sw.* stadsbibliotek.

classified catalogue or systematic catalogue. A catalogue arranged according to some scheme by which different classes are brought together according to their logical relations. This arrangement will vary according to the scheme of classification used.

Dan. systematisk Katalog, Realkatalog; *Du.* systematische catalogus; *Fr.* catalogue systématique; *Ger.* systematischer Katalog, Realkatalog; *It.* catalogo reale, catalogo sistematico delle materie; *Sp.* catalogo sistematico; *Sw.* systematisk katalog, realkatalog.

classification. (a) The arrangement, by some definite system, of the books, pamphlets, etc., of a library. (b) The process of assigning to individual books, their place in the scheme of classification used by the library.

Dan. Klassedeling, Klassifikation; *Du.* klassenstelsel, classificatie; *Fr.* classement, classification; *Ger.* Klasseneinteilung, Klassifizierung; *It.* classificazione; *Sp.* clasificación; *Sw.* klassindelning.

classification scheme.

Dan. Klassifikationsplan; *Du.* classificatie-schema; *Fr.* cadre de classement; *Ger.* klassifizierungsplan; *It.* prospetto della collocazione; *Sp.* esquema de clasificación, proyecto de clasificación; *Sw.* klassindelningsplan.

class-mark. The character or characters showing the class to which a book belongs.

Dan. Klassemærke, Signatur; *Du.* signatuur, rubriek signatuur; *Fr.* cote de classification; *Ger.* Signatur, Klassifikationsvermerk; *It.* marca di classificazione; *Sp.* marca de clasificación; *Sw.* signum.

collate. To determine by examination whether a copy of a book is perfect.

Dan. kollationere; *Du.* collationeeren; *Fr.* collationner; *Ger.* kollationieren; *It.* collazionare; *Sp.* colacionar, comparar; *Sw.* kollationera.

collector. See **book collector.**

compound name. A name formed by uniting two or more proper names, with or without a connective or a hyphen.

Dan. Dobbeltnavn; *Du.* dubbel naam; *Fr.* nom composé; *Ger.* Doppelname; *It.* nome composto; doppi cognomi; *Sp.* nombre compuesto; *Sw.* sammansatt namn.

continuation record. A record of the books, etc., received by the library, which are issued in successive parts, usually at infrequent or irregular intervals.

Dan. Fortsættelsesliste; *Du.* vervolgwerken-register; *Fr.* registre de suites; *Ger.* Fortsetzungsliste; *It.* registro delle continuazioni; *Sp.* registro de obras en continuación; *Sw.* fortsättningslista.

cross reference. A reference from one heading or entry to another. Sometimes called simply "reference," or, "see" and "see also" references.

Dan. Henviisning; *Du.* verwijzing; *Fr.* renvoi; *Ger.* Verweis; *It.* richiamo; *Sp.* referencia; *Sw.* hänvisning.

cross reference card. A card on which cross references are entered.

Dan. Henvisningskort; *Du.* verwijzingskaart; *Fr.* carte de renvoi; carte de rappel; *Ger.* Verweiskarte; *It.* scheda di richiamo; *Sp.* papeleta de referencia; *Sw.* hänvisningskort.

D

delivery room. The room or division of the library from which books are issued to borrowers, and to which they are returned.

Dan. Udlæanssal; *Du.* uitleenbureau, uitleenkamer, lokaal van uitgifte; *Fr.* salle du prêt, salle de distribution; *Ger.* Ausleihezimmer, Ausleiheraum; *It.* sala della distribuzione; *Sp.* sala de préstamos, sala de repartición; *Sw.* utlåningssal.

delivery station or deposit station. Stations at which books are delivered from a library or its branches on orders from readers, no collection of books being kept at the station. The "deposit station" has a small collection of books on deposit which are circulated subject to the rules of the library conducting the station. Many stations of public libraries combine both delivery and deposit features.

Dan. Udleveringssted; *Du.* bestelhuis; *Fr.* dépôt, section de prêt; *Ger.* Abgabestation; *It.* stazione di distribuzione; *Sp.* puesto para la entrega; *Sw.* utdelningsställe.

deposit copies, pl. Copies of a book or other printed matter deposited in an officially designated library or bureau, to comply with some legal requirement, e.g., "Copyright deposits" in the Library of Congress or the United States public documents sent to "depository libraries."

Dan. Pligteksemplarer; *Du.* verplicht exemplaren; *Fr.* dépôt-légal; *Ger.* Pflichtexemplare; *It.* deposito legale, esemplari d'obbligo; *Sp.* deposito legal; *Sw.* årstryck, plikt-exemplar.

deposit station. See **delivery station.**

dictionary catalogue. A catalogue in which all of the general classes of headings (author, title, subject or form) are arranged alphabetically in one list.

Dan. Ordbogskatalog; *Du.* encyclopedie-catalogus; *It.* catalogo dizionario.

director. See **chief librarian.**

drawer, catalogue. See **catalogue drawer.**

dummy. A piece of cardboard or board put on the shelves in place of a book which for some reason is not shelved in its regular place.

Dan. Bog-Attrap; *Du.* model-boek; *Fr.* fantôme, planchette indicatrice; *Ger.* Attrappe; *It.* tavoletta indicatrice; *Sp.* advertidor; *Sw.* bokattrapp.

duplicate. An extra copy of a book already in the library.

Dan. Dublet; *Du.* duplicaat; *Fr.* double; *Ger.* Doublette; *It.* doppio, doppione, duplicato; *Sp.* duplicado; *Sw.* duplikat.

E

enter, to. To record or register in the proper place and form any item which belongs on the records of a library, as to enter in the catalogue.

Dan. indføre; *Du.* opnemen, inschrijven; *Fr.* mettre en vedette, enregistrer; *Ger.* eintragen; *It.* inscrivere, mettere in testa; *Sp.* apuntar, inscribir; *Sw.* införa.

entry. The record of a book in the official records of a library. See enter.

Dan. Post, Indførsel; *Du.* vermelding, inschrijving, opname, boeking; *Fr.* mise en vedette, entrée; *Ger.* Eintragung, Buchung; *It.* iscrizione; *Sp.* entrada, apuntada, asentada; *Sw.* införd post, rubrik.

entry, author. See author entry.

entry, title. See title entry.

entry word. The word by which the entry is arranged in its official record, usually the first word of the heading. (q. v.)

Dan. Ordningsord, Stikord; *Du.* inschrijvingswoord; *Fr.* mot d'ordre, mot de classement; *Ger.* Ordnungswort, Rubrikwort; *It.* parola d'ordine; *Sp.* rubro; *Sw.* uppslagsord, slagord, ordningsord, rangord.

exchange. A book or other articles received in return for similar material rather than by direct purchase.

Dan. Bytte, Udveksling; *Du.* ruiling; *Fr.* échange des livres; *Ger.* Austausch, Tauschverkehr; *It.* permuta, cambio; *Sp.* cambio, canje; *Sw.* byte.

exhibition room. A room intended primarily for the display of material for public inspection.

Dan. Udstillingssal; *Du.* tentoonstellingszaal; *Fr.* salle de l'exposition; *Ger.* Ausstellungszimmer; *It.* sala di esposizione; *Sp.* sala de exposición; *Sw.* utställningslokal, visningsal.

F

file, to. To arrange cards in alphabetical or other order.

Dan. ordne i Rækkefølge; *Du.* rangschikken; *Fr.* enfiler; *Ger.* reihenweise ordnen; *It.* porre in fila, ordinare; *Sp.* enhilar, colocar tarjetas; *Sw.* ordna i radföljd.

fine. A sum charged for failure to return a book within the "loan period" (q. v.) or for loss of or damage to borrowed books.

Dan. Overdagspenge, Bøde; *Du.* boete; *Fr.* amende; *Ger.* Strafgeld; *It.* pena pecuniaria, multa; *Sp.* multa; *Sw.* böter.

fixed location. See location, fixed.

G

gift.

Dan. Gave; *Du.* donatie, gift; *Fr.* don; *Ger.* Gabe; *It.* dono gratuito; *Sp.* donación; *Sw.* gåfva.

guarantor's card. A card or other form signed by a responsible person certifying to the character of any one who desires to become a user of a library.

Dan. Kautionistkort; *Du.* borgstellingskaart; *Fr.* fiche de garantie; *Ger.* Bürgschaftsschein; *It.* tessera di garanzia; *Sp.* tarjeta del fiador; *Sw.* garantkort.

guide card. A card with projecting and suitably labelled edge inserted in a catalogue to facilitate the finding of entries.

Du. leidkaart, wegwijzer, afdelingskaart; *Fr.* carte vedette, fiche divisionnaire; *Ger.* Leitkarte; *It.* scheda divisoria, tramezza; *Sp.* tarjeta guía, tablilla de separación.

H

heading. The word (or words), usually the name of the author, the subject, or the first significant word of a title, by which the place of a catalogue entry in the catalogue is determined.

Dan. Overskrift, Rubrik; *Du.* hoofd, opschrift, bovenschrift, rubriek; *Fr.* rubrique; *Ger.* Überschrift, Rubrik; *It.* intestazione, testata; *Sp.* encabezamiento; *Sw.* öfverskrift, rubrik.

hours of opening. Strictly, the hour at which a library opens for public use; popularly, the hours during which it is open for public use.

Dan. Aabningstid; *Du.* openingsuren, tijden van opening; *Fr.* heures d'ouverture; *Ger.* Öffnungszeit; *It.* orario, ore d'apertura; *Sp.* horas de servicio publico, horas que es abierto; *Sw.* öppningstid.

I

imprint. The section of the title page (or colophon) which gives the name of the publisher, place, and date of printing.

Dan. Trykangivelse; *Du.* drukkeropgaaf; *Fr.* adresse bibliographique; *Ger.* Erscheinungsvermerk, Impressum; *It.* nota tipografica; *Sp.* pié de imprenta.

information desk. A desk to which the user of a library, who desires information on some definite point, is first directed.

Dan. Oplysningsbureau; *Du.* informatie bureau, bureau voor inlichtingen; *Fr.* bureau d'information; *Ger.* Auskunftsstelle; *It.* ufficio della consultazione bibliografica; *Sp.* oficina de información, despacho de información; *Sw.* upplysningsbyrå.

J

joint author. One of the two or more persons who write a book or article in collaboration. The part for which each is responsible may or may not be specifically indicated.

Dan. Medforfatter; *Du.* mede-schrijver; *Fr.* co-auteur; *Ger.* Mitverfasser; *It.* collaboratore; *Sp.* colaborador; *Sw.* medförfattare.

L

label. See **booklabel**.

librarian.

Dan. Bibliotekar; *Du.* bibliothecaris; *Fr.* bibliothécaire; *Ger.* Bibliothekar; *It.* bibliotecario; *Sp.* bibliotecario; *Sw.* bibliotekarie.

librarian, chief. See **chief librarian**.

library. (a) A collection of books kept for the use of one or more individuals.

(b) A room or building in which a collection of books is kept.

(c) A number of books issued under a collective title, usually having some general resemblance of subject, typography, or binding.

Dan. Bibliotek, Bogsamling; *Du.* bibliotheek, bockerij; *Fr.* bibliothèque; *Ger.* Bibliothek, Bücherei, Büchersammlung; *It.* biblioteca; *Sp.* biblioteca; *Sw.* bibliotek, boksamling.

library, branch. See **branch library.**

library, circulating or lending library. A library, which under specified conditions, issues books for use outside the library building.

Dan. Laanebibliothek, Udlaansbibliotek; *Du.* uitleenbibliothek; *Fr.* bibliothèque circulante; *Ger.* Ausleihbibliothek, Leihbibliothek; *It.* biblioteca circolante; *Sp.* biblioteca circulante; *Sw.* lånbibliotek.

library, city. See **city library.**

library, lending. See **library, circulating.**

library, main. See **main library.**

library, parish. See **parish library.**

library, private.

Dan. Privatbibliotek; *Du.* privaat-bibliotheek, particuliere bibliotheek; *Fr.* bibliothèque privée; *Ger.* Privatbibliothek; *It.* biblioteca privata; *Sp.* biblioteca particular; *Sw.* enskildt bibliotek.

library, public. A library open to public use. It may be founded and supported by private funds but, if open for public use it is still a public library.

Dan. offentligt Bibliotek; *Du.* openbare bibliotheek; *Fr.* bibliothèque publique; *Ger.* öffentliche Bibliothek; *It.* biblioteca pubblica, biblioteca popolare; *Sp.* biblioteca pública; *Sw.* offentligt bibliotek.

library, traveling. A collection of books lent for stated periods by a central library to a branch library, club, or other organization, or, in some instances, to an individual.

Dan. Vandrebibliotek; *Du.* reizende bibliotheek, ambulante bibliotheek; *Fr.* bibliothèque ambulante, bibliothèque nomade; *Ger.* Wanderbibliothek; *It.* biblioteca ambulante, biblioteca viaggiante; *Sp.* biblioteca ambulante; *Sw.* vandringsbibliotek.

library association. A society whose members are engaged or interested in library work and whose public meetings are for the general discussion of library topics.

Dan. Biblioteksforening; *Du.* vereniging van bibliotheek-beambten; *Fr.* association des bibliothécaires; *Ger.* Bibliotheksverein; *It.* associazione dei bibliotecari; *Sp.* asociación de los bibliotecarios; *Sw.* biblioteksforening.

library economy or library science. The science which deals in the widest sense with the organization and management of libraries. The term "library economy" is generally preferred.

Dan. Biblioteksökonomi, Biblioteksvidenskab; *Du.* boekerijwetenskap; *Fr.* bibliothéconomie; bibliotechnie; *Ger.* Bibliothekswissenschaft, Bibliotheksökonomie, Bibliotheksverwaltung; *It.* biblioteconomia; *Sp.* biblioteconomía; *Sw.* biblioteksvetenskap.

library official.

Dan. Biblioteksemedsmand; *Du.* bibliotheekambtenaar; *Fr.* employé d'une bibliothèque; *Ger.* Bibliotheksbeamter; *It.* impiegato della biblioteca; *Sp.* empleado de biblioteca; *Sw.* bibliotekstjänsteman.

library school. A school which trains for service in libraries.

Dan. Biblioteksskole; *Du.* school voor bibliothecarissen; *Fr.* école des bibliothécaires; *Ger.* Bibliothekarschule; *It.* scuola di biblioteca; *Sp.* escuela normal de bibliotecarios; *Sw.* bibliotekarskola.

library science. See **library economy.**

library tax. A tax imposed for the founding or support of a library.

Dan. Biblioteksskat; *Du.* bibliotheekbelasting; *Fr.* impôt spécial pour les bibliothèques; *Ger.* Bibliothekssteuer; *It.* tassa speciale per fondare e mantenere una biblioteca; *Sp.* impuesto para sostenimiento de una biblioteca; *Sw.* biblioteksskatt.

lift. See **booklift.**

loan period. The length of time a borrower is entitled, by the rules of the library, to keep a book lent for use outside the library.

Dan. Laanefrist; *Du.* termijn van uitleening, uitleentermijn; *Fr.* durée du prêt; *Ger.* Leihfrist; *It.* durata del prestito; *Sp.* plazo de préstamo, duración de préstamo; *Sw.* lånfrist.

loan register. The record, usually in a book or on cards, of the names and addresses of borrowers, with other desired information concerning them. Each borrower is usually given a "registration number" to be used on his "borrower's card" (q. v.).

Dan. Udlaansjournal; *Du.* leenregister; *Fr.* registre de prêt; *Ger.* Ausleihejournal; *It.* registro di prestito; *Sp.* registro de préstamos; *Sw.* utlåningsjournal.

location or shelving. The place in a library assigned to a book.

Dan. Opstilling; *Du.* plaatsing; *Fr.* placement; mise en place des livres; *Ger.* Aufstellung; *It.* collocazione; *Sp.* colocación; *Sw.* uppställning.

location, fixed. A definite place, *i. e.*, a definite shelf in a definite case, assigned for a book. This permits change of position within the limits of the shelf. In older systems the place on the shelf was often fixed as well.

Dan. fast Opstilling; *Du.* vaste plaatsing; *Fr.* placement fixe; *Ger.* fixierte Aufstellung; *It.* collocazione fissa, posizione fissa; *Sp.* colocación fija; *Sw.* fast uppställning.

location, movable or relative location. The position assigned to a book relative to other books of its class, but not fixed to any particular location, *e. g.*, alphabetically by authors within a certain class. This permits interpolation of new material and the maintenance of a logical scheme of arrangement.

Dan. bevægelig Opstilling; *Du.* uitzetbare plaatsing; *Fr.* placement mobile; *Ger.* bewegliche Aufstellung; *It.* collocazione relativa, segnatura relativa; *Sp.* colocación movable; *Sw.* flyttbar uppställning.

M

magazine binder. A temporary cover intended to hold current unbound numbers of periodicals. They are usually furnished with rods, clasps or other mechanical devices which hold the periodicals firmly within the cover.

Dan. Tidsskriftmappe; *Du.* tijdschriftenportefeuille; *Fr.* cartons pour fascicules de périodiques; *It.* cartella a molla per fascicoli di riviste; *Sp.* carpeta de resorte para revistas, cartón para revistas; *Sw.* lös pärm för tidskrifter.

main library. In a library system, the building or quarters in which the chief collection of books is kept and in which the central administrative activities are usually conducted.

Dan. Hovedbibliotek; *Du.* hoofdbibliotheek, centraalbibliotheek; *Fr.* bibliothèque centrale; *Ger.* Hauptbibliothek; *It.* biblioteca centrale; *Sp.* biblioteca central; *Sw.* huvudbibliotek.

monthly report. See report, monthly.

mounted. Pasted to a backing.

Dan. opklæbet; *Du.* opgeplakt, gemonteerd; *Fr.* monté; *Ger.* aufgezogen; *It.* montato; *Sp.* pegado; *Sw.* uppklistrad.

movable location. See location, movable.

N

name, compound. See compound name.

newspaper room. A room in which current or bound newspapers are kept for public use.

Dan. Avisstal; *Du.* couranten-leeszaal; *Fr.* salle des journaux; *Ger.* Lesesaal, enthaltend die Tagespresse, Zeitungs-Lesesaal; *It.* sala dei giornali; *Sp.* sala para periódicos; *Sw.* tidningsrum, tidningsal.

not available.

Dan. ikke disponibel; *Du.* niet disponibel; *Fr.* inaccessible au public, indisponible; *Ger.* nicht vorhanden; nicht benutzbar; *It.* inservibile; *Sp.* no esta á la disposición del publico; *Sw.* inte disponibel.

O

on approval. A book or other article sent for examination, with the understanding that it is returnable if for any cause unsatisfactory.

Dan. til Eftersyn; *Du.* op zicht; *Fr.* sous condition, á l'examen. *Ger.* zur Ansicht; *It.* sotto condizione; *Sp.* á condición; *Sw.* till páseende.

open shelves. Shelves or cases of books open to public use without specific permission from the library staff.

Dan. aaben Adgang; *Du.* open boekerij; *Fr.* libre accès aux magasins de livres; *Ger.* freier Zutritt, freie Zulassung, freier Einlass; *It.* scansie aperte; *Sp.* estanterías abiertas; *Sw.* öppet tillträde, öppna hyllor.

opening, hours of. See hours of opening.

P

pamphlet box. A box intended for pamphlets or other unbound material.

Dan. Brochureæske; *Du.* brochuredoos; *Fr.* boîte à brochures; *Ger.* Broschürenschaftel; *It.* scatola da miscelanea, cassetta da miscelanea; *Sp.* estuche para folletos; *Sw.* broschyrkapsel.

pamphlet volume. A volume composed of a number of separate pamphlets bound together either with or without a general title page or table of contents.

Dan. Samlingsbind, Knippebind; *Du.* verzamelband; *Fr.* recueil factice; volume de mélanges; *Ger.* Sammelband; *It.* volume miscelaneo; *Sp.* colección ficticia; tomo de varias; *Sw.* samlingsband.

parish library. A library primarily intended for the use of a particular parish.

Dan. Sognebibliotek; *Du.* parochiale bibliotheek; *Fr.* bibliothèque paroissiale; *Ger.* Pfarrbibliothek; *It.* biblioteca parrocchiale; *Sp.* biblioteca parroquial; *Sw.* sockenbibliotek.

patent room. A room in which specifications, indexes, and other material relating to patents are kept for consultation.

Dan. Sal for Patentpublikationer; *Du.* lokaal der octrooipublicaties; *Fr.* salle des brevets d'invention; *Ger.* Zimmer für Patentpublikationen; *It.* sezione della privativa industriale; *Sp.* sala de privilegios de invención, sala de marcas de patente; *Sw.* sal för patentpublikationer.

peg. See shelf-peg.

periodical room. A room in which current or bound periodicals are kept on file.

Dan. Tidsskriftsal; *Du.* tijdschriftenzaal; *Fr.* salle des périodiques; *Ger.* Zeitschriftensaal; *It.* sala di lettura per le riviste; *Sp.* sala de las revistas; *Sw.* tidskriftssal.

private library. See library, private.

print-room or print-division. The room or department of a library for the care of prints.

Dan. Kobberstikkabinet; *Du.* prentenkabinet; *Fr.* département des estampes; *Ger.* Abteilung für graphische Künste, Kupferstichkabinet; *It.* gabinetto delle stampe; *Sp.* gabinete de estampas; *Sw.* afdelning för gravyrer.

public library. See library, public.

purchase of books.

Dan. Bogkøb; *Du.* boekenaankoop; boekaanschaffing; *Fr.* achat de livres; *Ger.* Büchereinkauf; *It.* compra di libri; *Sp.* compra de libros; *Sw.* bokinköp.

R

Reader. A person frequenting the library for study or incidental reading within the building.

Dan. Læser; *Du.* lezer; *Fr.* lecteur; *Ger.* Leser; *It.* lettore; *Sp.* lector; *Sw.* läsare.

reader's card. See borrower's card.

reading room. The room in which readers may read or consult the books of the library. Usually considered synonymous with "reference room."

Dan. Læsesal; *Du.* leeszaal; *Fr.* salle de lecture; *Ger.* Lesesaal, Lesehalle; *It.* sala di lettura; *Sp.* sala de lectura; *Sw.* läsrum, läsestuga, lässal.

reading room for the blind.

Dan. Læsesal for Blinde; *Du.* leeszaal voor blinden; *Fr.* salle de lecture pour les aveugles; *Ger.* Lesesaal für Blinde; *It.* sala di lettura per i ciechi; *Sp.* sala para los ciegos; *Sw.* läsestuga för blinda.

reading room for children. A room set apart for the children who use the library, and supplied with books suitable for juvenile readers. The use of the reading room is usually confined to children from 14 to 16 years of age or younger.

Dan. Læsesal för Börn; *Du.* leeszaal voor kinderen; *Fr.* salle pour la jeunesse, salle des enfants, salle enfantine; *Ger.* Lesesaal für Kinder; *It.* sala di lettura per la gioventu; *Sp.* sala para niños; *Sw.* läsesal för barn.

reference. See cross reference.

reference book. A term usually applied to books which, by their form, are primarily intended for consultation rather than for consecutive reading.

Dan. Haandbog; *Du.* handboek; *Fr.* manuel, livre de référence; *Ger.* Handbuch, Nachschlagebuch, Promptuarium; *It.* manuale, libro di consultazione; *Sp.* manual, libro de referencia, libro auxiliar; *Sw.* handbok, uppslagsbok.

reference books, collection of.

Dan. Haandbogsbibliotek, Haandbibliotek; *Du.* verzameling van handboeken; *Fr.* collection de livres de référence; *Ger.* Nachschlagebibliothek, Handbibliothek; *Sp.* biblioteca manual. *Sw.* handbokbibliotek.

reference card. See cross reference card.

reference library. A library whose books are intended chiefly for consultation and use within the building and not for circulation outside.

Dan. Præsensbibliotek; *Du.* referaatbibliotheek, standbibliotheek; *Fr.* bibliothèque qui n'autorise pas l'emprunt des livres; *Ger.* Präsenzbibliothek, Depot-Bibliothek; *It.* biblioteca di consultazione; *Sp.* biblioteca de referencia; *Sw.* præsensbibliotek.

register, loan. See loan register.

report, annual. A systematic statement of the important activities of the library during the past year. The report is usually made to the board of trustees or to the administrative body responsible for the library's financial support, or the two may be combined in one report.

Dan. Aarsberetning; *Du.* jaarverslag; *Fr.* compte-rendu annuel; *Ger.* Jahresbericht; *It.* resoconto annuale; rendiconto annuale; *Sp.* memoria anual; *Sw.* årsberättelse, årsredogörelse.

report, monthly. A monthly statement on the library's activities. The monthly report is usually made either by the staff to the librarian or by the librarian to the trustees.

Dan. Maanedsbetretning; *Du.* maandelijksch verslag; *Fr.* compte-rendu mensuel; *Ger.* Monatsbericht; *It.* relazione mensile; *Sp.* memoria mensual; *Sw.* månatlig berättelse.

request slip. A slip on which is written the author and title (with any other data) of a book which the library is requested to buy.

Dan. Önskeseddel; *Du.* aanvraagbiljet, aanvraagbriefje; *Fr.* fiche de commande; *Ger.* Bestellschein; *It.* scheda di richiesta; *Sp.* boletín para pedir un libro, cedula de petición; *Sw.* rekvisitionslap, önskningsedel.

revolving bookcase. See **bookcase, revolving.**

S

select list. A partial list of books or articles on a given subject, the entries being confined to those which conform to some standard of choice set by the compiler, usually those best adapted to popular use or those which are most readily accessible.

Dan. Mönsterbogfortegnelse; *Du.* model-catalogus; *Fr.* catalogue idéologique; *Ger.* Idealkatalog, Musterkatalog; *It.* catalogo ideologico, catalogo modello; *Sp.* catálogo, escojido; *Sw.* förteckning öfver utvalda böcker i visst ämne.

sheaf catalogue. A catalogue formed by a series of loose leaves bound into one or more volumes by means of the "loose leaf" devices common in business records.

Dan. Protokolkatalog; *Du.* losbladige catalogus, catalogus bundelboekje; *Fr.* catalogue sur feuillets mobiles; *Ger.* Katalog-Verschlusskapsel, Kapselkatalog; *It.* catalogo a fogli mobili; *Sp.* catálogo en hojas sueltas; *Sw.* protokolkatalog.

shelf. See **bookshelf.**

shelflist. A list of the books in a library, the entries being arranged on cards or sheets, in the order in which the books are shelved. The entries are usually brief and, with relative location (q. v.) form a subject catalog, without alternative subjects or analytics, of the library. The shelf list also serves as an inventory.

Dan. Lokal-Katalog, Pladskatalog; *Du.* inventaris-lijst, plaatskatalogus; *Fr.* catalogue topographique, inventaire; *Ger.* Standortskatalog, Platzkatalog; *It.* inventario topografico, catalogo secondo la segnatura; *Sp.* catálogo topográfico, catálogo de colocación, inventario por orden de colocaciones; *Sw.* standortskatalog.

shelf-number. The number assigned to a specific shelf in a fixed location.

Dan. Pladsnummer; *Du.* plaatsnummer; *Fr.* cote; *Ger.* Platznummer; *It.* numero di scaffale; *Sp.* número de situación; *Sw.* platsnummer, hyllafdelningsnummer.

shelf-peg. A metal pin, or other projection attached to the side piece of a bookcase on which the end of the bookshelf rests.

Dan. Hyldestift; *Du.* steunpin; *Fr.* clavette; *Ger.* Stellstift; *It.* chiavetta; *Sp.* clavija; *Sw.* plint.

shelves, open. See **open shelves.**

shelving. See **location.**

shipping room. The room in which incoming material is received and distributed to the proper departments of the library, and from which outgoing material is sent.

Dan. Pakkammer; *Du.* pakkamer; *Fr.* salle d'emballage et de livraison; *Ger.* Packkammer, Packraum; *It.* sala delle spedizioni; *Sp.* sala de embalages y de remesas; *Sw.* packrum.

show case. A case with glass cover or sides in which material intended for public exhibit is placed.

Dan. Montre, Udstillingskasse; *Du.* uitstalkast, tentoonstellingskast; *Fr.* vitrine; *Ger.* Schaukasten; *It.* vetrina dove si espongono libri rari; *Sp.* vitrina; *Sw.* montre.

sidepiece of a bookshelf. See **bookshelf, sidepiece of a.**

society library. A library founded, maintained, and administered by a society or other association for the use of its members and not for general public use.

Dan. Foreningsbibliotek; *Du.* vereenigingsbibliotheek; *Fr.* bibliothèque d'une association; *Ger.* Vereinsbibliothek; *It.* biblioteca di una societa; *Sp.* biblioteca de una sociedad; *Sw.* föreningsbibliotek.

stacks. A series of bookcases, usually double faced, arranged in a room or section of the library for as compact storage as possible of the books of the library.

Dan. Bogmagasiner; *Du.* boeken-bergplaats; *Fr.* magasin; corps de rayonnage, dépôt; *Ger.* Büchermagazin, Bücherlager; *It.* magazzino, deposito; *Sp.* depósito de libros; estanterías de los almacenes; *Sw.* bokmagasin.

state subsidy. An appropriation of state money for library purposes. It differs from a tax in that it is a definite sum and not a *pro rata* share of the state revenue.

Dan. Statsunderstøttelse; *Du.* staats-subsidie, bijdragen van staat; *Fr.* subvention d'état; *Ger.* Staatszuschuss; *It.* sussidio di Stato, dotazione governativa; *Sp.* subvención del estado; *Sw.* statsunderstöd, statsbidrag.

subject catalogue. A catalogue arranged by the subjects of which the books treat. The arrangement may be by logical relation of classes according to some definite scheme or alphabetically by the names of the subjects. The latter form is the one commonly referred to by the term "subject catalogue," the name "classed" or systematic catalogue (q. v.) being usually applied to the former.

Dan. Slagordskatalog; *Du.* trefwoordcatalogus; *Fr.* catalogue par matière; *Ger.* Schlagwortkatalog, Sachkatalog; *It.* catalogo a materie, catalogo a soggetto; *Sp.* catálogo de materias; *Sw.* fackkatalog.

subscription library, or circulating library. A library in which the borrower pays for the loan of books either by a year's subscription or for the time he retains a book.

Dan. Lejebibliotek; *Du.* huurbibliotheek; *Fr.* bibliothèque supportée par cotisation; *Ger.* Leihbibliothek; *Sp.* biblioteca a pagamento, biblioteca a pago; *Sw.* lanebibliotek.

subsidy, state. See **state subsidy.**

systematic catalogue. See **classed catalogue.**

T

tax, library. *See* **library tax.**

title entry. Entry of a book under some word of the title, usually either the first (excluding articles), or the most significant word.

Dan. Titelpost; *Du.* vermelding onder den titel; *Fr.* mise en vedette du titre, classement sous titre; *Ger.* Eintragung unter dem Titel; *It.* iscrizione per titolo; *Sp.* apuntada por título, entrada por título; *Sw.* titelrubrik.

traveling library. *See* **library, traveling.**

tray, catalogue. *See* **catalogue drawer.**

trustees, board of. *See* **Board of library trustees.**

U

union catalogue. A catalogue in which are entered all the books in the various branches of a library system, or a number of specified libraries (usually in the same locality).

Fr. catalogue collectif; *Ger.* Gesamtkatalog; *It.* catalogo collettivo; *Sp.* catálogo colectivo.

DANISH

A

- aaben Adgang** or **aabne Hylder**. Open shelves, open access.
Aabningstid. Hours of opening.
Aarsberetning. Annual report.
Accessionskatalog or **Tilvækstbog**. Accession book.
Accessionsnummer or **Tilvækstnummer**. Accession-number.
Adgang, aaben. See aaben Adgang.
Adgangskort. Card of admission.
alfabetisk Katalog. See Katalog, alphabetisk.
Almenbibliotek. See Folkebibliotek.
Amtsbibliotek. County library.
Avissal. Newspaper-room.

B

- Belysning**. Lighting.
Bestillingsseddel. Order slip.
bevægelig Boghylde. Adjustable bookshelf.
bevægelig Opstilling. Movable location, relative location.
Bevilling. Appropriation.
Bibliotek or **Bogsamling**. Library.
Bibliotek, offentligt. Public library.
Bibliotek, privat or **Privatbibliotek**. Private library.
Bibliotekar. Librarian.
Biblioteksassistent. Library employee.
Biblioteksdrift. Library administration.
Biblioteksembedsmand. Library official.
Biblioteksforening. Library association.
Bibliotekskommission or **Bibliotekskuratorer**. Board of library trustees.
Biblioteksökonomi or **Biblioteksvidenskab**. Library economy, library science.
Biblioteksskat. Library tax.
Biblioteksskole. Library school.
Blinde, Læsesal for. See Læsesal for Blinde.
Bog-Attrap. Dummy.
Bogbinderi. Bindery.
Bogbinderjournal. Binding record.
Bogelevator. Book-lift.
Bogfortegnelse or **Katalog**. Catalogue.
Boghylde. Bookshelf.
Boghylde, bevægelig. Adjustable bookshelf.
Bogköb. Purchase of books.
Bogkort. Book card.
Boglap. Book label.
Bogmagasiner or **Reolrækker**. *pl.* Stacks.
Bogmærke. Bookmark.
Bogsamler. Book-collector.
Bogsamling. See Bibliotek.
Bogskab. Book-case (with glass door).

Bogstøtte. Book-brace, book-support.
Börn, Læsesal for. *See* Læsesal for Börn.
Börnebibliotek. Library for children.
Brochuresøske or Æske til Pjecer. Pamphlet box.
Bytte or Udveksling. Exchange.

D

disponibel. Available.
Dobbeltnavn. Compound name.
Dublet. Duplicate.

E

Eftersyn, til. On approval.
Etiketteholder. Label-holder.

F

Fagbibliotek or Særbibliotek. Special library, *i.e.*, a library relating to a special subject.
fast Opstilling. Fixed location.
Filial-Bibliotek or Hjelpebibliotek. Branch library.
Folkebibliotek or Almenbibliotek. A free public library selected and arranged for the general public, as distinct from scientific, special libraries, and book-museums.
Foreningsbibliotek. Society library.
Forfatterkatalog or Nominalkatalog. Author catalogue.
Forfatterpost. Author entry.
Fortsættelsesliste. Continuation record.

G

Gave. Gift.
Gitterreol. Bookcase with wire netting.

H

Haandbibliotek. Reference library, *i.e.*, a collection of reference books.
Haandbog. Reference book.
Henvisning. Cross-reference.
Henvisningskort. Cross-reference card.
Hjelpebibliotek. *See* Filialbibliotek.
Hjemlaansbibliotek. Circulating library.
Hovedbibliotek. Main library, central library.
Hovedseddel. Main catalogue card.
Hylde or Boghylde. Shelf.
Hyldeleste or Lokalkatalog or Pladskatalog. Shelf list.
Hyldestift. Shelf-peg.

I

ikke disponibel. Not available.
indføre. To enter.
Indførsel or Post. Entry.
Indholdsport. Subject entry.

K

Kartotek or Katalogskuffe. Catalogue drawer, catalogue tray.

- Katalog, alfabetisk.** A catalogue consisting of author-entries, and for anonymous books, title-entries, arranged in one alphabet.
- Katalog, kommenteret.** Annotated catalogue.
- Katalog, systematisk or Realkatalog.** A classed catalogue, *i.e.*, a catalogue systematically arranged, according to subjects, in sections and sub-sections.
- Katalog i Bogform.** Catalogue in book form.
- Katalog i Protokolform med løse Blade.** Sheaf catalogue.
- Katalogisator.** Cataloguer.
- Katalogisering.** Cataloguing.
- Katalogkort or Katalogseddel.** Catalogue card.
- Katalogseddel.** *See* Katalogkort.
- Katalogskab.** Card cabinet.
- Katalogskuffe or Kartotek.** Catalogue drawer, catalogue tray.
- Kautionistkort.** Guarantor's card.
- Klammer.** Brackets.
- Klassedeling or Klassifikation.** Classification.
- Klassemærke or Signatur.** Class-mark.
- Klassifikationsplan.** Classification scheme.
- Knippebind or Samlingsbind.** Pamphlet volume.
- Kobberstikkabinet.** Print-room.
- kollationere.** Collate.
- Kollationering.** Collating.
- kommenteret Katalog.** *See* Katalog, kommenteret.
- Kortkatalog or Seddelkatalog.** Card catalogue.
- Kortlomme.** Card pocket in a book.

L

- Laanebibliotek.** Circulating library.
- Laanefrist.** Loan period.
- Laanerkort.** Borrower's card.
- Lærling.** Apprentice.
- Læser.** Reader.
- Læsesal.** Reading room.
- Læsesal for Blinde.** Reading-room for the blind.
- Læsesal for Børn.** Reading-room for children.
- Læseselskab.** Reading circle.
- Landsbybibliotek.** Village library.
- Lejebibliotek.** Subscription library or circulating library in which a small amount is paid for the loan of a book.
- Lokalkatalog.** *See* Hyldeliste.

M

- Maanedsbetretning.** Monthly report.
- Magasiner.** *See* Bogmagasiner. *pl.*
- Medforfatter.** Joint author.
- Mönsterbogfortegnelse.** Select list.
- Montre.** *See* Udstillingskasse.

N

- Nominalkatalog.** *See* Forfatterkatalog.

O

- offentligt Bibliotek.** See Bibliotek, offentligt.
Önskeseddel. Request slip.
opklæbet. Mounted.
Oplysningsbureau. Information desk.
Opslagstavle. Bulletin board.
Opstilling. Location, shelving.
Opstilling, bevægelig. Movable location, relative location.
Opstilling, fast. Fixed location.
Ordbogskatalog. Dictionary catalogue.
ordne i Rækkefølge. To file.
Ordningsord or Stikord. Ent- word.
Overbibliotekar. Chief-librarian, director of a library.
Overdagspenge. Fine.
Overskrift or Rubrik. Heading.

P

- Pakkammer.** Shipping room.
Patentpublikationer, Sal for. Patent room.
Pladskatalog or Lokalkatalog or Hyldeliste. Shelf-list.
Pladsnummer. Shelf number.
Pligtexemplarer. *pl.* Deposit copies.
Post or Indførsel. Entry.
Præsensbibliotek. Reference library, *i.e.*, a library from which no book is given out of the building.
Privatbibliotek. Private library.

R

- Realkatalog or systematisk Katalog.** A classed catalogue, *i.e.*, a catalogue systematically arranged according to subjects, in sections and sub-sections.
Reol. Press, book-case.
Reol, roterende. Revolving bookcase.
Reolrækker. See Bogmagasiner.
Rubrik or Overskrift. Heading.

S

- Sal for Patentpublikationer.** See Patentpublikationer, Sal for.
Samlingsbind or Knippebind. Pamphlet volume.
Særbibliotek. See Fagbibliotek.
Seddel. Slip, card.
Seddelkatalog or Kortkatalog. Card catalogue.
Signatur or Klassemærke. Class-mark.
Skolebibliotek. School library.
Slagordskatalog or Stikordskatalog. Subject catalogue.
Sognebibliotek. Parish library.
Specifikationer of enkelte Kapitlers eller Binds Indhold. Analyticals.
Stadsbibliotek. City library.
Statsunderstøttelse. State subsidy.
Stikord or Ordningord. Entry-word.
Stikordsfortegnelse. List of subject headings.
systematisk Katalog. See Katalog, systematisk.

T

- Tidsskriftmappe.** Magazine-binder.
Tidsskriftsal. Periodical room.
til Eftersyn. On approval.
Tilvækst. Accessions.
Tilvækstbog or Accessionskatalog. Accession-book.
Tilvækstnummer or Accessionsnummer. Accession-number.
Titelpost. Title-entry.
Trappestige. Step-ladder.
Trykangivelse. Imprint.

U

- Udlaansjournal.** Loan-register.
Udlaanssal. Delivery-room.
Udlaansstatistik. Statistics of circulation.
Udlaanssystem. Loan system.
Udleveringssted. Delivery station.
Udleveringsværelse. Delivery room.
Udstillingskasse or Montre. Show case.
Udstillingssal. Exhibition room.
Udveksling or Bytte. Exchange.
Underbibliotekar. Assistant librarian.

V

- Vandrebibliotek.** Traveling library.
Varme. Heating.

DUTCH

A

- aanvraagbiljet** *or* **aanvraagbriefje**. Request slip.
aanwinsten. Accessions.
aanwinstenboek *or* **stamboek** *or* **stamcatalogus**. Accession-book.
aanwinstennummer *or* **stamboeknummer**. Accession-number.
adjunct-bibliothecaris. Assistant librarian.
afdeelingkaart *or* **leidkaart** *or* **wegwijzer**. Guide card.
alphabetische catalogus. *See* catalogus, alphabetische.
ambulante bibliotheek *or* **reizende bibliotheek**. Traveling library.
auteurs-catalogus *or* **schrijvers-catalogus** *or* **naam-catalogus**. Author catalogue.

B

- bandcatalogus** *or* **boekcatalogus**. Catalogue in book form.
bespreekkaart. Reserve card.
bestelhuis. Delivery station.
bestemming (van fondsen). Appropriation.
bestuur. Administration.
bibliothecaris. Librarian.
bibliothecarissen, school voor. Library school.
bibliotheek, ambulante *or* **reizende bibliotheek**. Traveling library.
bibliotheek, bijzondere. Special library.
bibliotheek, circulatie. *See* circulatie bibliotheek.
bibliotheek, openbare. Public library.
bibliotheek, parochiale. Parish library.
bibliotheek, privaat. *See* privaat-bibliotheek.
bibliotheek, referaat. *See* referaat-bibliotheek.
bibliotheek, reizende. *See* bibliotheek, ambulante.
bibliotheekambtenaar. Library official.
bibliotheekbeambte. Library employee.
bibliotheekbeambten, vereniging van. library association.
bibliotheekbelasting. Library tax.
bijzondere bibliotheek. Bibliotheek, bijzondere.
blinden, leeszaal voor. *See* leeszaal voor blinden.
boekbinderij. Bindery.
boekcatalogus. *See* bandcatalogus.
boekenaankoop *or* **boekaanschaffing**. Purchase of books.
boeken-bergplaats *or* **boekenmagazijn**. Stacks.
boekenetagère, draaiende. Revolving bookcase.
boekenkast. Bookcase.
boekenkeuze. Selection of books.
boekenlegger *or* **leeswijzer**. Bookmark.
boekenlift. Booklift.
boekenmagazijn. *See* boeken-bergplaats.
boekenplank *or* **plank**. Bookshelf.

- boekenplank, verplaatsbare.** Adjustable bookshelf.
boekenrek. Bookrack.
boekensteunder or boeksteun. Book-brace.
boekentransportwagentje. Book-truck.
boekenverzamelaar. Book collector.
boekerij or bibliotheek. Library.
boekerij, open. Open shelves.
boekerijwetenschap or bibliotheconomie. Library science, library economy.
boekkaart. Book card.
boekkaart-zakje. Book card pocket.
boete. Fine.
borgstellingskaart. Guarantor's card.
bovenschrift or hoofd or rubriek or opschrift. Heading.
brochuredoo. Pamphlet box.
bureau van uitgifte. Delivery room.

C

- catalogiseering.** Cataloguing.
catalogus, alphabetische. A catalogue consisting of author-entries, and for anonymous books, title-entries, arranged in one alphabet.
catalogus, auteurs. *See* auteurs-catalogus.
catalogus, losbladige. *See* catalogus-bundelboekje.
catalogus, systematische. A classed catalogue, *i.e.*, a catalogue systematically arranged, according to subjects, in sections and sub-sections.
catalogus-bundelboekje or losbladige catalogus. Sheaf catalogue.
cataloguskaart. Catalogue card.
cataloguskast or kaartenkast. Card cabinet.
cataloguslade. Catalogue drawer, catalogue tray.
catalogusmaker or catalogusschrijver. Cataloguer.
centraalbibliotheek. *See* hoofdbibliotheek.
cijveraanduiding. Numeral notation.
circulatie bibliotheek. or uitleenbibliotheek. Circulating library.
classificatie or klassenstelsel. Classification.
classificatie schema. Classification scheme.
collationeeren. To collate.
couranten-leszaal. Newspaper-room.
curatoren der bibliotheek. Board of library trustees.

D

- dagstempel.** Date stamp.
disponibel. Available.
donatie, gift. Gift.
drukkeropgaaf. Imprint.
dubbel or duplicaat. duplicate.
dubbel naam. Compound name.
duplicaat. *See* dubbel.

E

- encyclopedie-catalogus.** dictionary catalogue.
etiket or rugschild. Book label.

G

gemeente bibliotheek. Municipal library.
gift. *See* donatie.

H

haken. Brackets.
hoofd or rubriek or opschrift or bovenschrift. Heading.
hoofdbibliothecaris. Chief librarian.
hoofdbibliotheek or centraalbibliotheek. Main library.
hulpbibliotheek. Branch library.
huurbibliotheek. Subscription library.

I

informatiebureau. *See* inlichtingen, bureau voor.
inlichtingen, bureau voor, or informatie bureau. Information desk.
inschrijven or opnemen or vermelden. To enter.
inschrijving or opname or vermelding. Entry.
inschrijvingswoord. Entry word.
inventarislijst or plaatscatalogus. Shelf list.

J

jaargeld or jaarwedde. Salary.
jaarverslag. Annual report.

K

kaartcatalogus. Card catalogue.
kaartenkast or cataloguskast. Card cabinet.
kinderen, leeszaal voor. *See* leeszaal voor kinderen.
kinderbibliotheek. Library for children.
klassenstelsel or classificatie. Classification.

L

leenregister. Loan register.
leerling. Apprentice.
leesgezelschap. Reading circle.
leesmuseum, openbaar or volksbibliotheek. Free public library.
leeswijzer or boekenlegger. Bookmark.
leeszaal. Reading-room.
leeszaal voor blinden. Reading-room for the blind.
leeszaal voor kinderen. Reading-room for children.
leidkaart or wegwijzer or afdelingskaart. Guide card.
lessenaar. Desk.
letteraanduiding. Alphabet notation.
lezer. Reader.
lezersboek or lezersregister. Register of readers.
lezerskaart. Borrower's card, reader's card.
lokaal der octrooi-publicaties. Patent room.
lokaal van uitgifte or uitleenbureau. Delivery room.

M

medeschrijver. Joint author.
model-boek. Dummy.
modelcatalogus. Select list.

N

naam, dubbel. *See* dubbel naam.
naam-catalogus. *See* auteurs-catalogus.
naamloos. Anonymous.
niet disponibel. Not available.

O

oetrooi-publicaties, lokaal der. Patent-room.
onderbibliothecaris *or* **adjunct-bibliothecaris.** Assistant librarian.
onderwerp. Subject.
ontspanningslektuur. Fiction.
op zicht. On approval.
open boekerij. Open shelves.
openbare bibliotheek. Public library.
openingsuren *or* **tijden van opening.** Hours of opening.
opgeplakt. Mounted.
opname *or* **inschrijving** *or* **vermelding.** Entry.
opnemen *or* **inschrijven** *or* **vermelden.** To enter.
opschrift *or* **bovenschrift** *or* **hoofd** *or* **rubriek.** Heading.
ordenen *or* **rangschikken.** To file.

P

pakkamer. Shipping room.
parochiale bibliotheek. Parish library.
particuliere bibliotheek. *See* **privaat-bibliotheek.**
plaatscatalogus *or* **inventaris-lijst.** Shelf list.
plaatsing. Location.
plaatsing, uitzetbare. Relative location.
plaatsing, vaste. Fixed location.
plaatsnummer. Shelf number.
plank. *See* boekenplank.
prentenkabinet. Printroom.
privaat-bibliotheek *or* **particuliere bibliotheek.** Private library.

R

rangschikking der kaarten. Filing.
rasterwerk. Wire-netting.
referaat-bibliotheek *or* **standbibliotheek.** Reference library.
register voor te binden boeken. Binding record.
reizende bibliotheek *or* **ambulante bibliotheek.** Traveling library.
rubriek *or* **hoofd** *or* **opschrift** *or* **bovenschrift.** Heading.
rubriek signatuur *or* **signatuur.** Class-mark.
rugschild *or* **etiket.** Book label.
ruiling. Exchange.

S

schoolbibliotheek. School library.
schoonmaak. Cleaning.
schrijvers-catalogus. *See* auteurs-catalogus.
schrijverskaart. Author-card.
signatuur. *See* rubriek signatuur.
signatuurhouder. Label holder.

staats-subsidie. State subsidy.
stadsbibliotheek. City library.
stamboek or **stamcatalogus** or **aanwinstenboek.** Accession book.
stamboeknummer or **aanwinstennummer.** Accession number.
standbibliotheek or **referaatbibliotheek.** Reference library.
steunpin. Shelf-peg.
stichtingsbibliotheek. Library of an institution.
systematische catalogus. Classed catalogue, systematic catalogue.

T

tentoonstellingskast or **uitstalkast** or **vitrine.** Show-case.
tentoonstellingszaal. Exhibition room.
thuisbezorging van boeken. Home delivery of books.
tijden van opening or **openingsuren.** Hours of opening.
tijdschriftenportefeuille. Magazine binder.
tijdschriftenzaal. Periodical room.
titelbriefje. See **titelkaart.**
titelkaart or **titelbriefje.** Title card.
titelkopie or **titelweergave.** Copy of the title.
toegangkaart or **entreekaart.** Card of admission.
trap or **trapje.** Stepladder.
trefwoord. Catchword.
trefwoordcatalogus. Subject catalogue.

U

uitleenbank. Delivery desk.
uitleenbibliotheek or **circulatie bibliotheek.** Circulating library.
uitleenbureau or **uitleenkamer** or **lokaal van uitgifte.** Delivery room.
uitleening. Circulation.
uitleenkamer. See **uitleenbureau.**
uitleentermijn. Loan period.
uitstalkast. See **tentoonstellingskast.**
uitzetbare plaatsing. Relative location or movable location.

V

vacantie uren. Hours of opening during vacation.
vakbibliotheek. Trade library.
vaste plaatsing. Fixed location.
vereniging van bibliotheekbeambten. Library association.
verenigingsbibliotheek. Society library.
vergelijking van eenen inventaris met de boeken. Checking of the books on the shelves.
verlichting. Lighting.
vermelding or **opname** or **inschrijving.** Entry.
vermelding onder den schrijversnaam. Author entry.
vermelding onder den titel. Title-entry.
verplicht exemplaar. Deposit copy.
verslag. Report.

- verslag, maandelijksch.** Monthly report.
vervolgwerkenboek. Continuation register.
verwarming. Heating.
verwijzing. Cross-reference.
verwijzingskaart. Cross reference card.
verzamelband. Pamphlet volume.
volksbibliotheek or openbaar leesmuseum. A free public library selected and arranged for the general public, as distinct from scientific, special libraries, and book museums.

W

- wegwijzer or leidkaart or afdelingskaart.** Guide card.
werkkamers voor het personeel. Workrooms of the staff.
wijkbibliotheek. District library.

Z

- zichtzending.** Books sent on approval.

FRENCH

A

- accessible au public.** Available.
accroissement d'une bibliothèque. Growth of a library.
achat de livres. Purchase of books.
acquisitions. Accessions.
adresse bibliographique. Imprint.
aération. Ventilation.
amende. Fine.
apprenti. Apprentice.
appui-livre. Book brace, book support.
armoire or bibliothèque or tablettes. Bookcase, book-press.
association des bibliothécaires. Library association.
atelier de relieur. Bindery.

B

- bibliotechnie or bibliothéconomie.** Library economy, library science.
bibliothécaire adjoint or sous-bibliothécaire or conservateur. Assistant librarian.
bibliothécaire en chef. Chief librarian.
bibliothécaires, association des. *See* association des bibliothécaires.
bibliothécaires, école des. *See* école des bibliothécaires.
bibliothéconomie or bibliotechnie. Library economy, library science.
bibliothèque. Library.
bibliothèque or armoire or tablettes. Bookcase.
bibliothèque ambulante or bibliothèque nomade. Traveling library.
bibliothèque d'une association. Society library.
bibliothèque centrale. Main library.
bibliothèque circulante or bibliothèque de prêt à domicile. Circulating library.
bibliothèque libre. Free library.
bibliothèque municipale. City library, municipal library.
bibliothèque nomade. *See* bibliothèque ambulante.
bibliothèque paroissiale. Parish library.
bibliothèque privée. Private library.
bibliothèque publique. Public library.
bibliothèque succursale. Branch library.
bibliothèque supportée par cotisation. Subscription library.
bibliothèque tournante. Revolving bookcase.
boîte à brochures. Pamphlet box.
brevets d'invention, salle des. *See* salle des brevets d'invention.
brochures, boîte à. *See* boîte à brochures.
bulletin de demande. Call slip.
bulletin de prêt. *See* fiche au nom de l'emprunteur.
bureau d'information. Information desk.

C

- cadre de classement.** Classification scheme.
carte de catalogue or fiche de catalogue. Catalogue card.
carte d'entrée. Card of admission.
carte de prêt. Book card.
carte principale. Main catalogue card.
carte de rappel or carte de renvoi or carte secondaire.
 Cross-reference card.
carte de renvoi. *See* carte de rappel.
carte secondaire. *See* carte de rappel.
carte vedette or fiche divisionnaire. Guide card.
cartons pour fascicules de périodiques. Magazine binder.
casier à catalogue or tiroir classeur. Catalogue tray.
cataloguage. Cataloguing.
catalogue alphabétique par noms d'auteurs. Author catalogue.
catalogue sur cartes or catalogue sur fiches. Card catalogue.
catalogue collectif. Union catalogue.
catalogue sur feuillets mobiles. Sheaf catalogue.
catalogue idéologique. Select list.
catalogue de librairie. Bookseller's catalogue.
catalogue par matière. Subject catalogue.
catalogue méthodique par matière. *See* catalogue systématique.
catalogue raisonné. Annotated catalogue.
catalogue systématique or catalogue méthodique. A classed catalogue, *i.e.*, a catalogue systematically arranged, according to subjects, in sections and sub-sections.
catalogue topographique or inventaire. Shelf list.
catalogue en volumes. Catalogue in bookform.
classement or classification. Classification.
clavette. Shelf-peg.
co-auteur. Joint author.
collation or collationnement. Collation.
collationner. To collate.
collectionneur de livres. Book-collector.
commande, fiche de. Order slip, call slip.
compte-rendu annuel. Annual report.
compte-rendu mensuel. Monthly report.
conseil d'administration d'une bibliothèque. Board of library trustees.
conservateur. *See* bibliothécaire-adjoint.
corps de rayonnage or magasins or dépôt. Stacks.
cote de classification. Class mark.
crémaillière. A toothed rack on which the shelves rest.
crochets carrés. Brackets.

D

- département des estampes.** *See* estampes, département des.
dépôt or corps de rayonnage or magasins. Stacks.
dépôt or section de prêt. Delivery station.
dépôt légal. Deposit of books in certain libraries according to law.

dépouillement. Analytical entry.
don. Gift.
double. Duplicate.
durée du prêt. Loan period.

E

échange des livres. Exchange of books.
échelle. Ladder.
école des bibliothécaires. Library school.
enfiler. To file.
enfoncer. To indent.
entrée. *See* mise en vedette.
entrée, registre d'. Accession book.
épi. A book-case with space for the books on both sides.
estampes, département des. Print-division.
étiquette or pièce au dos. Book label.

F

fantôme or planchette indicatrice. Dummy.
fiche de catalogue. Catalogue card.
fiche de commande. Order slip, call slip.
fiche divisionnaire. *See* carte vedette.
fiche de garantie. Guarantor's card.
fiche au nom de l'emprunteur or bulletin de prêt. Borrower's card; reader's card.
fiche principale or carte principale. Main catalogue card.
fiche secondaire or carte secondaire. Secondary catalogue card, cross reference card.
foliotage. Consecutive numbering of manuscript leaves.

G

garçon de bibliothèque. Page.

H

heures d'ouverture. Hours of opening.

I

impôt spécial pour les bibliothèques. Library tax.
inaccessible au public. Not available.

L

lecteur. Reader.
libre accès aux magasins de livres. Open shelves.
livre de référence or manuel. Reference book.

M

magasins. *See* corps de rayonnage.
mettre en vedette or prendre pour vedette. To enter, to head.
meuble classer or meuble à fiches. Card cabinet.
meuble à fiches. *See* meuble classer.
mise en place des livres. *See* placement.
mise en vedette or entrée. Entry.

mise en vedette du nom de l'auteur. Author entry.
mise en vedette du titre or classement sous titre. Title entry.
montant. Side-piece of a book-case.
monté. Mounted.
monte-charge pour livres. Book-lift.
mot de classement. *See* mot d'ordre.
mot d'ordre or mot de classement. Entry word.

N

nettoyage des livres. Cleaning of the books.
nom composé. Compound name.
nom de plume or pseudonyme. Pen-name, pseudonym.
note au bas de la carte. Footnote.
numéro du registre d'entrée. Accession number.
numéro de repère. Shelf number.

P

pièce au dos or étiquette. Booklabel.
placement or mise en place des livres. Location, shelving.
placement fixe. Fixed location.
placement mobile. Relative location, movable location.
planchette indicatrice. *See* fantôme.
poche pour la carte de prêt. Card pocket.
points de suspension. Dots.
prêt de bibliothèque à bibliothèque. Inter library loan.
prêt à l'extérieur. Circulation.

R

rayon or tablette. Bookshelf.
rayon mobile. Adjustable bookshelf.
rayonnage, corps de. Stacks.
récolement. Checking of the books on the shelves.
recueil factice or volume de mélanges. Pamphlet volume.
registre d'entrée or registre d'acquisitions. Accession book.
registre de prêt. Loan register.
registre de reliure. Binding record.
registre de suites. Continuation record.
renvoi. Cross reference.
rubrique. Heading.

S

salle des brevets d'invention. Patent room.
salle des documents publics. Public document room.
salle d'emballage et de livraison. Shipping room.
salle des enfants. *See* salle pour la jeunesse.
salle de l'exposition. Exhibition room.
salle pour la jeunesse or salle des enfants or salle enfantine. Reading room for children.
salle des journaux. Newspaper room.
salle de lecture. Reading room.
salle de lecture pour les aveugles. Reading room for the blind.
salle des ouvrages de référence. Reference room.
salle des périodiques. Periodical room.

- salle du prêt.** Delivery room.
section de prêt or dépôt. Delivery station.
signet. Bookmark.
sous condition or à l'examen. On approval.
subvention d'état. State subsidy.
succursale. *See* bibliothèque succursale.

T

- tiroir classeur.** *See* casier à catalogue.

V

- vitrine.** Show-case.

GERMAN

A

- Abgabestation.** Delivery station.
Abteilung für graphische Künste *or* **Kupferstichkabinet.**
Print-division.
Accessionsjournal *or* **Zugangsverzeichnis** *or* **Zuwachsverzeichnis.** Accession book.
Accessionsliste. List of accessions.
Accessionsnummer *or* **Zugangsnummer** *or* **Zuwachsnnummer.** Accession number.
alphabetischer Katalog. A catalogue consisting of author entries, and for anonymous books, title-entries, all arranged in one alphabet.
Ansichtssendung. Books sent on approval.
Attrappe. Dummy.
aufgezogen. Mounted.
Aufstellung. Location, shelving.
Aufstellung, bewegliche. Relative location, movable location.
Aufstellung, fixierte. Fixed location.
Auskunftstelle. Information desk.
Ausleihbibliothek *or* **Leihbibliothek.** Circulating library.
Ausleihe. Loan, circulation.
Ausleihejournal. Loan register.
Ausleiheraum. *See* Ausleihezimmer.
Ausleihestatistik. Statistics of circulation.
Ausleihesystem. Loan system.
Ausleiheverkehr. Circulation.
Ausleihezimmer *or* **Ausleiheraum.** Delivery room.
Ausstellungszimmer. Exhibition room.
Austausch *or* **Tauschverkehr.** Exchange, circulation.
Austauschstunden. Hours of circulation.
Autorenverzeichnis *or* **Nominalkatalog.** Author catalogue.

B

- Bandkatalog.** Catalogue in book form.
Beamtenraum. Work-room.
Belegen der Bücher. Reservation of books.
benutzbar *or* **benützbar.** Available.
Bestellschein. Request slip (recommending a library to purchase a certain work).
Bestellzettel. Call-slip.
bewegliche Aufstellung. *See* Aufstellung, bewegliche.
bewegliches Bücherbrett. *See* Bücherbrett, bewegliches.
Bewilligung. Appropriation.
Bibliothek *or* **Bücherei.** Library.
Bibliothek, öffentliche. Public library.
Bibliothekar. Librarian.
Bibliothekarschule. Library school.
Bibliotheksbeamter. Library official.
Bibliothekskommission. Board of trustees.

- Bibliotheksökonomie** *or* **Bibliotheksverwaltung.** Library economy.
- Bibliothekssteuer.** Library tax.
- Bibliotheksverein.** Library association.
- Bibliothekswissenschaft.** Library science.
- Botengebühr.** Messenger charge.
- Buchbinderei.** Bindery.
- Buchbinderliste, Buchbinderjournal.** Binding record.
- Bücheraufzug.** Book-lift.
- Bücherbrett** *or* **Regal.** Bookshelf.
- Bücherbrett, bewegliches** *or* **verstellbares Bücherbrett.** Adjustable bookshelf.
- Bücherei** *or* **Bibliothek.** Library.
- Büchereinkauf.** Purchase of books.
- Büchergestell.** Bookcase, book shelves.
- Büchergestell, rotirendes.** Revolving bookcase.
- Bücherhalter** *or* **Bücherstütze.** Book-case, book-support.
- Bücherlager.** *See* Büchermagazine. *pl.*
- Büchermagazine** *pl.* *or* **Bücherlager.** Stacks.
- Büchersammler.** Book-collector.
- Bücherschrank.** Book-case.
- Bücherstütze.** *See* Bücherhalter.
- Buchkarte.** Book card.
- Buchkartentasche.** Book-card pocket.
- Buchstabenbezeichnung.** Class mark consisting of letters.
- Buchung** *or* **Eintragung.** Entry.
- Buchzeichen.** Bookmark.
- Bürgschaftschein.** Guarantor's card.

D

- Depositum-Katalog.** Depository catalogue.
- Doppelname.** Compound name.
- Doublette.** Duplicate.

E

- Einlass, freier.** *See* freier Zutritt.
- Einlasskarte.** Card of admission.
- eintragen.** To enter.
- Eintragung** *or* **Buchung.** Entry.
- Eintragung unter dem Namen des Verfassers.** Author entry.
- Eintragung unter dem Titel.** Title entry.
- Erscheinungsvermerk.** Imprint.

F

- Filialbibliothek** *or* **Zweigbibliothek.** Branch library.
- fixierte Aufstellung.** Fixed location.
- Förderkorb.** Delivery basket.
- Fortsetzungsliste.** Continuation record.
- freier Zutritt** *or* **freie Zulassung** *or* **freier Einlass.** Open shelves.

G

- Gesamtkatalog.** Union catalogue.
- graphische Künste, Abteilung für.** *See* Abteilung für graphische Künste.

Grundkatalog or **Hauptkatalog**. A catalogue that serves as foundation for all other catalogues. The expression is chiefly used in Austria.

H

Handbibliothek. See Nachschlagebibliothek.

Hauptbibliothek. Main library.

Hauptbibliothekar or **Oberbibliothekar**. Chief librarian.

Hauptkatalog. See Grundkatalog.

Hauptlesesaal. Main reading room.

Hinweis or **Verweis**. Cross reference.

I

Idealkatalog or **Musterkatalog**. Select list.

J

Jahresbericht. Annual report.

Jugendbibliothek or **Kinderbibliothek**. Children's library.

Jugendlesesaal or **Lesesaal für Kinder**. Children's reading room.

K

Kapselkatalog. Sheaf catalogue.

Katalog, alphabetischer. Alphabetical catalogue, *i.e.*, a catalogue consisting of author entries, and for anonymous books, title-entries, all arranged in one alphabet.

Katalog, methodischer. See Katalog, systematischer.

Katalog, systematischer or **Realkatalog** or **methodischer Katalog**. Classed catalogue, *i.e.*, a catalogue systematically arranged according to subjects, in sections and sub-sections.

Katalog-Beamter. Cataloguer.

Katalogfach. See Katalogschublade.

katalogisieren. To catalogue.

Katalogisierung. Cataloguing.

Katalogkarte or **Katalogzettel**. Catalogue card.

Katalogschublade or **Katalogfach**. Catalogue drawer, catalogue tray.

Katalogzettel. See Katalogkarte.

Kinder, Lesesaal für. See Lesesaal für Kinder.

Kinderbibliothek or **Jugendbibliothek**. Children's library.

Klasseneinteilung. See Klassifizierung.

Klassifikationsvermerk. Class-mark.

Klassifizieren. To classify.

Klassifizierung or **Klasseneinteilung**. Classification.

Klassifizierungsplan. Classification scheme.

kollationieren. To collate.

Kreuzkatalog or **Erläuterungskatalog**. Analytical catalogue.

Kryptonymenzettel. Catalogue card with entry under initials.

Kupferstichkabinet. See Abteilung für graphische Künste.

L

Lehrling. Apprentice.

Leihbibliothek. See Ausleihbibliothek.

- Leihfrist.** Loan period.
Leitkarte. Guide card.
Lesehalle. See Lesesaal.
Leser. Reader.
Leserkarte. Reader's card, borrower's card.
Lesesaal or Lesehalle. Reading room.
Lesesaal für Blinde. Reading room for the blind.
Lesesaal für Kinder or Jugendlesesaal. Children's reading room.
Lesesaal, enthaltend die Tagespresse. See Zeitungs-Lesesaal.

M

- methodischer Katalog.** See Katalog, systematischer.
Mitverfasser. Joint author.
Monatsbericht. Monthly report.
Musterkatalog or Idealkatalog. Select list.

N

- Nachschlagebibliothek or Handbibliothek.** Collection of reference books.
Namensformverweisung. Cross reference from one form of a name to another.
nicht vorhanden or nicht benutzbar. Not available.
noch nicht benutzbar. Not yet available.
Nominalkatalog or Autorenverzeichnis. Author catalogue.
Nummer des Zugangsregisters or Zugangsnummer. Accession number.

O

- Oberbibliothekar or Hauptbibliothekar.** Chief librarian.
öffentliche Bibliothek. Public library.
Öffnungszeit. Hours of opening.
Ordnungsnummer or Platznummer. Shelf number.
Ordnungswort or Rubrikwort. Entry word, heading.

P

- Packkammer or Packraum.** Shipping room.
Packraum. See Packkammer.
Patentpublikationen, Zimmer für. Patent-room.
Pflichtexemplare. Deposit copies, *i.e.*, copies of books delivered to certain libraries according to law.
Platzangabe. See **Standortsbezeichnung.**
Platzkatalog. See **Standortskatalog.**
Platznummer. See **Ordnungsnummer.**
Präsenzbibliothek or Depot-Bibliothek. Reference library *i.e.*, a library from which no book is given out of the building.

R

- Realkatalog.** See Katalog, systematischer.
reihenweise ordnen. To file.
Regal or Bücherbrett. Bookshelf.
Repositorium. Bookpress, bookcase.
Repositorium für den Zettelkatalog or Schrank für den Zettelkatalog. Card cabinet.

rotirendes Büchergestell. *See* Büchergestell, rotirendes.
Rubrik or Überschrift. Heading.
Rubrikwort or Ordnungswort. Entry word, heading.
Rückenschild. Book label.

S

Sachkatalog. Subject catalogue.
Sammelband. Pamphlet volume.
Schaukasten. Show case.
Schlagwortkatalog or Stichwortkatalog. Alphabetical subject catalogue, the entry-word taken from the title, wherever possible.
Schrank für den Zettelkatalog. *See* Repositorium für den Zettelkatalog.
Signatur or Klassifikationsvermerk. Class-mark.
Spezialkatalog. Catalogue of a special library.
Staatsbibliothek. State library.
Staatszuschuss or Staats-Subvention. State subsidy.
Stadtbibliothek. City library.
Standortsbezeichnung or Standortsangabe or Platzangabe. Shelf mark.
Standortskatalog or Platzkatalog. Shelf list.
Stellstift. Shelf-peg.
Stichwortkatalog. *See* Schlagwortkatalog.
Strafgebühr. Fine.
systematischer Katalog. *See* Katalog, systematischer.

T

Tauschverkehr or Austausch. Exchange.

U

Überschrift or Rubrik. Heading.
Unterbibliothekar. Assistant librarian.

V

Vereinsbibliothek. Society library.
verstellbares Bücherbrett or bewegliches Bücherbrett. Adjustable bookshelf.
Verwaltungszimmer. Administration office.
Verweis or Hinweis. Cross reference.
Verweiskarte. Cross reference card.
Volksbibliothek. A public library selected and arranged for the general public as distinct from scientific, special libraries, and book museums.

W

Wanderbibliothek. Traveling library.
Wange or Seitenwand des Repositoriums. Side-piece of a book-case.
Wortformverweisung. Cross reference from one form of subject heading to another.

Z

Zeitschriftensaal. Periodical room.
Zeitungs-Lesesaal or Lesesaal, enthaltend die Tagespresse. Newspaper-room.

- Zettel** *or* **Katalogkarte**. Catalogue card.
Zettelkatalog. Card catalogue.
Zifferbezeichnung. Classmark consisting of numbers.
Zugangsnummer *or* **Zuwachsnnummer** *or* **Accessionsnummer**. Accession number.
Zugangsregister *or* **Zugangsverzeichnis** *or* **Zuwachsverzeichnis** *or* **Accessionsjournal**. Accession book.
zur Ansicht. On approval.
Zutritt, freier *or* **freie Zulassung** *or* **freier Einlass**. Open shelves.
Zuwachs. Accessions.
Zuwachsnnummer. *See* Zugangsnummer.
Zuwachsverzeichnis. *See* Zugangsregister.
Zweigbibliothek *or* **Filialbibliothek**. Branch library.

ITALIAN

A

- accatalogare or catalogare.** To catalogue.
accessibile al pubblico. Available.
accessioni. Accessions.
appoggia-libri. Book-brace, book-support.
apprendista. Apprentice.
appropriazione. Appropriation.
armadio dei libri. *See* scansia.
ascensore per i libri. Book-lift.
associazione dei bibliotecari. Library association.

B

- bacchetta per giornali or stecca per giornali.** Newspaper holder.
biblioteca ambulante or biblioteca viaggiante. Traveling library.
biblioteca centrale. Main library, central library.
biblioteca circolante. Circulating library.
biblioteca di consultazione. Reference library.
biblioteca municipale. City library, municipal library.
biblioteca parrocchiale. Parish library.
biblioteca popolare or biblioteca pubblica. A public library selected and arranged for the general public, as distinct from scientific, special libraries, and book museums.
biblioteca di una società. Society library.
biblioteca succursale. Branch library.
biblioteca viaggiante. *See* biblioteca ambulante.
bibliotecario. Librarian.
bibliotecario capo. Chief librarian.
bibliotecario coadiutivo. Assistant librarian.
biblioteconomia. Library economy.
bollare. To stamp.

C

- cambio or permuta.** Exchange.
carta d'ammissione. Card of admission.
cartella a molla per fascicoli di riviste. Magazine binder.
cartellino. *See* cartello.
cartello or cartellino. Book-label.
casellario per catalogo. Catalogue drawer.
cassetta da miscellanee or scatola da miscellanee. Pamphlet box.
catalogare or accatalogare. To catalogue.
catalogazione. Cataloguing.
cataloghista. Cataloguer.
catalogo per autori. Author catalogue.
catalogo collettivo. Union catalogue.
catalogo dizionario. Dictionary catalogue.
catalogo a fogli mobili. Sheaf catalogue.
catalogo ideologico or catalogo modello. Select list.
catalogo indicatore. Indicator.

- catalogo a materie or catalogo a soggetto.** Subject catalogue.
- catalogo modello.** *See* catalogo ideologico.
- catalogo coi prezzi.** Priced catalogue.
- catalogo reale or catalogo sistematico.** Classed catalogue, systematic catalogue.
- catalogo a schede or schedario.** Card catalogue.
- catalogo secondo la segnatura or inventario topografico.** Shelf list.
- catalogo sistematico.** *See* catalogo reale.
- catalogo a soggetto.** *See* catalogo a materie.
- catalogo a volumi.** Catalogue in bookform.
- chiavetta.** Shelf peg.
- classificazione.** Classification.
- collaboratore.** Joint author.
- collazionare.** To collate.
- collettore di libri.** Book-collector.
- collocamento.** *See* collocazione.
- collocazione or collocamento.** Location, shelving.
- collocazione fissa or posizione fissa.** Fixed location.
- collocazione relativa.** Relative location.
- compra di libri.** Purchase of books.
- consiglio della biblioteca or giunta di vigilanza della biblioteca.** Board of library trustees.

D

- deposito or magazzino.** Stacks.
- deposito legale or esemplari d'obbligo.** Deposit copies.
- dono.** Gift.
- doppi cognomi.** *See* nome composto.
- doppio or doppione or duplicato.** Duplicate.
- dotazione governativa or sussidio di Stato.** State subsidy.
- duplicato.** *See* doppio.
- durata del prestito.** Loan period.

E

- economato.** Administration office.
- entrata, registro di.** Accession-book.
- esemplari d'obbligo.** *See* deposito legale.

F

- fattorino or usciere.** Page, boy in a library.
- fiancata di uno scaffale.** Side-piece of a book-case.

G

- gabinetto delle stampe.** Print-room.
- giunta di vigilanza della biblioteca.** *See* consiglio della biblioteca.

I

- illuminazione.** Lighting.
- impiegato della biblioteca.** Library employec.
- indice alfabetico dei soggetti.** List of subject headings.
- inscrivere.** To enter.

inservibile. Not available.
intestazione or testata. Heading.
inventario topografico or catalogo secondo la segnatura.
Shelf list.
iscrizione. Entry.
iscrizione per autore. Author entry.
iscrizione per titolo. Title-entry.

L

legatoria. Bookbindery.
leggio. Bookstand.
lettore. Reader.
libro di consultazione or manuale. Reference book.

M

magazzino. *See* deposito.
marca di classificazione. Class-work.
mettere in testa. To head.
mobile per schedario. Card cabinet.
montato. Mounted.
multa or pena pecuniaria. Fine.

N

nome composto or doppi cognomi. Compound name.
nota tipografica. Imprint.
numero della collocazione or numero dello scaffale. Shelf number.
numero del registro di entrata. Accession number.
numero dello scaffale. *See* numero della collocazione.

O

orario d'apertura or ore d'apertura. Hours of opening.
ordinare or porre in fila. To file.

P

palchetto or scaffale. Bookshelf.
palchetto mobile. Adjustable bookshelf.
parentesi quadre. Brackets.
parola d'ordine. Entry word.
pena pecuniaria or multa. Fine.
permuta. *See* cambio.
porre in fila. *See* ordinare.
portafogli. Portfolio.
posizione fissa or collocazione fissa. Fixed location.
privativa industriale, sezione della. Patent department.
prospetto della collocazione. Classification scheme.

R

registro delle continuazioni. Continuation register.
registro di entrata or registro d'ingresso. Accession book.
registro d'ingresso. *See* registro di entrata.
registro dei legatori. Binding record.

registro di prestito. Loan register.
resoconto or rendiconto or relazione. Report.
resoconto annuale or relazione annuale. Annual report.
resoconto mensile or relazione mensile. Monthly report.
richiamo. Cross reference.
richiamo, scheda di. Cross reference card.
riscaldamento. Heating.

S

sala della distribuzione. Delivery room.
sala dei giornali. Newspaper room.
sala di lettura. Reading room.
sala di lettura per i bambini or sala di lettura per la gioventù. Children's reading room.
sala di lettura per i ciechi. Reading room for the blind.
sala di lettura dei libri sul posto. Reference room.
sala di lettura per le riviste. Periodical room.
sala delle spedizioni. Shipping room.
scaffale or scansia or armadio da libri. Bookcase.
scaffale, fiancata di uno. Sidepiece of a bookcase.
scaffale girante. Revolving bookcase.
scansia or armadio da libri or scaffale. Bookcase.
scansie aperte. Open shelves.
scatola da miscellanee or cassetta da miscellanee. Pamphlet box.
scheda di catalogo. Catalogue card.
scheda divisoria or tramezza. Guide card.
scheda del lettore or tessera del lettore. Borrower's card, reader's card.
scheda di libro. Book card.
scheda d'ordinazione or scheda di commissione. Order slip.
scheda principale. Main catalogue card.
scheda di richiamo. Cross reference card.
scheda di richiesta. Request slip.
schedario or catalogo a schede. Card catalogue.
schedario, mobile per. Card cabinet.
scuola di biblioteca. Library school.
segnatura. Class-mark.
segno. Bookmark.
sezione della privativa industriale. Patent department.
sistema espansivo. Expansive system.
sotto-bibliotecario. Assistant librarian.
sotto condizione. On approval.
spoglio. Analytical entry.
spolveratura dei libri. Dusting of the books.
stampe, gabinetto delle. Printroom.
stazione di distribuzione. Delivery station.
stecca per giornali or bacchetta per giornali. Newspaper holder.
sussidio di Stato or dotazione governativa. State subsidy.

T

tassa speciale per fondare e mantenere una biblioteca. Library tax.

tavoletta indicatrice. Dummy.
tessera di garanzia. Guarantor's card.
tessera del lettore or scheda del lettore. Reader's card.
testata or intestazione. Heading.
tramezza. See scheda divisoria.

U

ufficio della consultazione bibliografica. Information desk.
uscieri or fattorino. Page, boy in a library.

V

verifica. Checking of the books on the shelves.
vetrina dove si espongono libri rari. Show case.
volume miscelaneo. Pamphlet volume.

SPANISH

A

- á condición.** On approval.
á la disposición del público. Available.
adquisiciones. Accessions.
advertidor. Dummy.
almacenes. *See* estanterías de los almacenes.
anaquel or entrepaño. Shelf.
anaquel móvil. Adjustable bookshelf.
apoya libros. Book-brace, book-support.
aprendiz. Apprentice.
apuntada por autor or entrada por autor or asentada por autor. Author entry.
apuntada por serie or entrada por serie or asentada por serie. Series entry.
apuntada por título or entrada por título or asentada por título. Title entry.
apuntar or inscribir. To enter.
armario para libros or estante. Book-case.
ascensor mecánico para libros or monta-cargas para libros. Book lift.
asentada. *See* apuntada.
asociación de los bibliotecarios. Library association.

B

- bastón para periódicos or gancho para periódicos or palo para periódicos.** Newspaper holder.
biblioteca ambulante. Traveling library.
biblioteca central. Main library.
biblioteca circulante or biblioteca de préstamo. Circulating library.
biblioteca giratoria. *See* estante giratorio.
biblioteca infantil. Children's library.
biblioteca manual. Collection of reference books.
biblioteca municipal. City library, municipal library.
biblioteca á pago or biblioteca á suscripción. Subscription library.
bibliotheca particular. Private library.
biblioteca parroquial. Parish library.
biblioteca de préstamo. *See* biblioteca circulante.
biblioteca pública. Public library.
biblioteca de referencia. Reference library.
biblioteca de una sociedad. Society library.
biblioteca sucursal. Branch library.
bibliotecario. Librarian.
bibliotecario jefe. Chief librarian.
biblioteconomía. Library economy.
boletín para pedir un libro. *See* cédula de petición.
bolsillo para tarjeta or sobre para tarjeta. Card pocket.

C

- calefacción.** Heating.
- cambio or canje.** Exchange.
- carpeta de resorte para revistas or cartón para revistas.** Magazine binder.
- cartón para revistas.** *See* carpeta para revistas.
- catalogación.** Cataloguing.
- catalogador.** Cataloguer.
- catálogo alfabético de autores.** Author catalogue.
- catálogo colectivo.** Union catalogue.
- catálogo de colocación or inventario por orden de colocaciones, or catálogo topográfico.** Shelf list.
- catálogo escogido or catálogo ideológico.** Select list.
- catálogo en hojas sueltas.** Sheaf catalogue.
- catálogo ideológico.** *See* catálogo escogido.
- catálogo por materias.** Subject catalogue.
- catálogo movable or catálogo en papeletas.** Card catalogue.
- catálogo en papeletas.** *See* catálogo movable.
- catálogo sistemático.** Systematic catalogue, *i.e.*, a catalogue systematically arranged according to subjects, in sections and sub-sections.
- catálogo topográfico.** *See* catalogo de colocación.
- catálogo en volúmenes.** Catalogue in bookform.
- cédula de catálogo or papeleta de catálogo.** Catalogue card.
- cédula de petición or boletín para pedir un libro.** Request slip.
- ciegos, sala para los.** *See* sala para los ciegos.
- círculo de lectura.** Reading circle.
- clasificación.** Classification.
- clasificación, proyecto de.** Classification scheme.
- clavija.** Shelf peg.
- colaborador.** Joint author.
- colacionar or comparar.** To collate.
- colección ficticia or tomo de varias.** Pamphlet volume.
- colector de libros.** Book collector.
- colocación.** Location, shelving.
- colocación fija.** Fixed location.
- colocación movable.** Relative location, movable location.
- comparar.** *See* colacionar.
- compra de libros.** Purchase of books.
- consejo de la biblioteca.** *See* junta de la comisión de biblioteca.

D

- depósito legal.** Deposit copies.
- depósito de libros or estanterías de los almacenes.** Stacks.
- despacho de información or oficina de información.** Information desk.
- donación.** Gift.
- duplicado.** Duplicate.
- duración del préstamo or plazo del préstamo.** Loan period.

E

- embalages y remesas, sala de.** *See* sala de embalages y remesas.
- empleado de biblioteca.** Library employee.
- encabezamiento.** Heading.
- encabezar.** To head.
- encuadernación, taller de.** Bindery.
- enhilar.** To file.
- entrada, libro de.** *See* libro de entrada.
- entrada, papeleta de.** *See* papeleta de entrada.
- entrada por autor.** *See* apuntada por autor.
- entrada por serie.** *See* apuntada por serie.
- entrada por título.** *See* apuntada por título.
- entrepañío.** *See* anaquel.
- escalón.** Sidepiece of a bookcase.
- escuela normal de bibliotecarios.** Library school.
- esquema de clasificación or proyecto de clasificación.** Classification scheme.
- estampas, gabinete de.** *See* gabinete de estampas.
- estante or armario para libros.** Book-case.
- estante giratorio or biblioteca giratoria.** Revolving book-case.
- estanterías abiertas.** Open shelves.
- estanterías de los almacenes or depósito de libros.** Stacks.
- estuche para folletos.** Pamphlet box.
- etiqueta or tejuelo.** Lettering piece, label.

G

- gabinete de estampas.** Print department.
- gabinete público de lectura.** Free public library.
- gancho para periódicos or bastón para periódicos or palo para periódicos.** Newspaper holder.
- gaveta del catálogo.** Catalogue drawer.

H

- horas de servicio público or horas que es abierto.** Hours of opening.

I

- iluminación artificial.** Lighting.
- impuesto para sostenimiento de una biblioteca pública.** Library tax.
- inventario por orden de colocaciones.** *See* catálogo de colocación.

J

- junta de la comisión de biblioteca or consejo de la biblioteca.** Board of library trustees.

L

- lector.** Reader.
- lectura, sala de.** *See* sala de lectura.
- libro auxiliar or libro de referencia.** Reference book.
- libro de entrada or registro de entrada.** Accession book.

libro de referencia. *See* libro auxiliar.
limpieza de los libros. Cleaning of the books.

M

mapas, sala de. *See* sala de mapas.
marca de clasificación. Class mark.
marcador. Book-mark.
marcas de patente, sala de. *See* sala de privilegios de invención.
memoria anual. Annual report.
memoria mensual. Monthly report.
mensajero or mozo. Page in a library.
monta-cargas para libros. *See* ascensor mecánico para libros.
mueble con gavetas para el catálogo. Card cabinet.
multa. Fine.

N

niños, sala para. *See* sala para niños.
no está a la disposición del público. Not available.
nombre compuesto. Compound name.
número del anaquel or número de situación. Shelf number.
número del libro de entrada. Accession number.
número de situación. *See* número del anaquel.

O

obras en publicación, registro de. Continuation record.
oficina de la administración. Administration office.
oficina de información. *See* despacho de información.

P

palo para periódicos. *See* bastón para periódicos.
papeleta de catálogo. *See* cédula de catálogo.
papeleta de entrada. Card of admission.
papeleta de referencia. Cross reference card.
paréntesis angulares. Brackets.
pegado. Mounted.
periódicos, sala de. *See* sala de periódicos.
pié de imprenta. Imprint.
plazo del préstamo. *See* duración del préstamo.
polilla. Bookworm.
préstamos, registro de. *See* registro de préstamos.
préstamos, sala de. *See* sala de préstamos.
proyecto de clasificación or esquema de clasificación. Classification scheme.
puesto para la entrega. Delivery station.

R

referencia. Cross reference.
referencia, papeleta de. *See* papeleta de referencia.
registro de encuadernaciones. Binding record.
registro de entrada. *See* libro de entrada.
registro de obras en continuación. Continuation register.
registro de préstamos. Loan register.
remesas, sala de. *See* sala de embalages y remesas.

revistas, sala de. *See* sala de revistas.
rubro. Entry word.

S

sala para los ciegos. Reading room for the blind.
sala de embalages y de remesas. Shipping room.
sala de exposición. Exhibition room.
sala de lectura. Reading room.
sala de mapas. Map room.
sala para niños. Children's room.
sala para periódicos. Newspaper room.
sala de préstamos or sala de repartición. Delivery room.
sala de privilegios de invención or sala de marcas de patente. Patent room.
sala de repartición. *See* sala de préstamos.
sala de las revistas. Periodical room.
sobre para tarjeta. *See* bolsillo para tarjeta.
soto-bibliotecario or sub-bibliotecario. Assistant librarian.
sub-bibliotecario. *See* soto-bibliotecario.
subvención del estado presupuestada. State subsidy.
suma presupuestada. Appropriation.

T

tablilla de separación. *See* tarjeta guía.
taller de encuadernación. Bindery.
tarjeta del fiador. Guarantor's card.
tarjeta guía or tablilla de separación. Guide card.
tarjeta del lector or tarjeta de préstamos de libros.
 Reader's card, borrower's card.
tarjeta para libro prestado. Book card.
tarjeta de préstamos de libros. *See* tarjeta del lector.
tarjeta principal or papeleta principal. Main catalogue card.
tejuelo. *See* etiqueta.
tomo de varias or colección ficticia. Pamphlet volume.

V

verificación de los libros en los estantes. Checking of the books on the shelves.
vitrina. Show case.

SWEDISH

A

accessionsbok *or* **förvärfsbok**. Accession book.
afdelningschef. Division chief.
anslag, illustrerade. Picture bulletins.
antaget namn. Pseudonym.
årsberättelse. Annual report.
årstryck *or* **pliktexemplar**. Deposit copies.
åtkomlig *or* **disponibel**. Available.

B

barn, läsestuga för. Reading room for children.
belysning. Lighting.
berättelse. Report.
bevillning. Appropriation.
bibliotek *or* **boksamling**. Library.
bibliotek, enskildt. Private library.
bibliotek, offentligt. Public library.
bibliotekarie. Librarian.
biblioteksamanuens *or* **vicebibliotekarie**. Assistant librarian.
biblioteksbyggnad. Library building.
biblioteksörening. Library association.
bibliotekskommission. Board of library trustees.
biblioteksskatt. Library tax.
biblioteksskola. Library school.
bibliotekstjänsteman. Library official.
blinda, läsestuga för. Reading room for the blind.
bokattrapp. Dummy.
bokbindarejournal. Binding record.
bokförteckning *or* **boklista** *or* **katalog**. List of books, catalogue.
bokhiss. Booklift.
bokhylla *or* **hylla**. Bookshelf.
bokhylla, flyttbar. Adjustable bookshelf.
bokhylla, roterande. Revolving bookcase.
bokinköp. Purchase of books.
bokkort. Book card.
boklapp. Book-label.
boklista. *See* bokförteckning.
bokmagasin *or* **magasin**. Stacks.
bokmärke. Book-mark.
boksamlare. Book collector.
boksamling *or* **bibliotek**. Library.
bokskåp. Bookcase.
bokstöd. Book brace.
böter. *pl.* Fine.
broschyrkapsel. Pamphlet box.
byte. Exchange.

D

disponibel or **åtkomlig**. Available.
duplikat. Duplicate.

E

enskildt-bibliotek. Private library.

F

fackboksamling. Special library, *i. e.*, a library relating to a special subject.

fackkatalog. Subject catalogue.

filialbibliotek or **hjälpbibliotek**. Branch library.

flyttbar bokhylla. Adjustable bookshelf.

flyttbar uppställning. Movable location.

folkbibliotek. A public library selected and arranged for the general public, as distinct from scientific, special libraries and book museums.

föreningsbibliotek. Society library.

författarkatalog or **nominalkatalog**. Author catalogue.

författarrubrik or **slagord efter författare**. Author entry.

fortsättningslista. Continuation record.

förfärf. Accessions.

förfärfsbok or **accessionsbok**. Accession book.

förfärfsnnummer. Accession number.

G

gåfva. Gift.

garantikort. Guarantor's card.

gravyrer, afdelning för. Print division.

H

handbibliotek. Collection of reference books.

hänvisning. Cross reference.

hänvisningskort. Cross reference card.

hjälpbibliotek or **filialbibliotek**. Branch library.

hufvudbibliotek. Main library.

hufvudkatalog. Main catalogue.

hylla or **bokhylla**. Bookshelf.

hyllafdelningsnummer or **platsnummer**. Shelf number.

hyllbräde. Shelf (the board.)

hyllfack. Book-press.

hyllståndare. Sidepiece of a bookcase.

I

införa. To enter.

inträdeskort. Card of admission.

K

katalog or **bokförteckning** or **boklista**. catalogue.

katalog, alfabetisk. A catalogue consisting of author entries, and for anonymous books, title-entries, arranged in one alphabet.

- katalog, systematisk or realkatalog.** A classed catalogue, *i. e.*, a catalogue systematically arranged, according to subjects, in sections and subsections.
- katalogisator.** Cataloguer.
- katalogkort.** Catalogue card.
- kataloglåda or kortlåda.** Catalogue drawer, catalogue tray.
- katalogslapp.** Catalogue slip.
- katalogskåp.** Card cabinet.
- klammer.** *pl.* Brackets.
- klassindelning.** Classification.
- klassindelningsplan.** Classification scheme.
- klassmärke.** Class-mark.
- kollationera.** To collate.
- kortficka.** Card pocket.
- kortkatalog.** Card catalogue.
- kortlåda.** *See* kataloglåda.
- kugglist.** A toothed rack on which the shelves rest.

L

- lånbibliotek.** Circulating library.
- lånekort.** Borrower's card.
- lånfrist.** Loan period.
- låntagare.** Borrower.
- lappkatalog.** Slip catalogue.
- lärling.** Apprentice.
- läsare.** Reader.
- läsesal.** Large reading room.
- läsestuga or läsrum.** Reading room.
- läsestuga för barn.** Children's reading room.
- läsestuga för blinda.** Reading room for the blind.
- läsrum.** *See* läsestuga.

M

- medförfattare.** Joint author.
- medhjälpare.** Assistant.
- metallstång i en kataloglåda.** Rod in a catalogue drawer.
- montre.** Showcase.

N

- namn, antaget.** Pseudonym.

O

- öfverbibliotekarie.** Director of a library, chief librarian.
- öfverskrift or rubrik.** Heading.
- önskningsnummer.** Call number.
- önskningsedel or rekvisitionsblankett.** Call slip.
- öppningstid.** Hours of opening.
- öppet tillträde or öppna hyllor.** Open shelves.
- öppna hyllor.** *See* öppet tillträde.
- ordna i radföljd.** To file.
- ordningsord or rangord or slagord or uppslagsord.** Entry word.

P

- packrum.** Shipping room.
- påseende, till.** *See* till påseende.

plint. Peg on which a shelf rests.
protokolkatalog. Sheaf catalogue.
pulpet för tidningar. Newspaper desk.

R

radföljd, ordna i. See ordna i radföljd.
rangord. See ordningsord.
realkatalog. See katalog, systematisk.
rekvisitionsblankett. See önskningsedel.
roterande bokhylla. Revolving bookcase.
rubrik or öfverskrift. Heading.

S

samlingsband. Pamphlet volume.
sammansatta namn. Compound name.
signum. Class-mark.
skolbibliotek. School library.
skönlitteratur. Literature (fiction and poetry).
slagord. See ordningsord.
sockenbibliotek. Parish library.
stadsbibliotek. City library.
standortskatalog. Shelf list.
statsbidrag or statsunderstöd. State subsidy.
statsunderstöd. See statsbidrag.

T

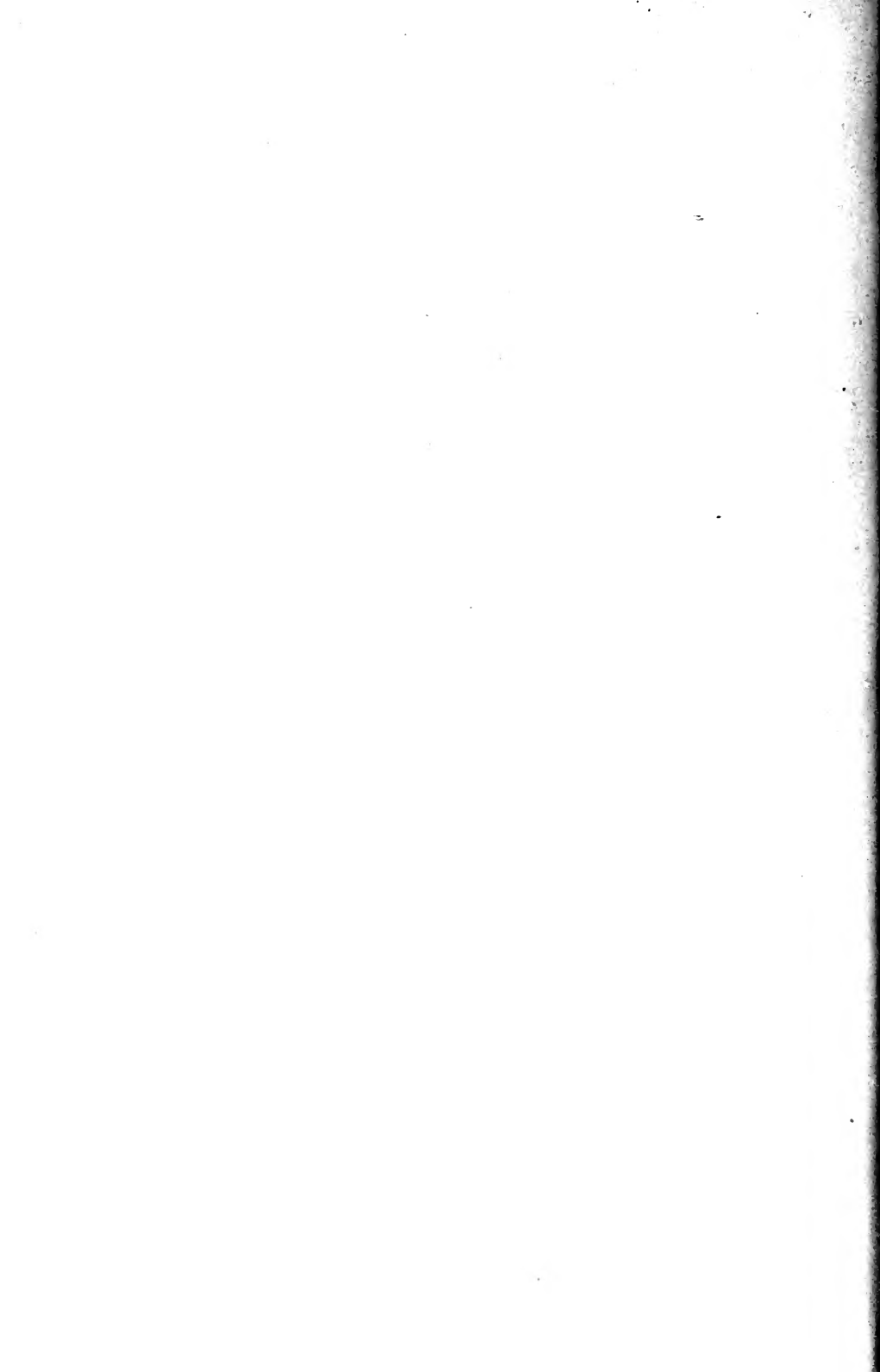
tidningar, pulpet för. Newspaper desk.
tidningssal. Newspaper room.
tidskriftssal. Periodical room.
till påseende. On approval.
tillnamn. Surname.
tillträde, öppet. Open shelves.
titelrubrik. Title entry.
trådnät. Wire netting.

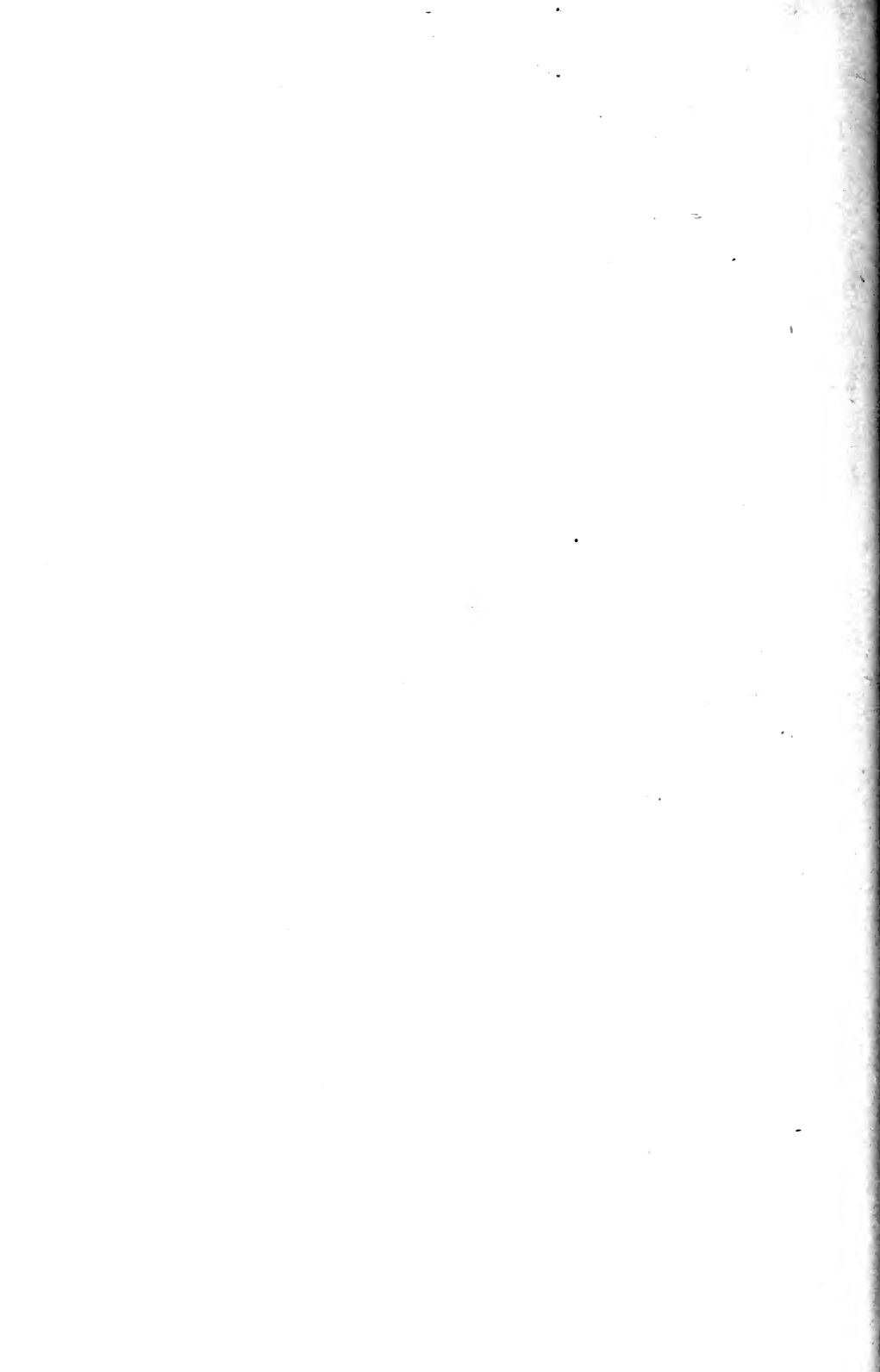
U

ungdomsboksamling. Children's library.
uppklistrad. Mounted.
upplysningsbyrå. Information desk.
uppslagsord. See ordningsord.
uppställning. Location.
uppställning, fast. Fixed location.
uppställning, flyttbar. Movable location.
utdelningställe. Delivery station.
utlåningsdisk. Delivery desk.
utlåningsjournal. Loan register.
utlåningsregler. Rules of circulation.
utlåningssal. Delivery room.
utställningslokal or visningssal. Exhibition room.

V

vandringsbibliotek. Traveling library.
vicebibliotekarie or biblioteksamanuens. Assistant librarian.
visningssal. See utställningslokal.
volyantal. Number of volumes.





Bb
M

Moth, Axel

Glossary of library terms.

467384

DATE.

NAME OF BORROWER.

University of Toronto
Library

DO NOT
REMOVE
THE
CARD
FROM
THIS
POCKET



