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# Library Collection Development Policies Module No.8

## TERMS AND DEFINITIONS

**The trainer: Aculina MIHALUTA, Deputy Director of SL USARB**



According to the current acceptation, library collection consists of documents. In contemporary literature the library has replaced the term of publication / document with the resources.

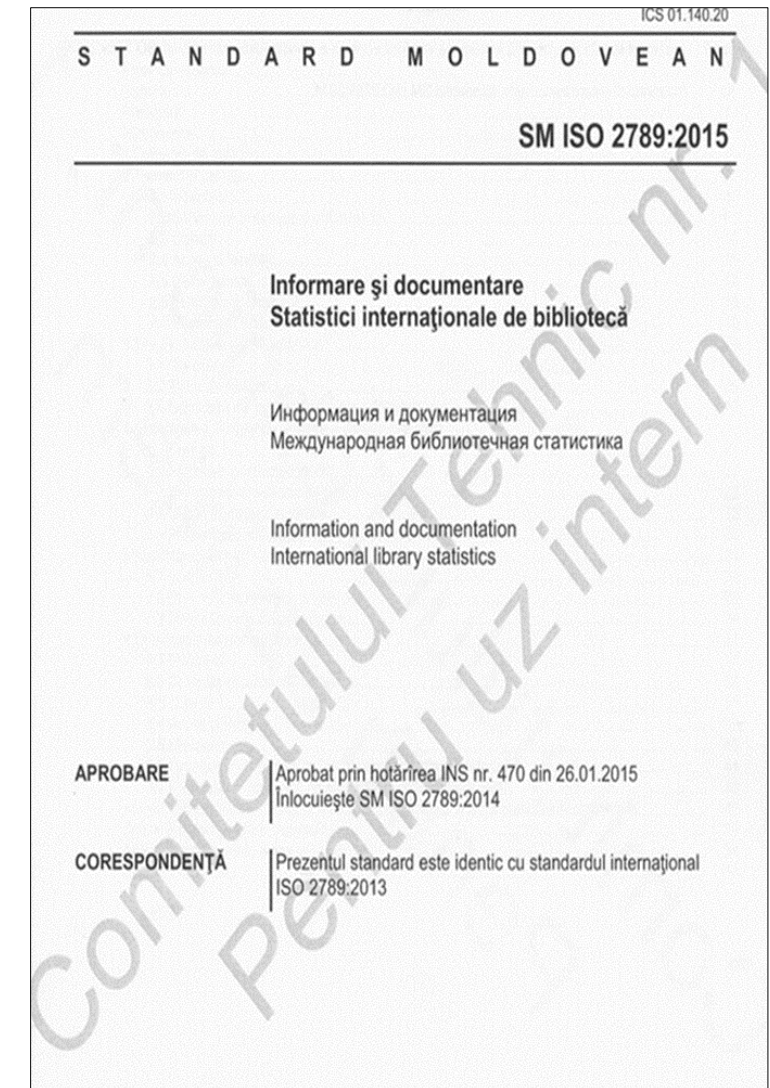
1. The resource is treated as a tangible or intangible entity which includes intellectual content and / or artistic and is designed, produced and / or published as a unit, which constitute basic of a separate bibliographic descriptions. Resources include text, music, images and graphics, maps, audio, video, electronic data or programs, including those published in the series. [IFLA ISBD, 2011].

2. In cataloging rules RDA (Resource Description and Acces) resource term refers to a work, expression, manifestation or item. The term includes not only an individual entity, but it can also refer to a concrete entity (eg. an audiotape) or intangible (Web site). [RDA: Glossaire, 2012].



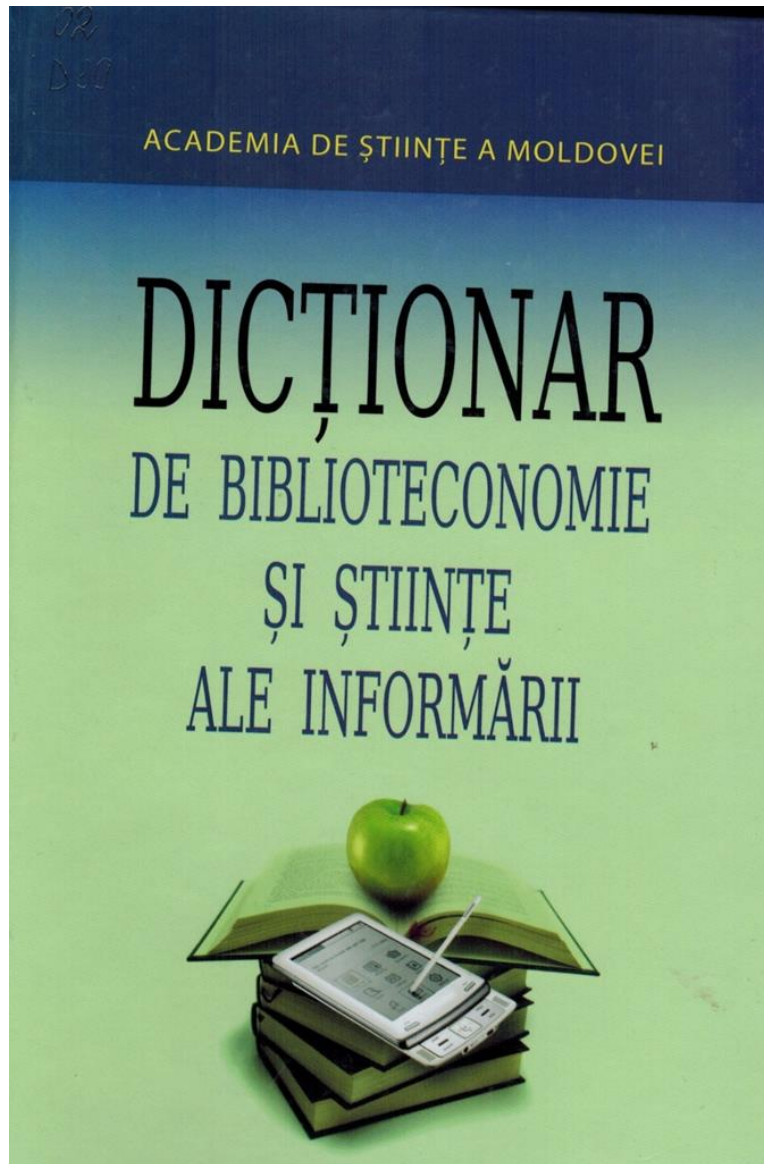
- In the library understandable, the information resource is recorded, which can be treated as a unit in a documentary chain regardless of its material and its features.
- The standard MS ISO 2789: 2015 Information and documentation.

International library statistics requires following specific documents: *books, serial publications, manuscripts, printed music, microforms, cartographic documents / visual / graphics and electronic documents*. The Chapter 2 **Terms and Definitions** contains definitions for most of the elements that constitute a library service (Collections section 2.3).





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The international bodies illustrates the need to modernize and update terminological framework in the info-documentary field.

Search and rational use of terms proposed by IFLA, the national and international standardization bodies, as well as terms used by professionals in librarianship and information documentation was the main objective for the Central Scientific Library of Academy of Science of Moldova team, who made up the **Dictionary of library and information sciences**, published in 2014 and contains 1978 words in five languages: Romanian, English, French, German, Russian.





## 2. 3. Collections. ISO 2789: 2015 International library statistics

- **The right of access to information-  
the right of access or consult library  
collections**

Regarding electronic collections, the library will provide permanent or temporary access to them through legal authorization, license, contract or other cooperation agreements.

- **Acquisition, addition** - document or item added to a collection during the reporting period

Purchases can be obtained, for example by purchasing, the license, legal deposit, digitization, donation or exchange.



**2. Rights of access can be obtained from a library itself, a consortium and / or through external financing.**

**3. The acquisition must be understood as the result of intentional selection of documents, ensuring the rights of access and inclusion in the online catalog or other library databases.**

**Library collection -all documents made available to users by a library**

**1. Comprises documents held locally, as well as remote access for which it was obtained access rights.**

**4. Not includes links to resources on the Internet the library has obtained access rights by legal agreements (eg. related to legal deposit right), through licensing or other collaborative or contractual agreements.**



## Book - printed document and formed by assembly / linking pages (as codices)



- **Today, Books is the most widespread documents in libraries.** World production of books is growing in spite of further media information. Numerous books are for leisure but also for study and research. In terms of library, the book is a regularly document produced in multiple copies, containing at least 49 pages outside of covers and constitutes a bibliographic item. From that definition should be retained four aspects which distinguish the book from other library documents:
  - regularly appearance
  - producing multiple copies
  - number of pages
  - bibliographic unit



# Classification of books

## Scientific books

**Scientific books: synthesis works (encyclopaedias, dictionaries, handbooks, textbooks, university courses)**

**Scientific monographs: work elaborated to obtain university or scientific level (licentiate / master 's / doctoral studies)**

**Specialized studies**

## Fiction books

**1/3 of world annual production of books are fiction books**

## Art books

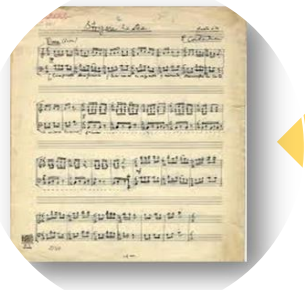
**Artistic monographs (80-90% text prevails)**

**Album art (about 90% image)**





**Cartographic material** - conventional representation concrete scale or abstract phenomena which can be localized in space and time includes documents such as two- or three-dimensional maps, globes, plans, topographic models, relief maps and aerial representations but excludes atlases and cartographic documents in any form codices, microfilm, audiovisual or electronic form.



**Musical document** – document whose principal content is music representation, generally in the form of notes. A musical document can be printed music in the form of sheets or in collections.



**Graphic document** – the document which contains especially image formats. The document is presented as a form rather than linguistic illustrated musical or cartographic. This category includes reproductions or original art, photographs, posters, sketches, drawings, etc., but excludes graphic documents in codices format or in micro, audio-visual or electronic format.



**MANUSCRIPT** – original document that is handwritten or typed. Bound volumes and other elements (fragments, rolls, autographs, etc.) is considered as a separate document.



**PATENT** – official document that gives the inventor the exclusive right to use or licensing for an invention, complemented by afferent documentation.



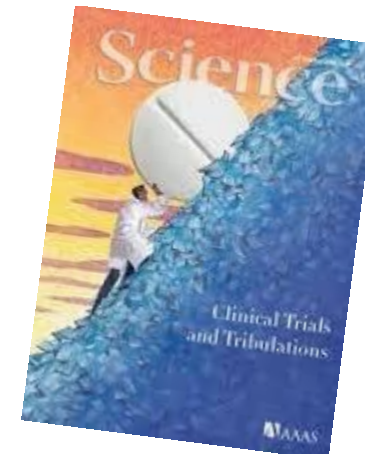
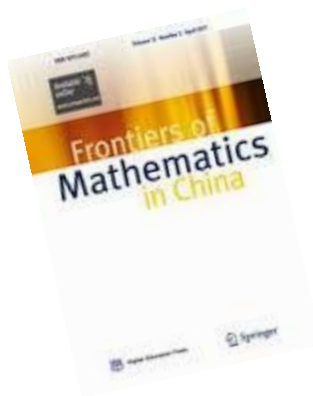
**Post cards** - is a rectangular piece of thick paper or thin cardboard intended for writing and mailing without an envelope, reserved for correspondence



Publications in series- known as periodic of great interest from both the scientific world and those concerned about daily events



**PUBLICATION IN SERIES** - document printed or not, published in successive installment, usually having numerical or chronological order, for an indefinite period, regardless of its periodicity.





## Classification of publications in series

- **Depending on accessibility:**

- Serial widely circulated: daily press (updated information covering all economic spectrum, messages, political, cultural etc.); illustrated magazines (general and specialized information made on quality and colorful paper and who have their specific readers: children, youth, women and other categories).
- Depending on the serials contents which are divided into the following categories: newspapers, magazines, yearbooks, calendars; almanacs, bibliographic publications, leaflets





**Magazines** are serial publications in specialized fields or general information appearing under the same title at intervals, generally regular (weekly, bimonthly, quarterly, annually), consisting of several articles and addressed to categories of readers or the public.



**NEWSPAPERS** are serial publications contain information about the current of general or particular events ,whose individual parts are ordered and numbered chronologically and usually occurs at least once a week.



**Yearbooks** are types of serials with annual appearance comprising various information: facts and figures on different topics on a particular institution addresses of persons and editorial organizations reports, scientific studies etc.



**Calendars** are types of serials which include succession of days in a year marking key moments (birthdays, political, cultural, scientific, historical, etc.).



**Almanacs** are annual almanacs with practical advice, diverse facts, curiosities, current statistics, natural phenomena, jokes, medical and culinary advice



**Audiovisual documents**

**Audiovisual records  
(slides, microforms)**

**Sound recording  
(disks, tapes,  
cassettes)**

**Combined audiovisual  
documents (sound  
films, videos, etc.)**

Documents in which sound and / or images predominate and requiring the use of special equipment to be viewed and / or heard.



**Slides are frames of film transparencies containing photographic positive images black and white or color intended to be projected on the screen**



**Microforms is the generic term for any support, currently film containing micro-images obtained by microphotography, reproduction technical photography of the original.**



**Microfilm is a microform or tape roll form with standard format 16mm X 35mm.**

**Microfiche is also a microform rectangular sheet comprising one or more micro-images, the standard format is 105mm microfiche strip X 148 mm**



**DISC** is a circular format support the information is recorded, usually in vinyl or shellac discs

**Note: The first disc audio was invented in 1887**



**MAGNETIC TAPE** is a medium for magnetic recording, made of a thin, magnetizable coating on a long, narrow strip of plastic film. It is serves to recording, preserving and playing audible and visual signals

**Note: The first tape was patented in 1928**



**AUDIOCASSETTE-** are made of a polyester type plastic film with a magnetic coating. It is used for recording / reproducing a sound.



**VIDEOCASSETTE** is composed of a container with two identical cores (coil) that is wound on a video tape

**Note: The first black and white video was made in 1951 by an American company**





**ELECTRONIC COLLECTION-** all resources in electronic form in the library collection or originally created in digital form or digitized

**Database**

**Electronic periodical publication**

**Electronic collection  
contains:**

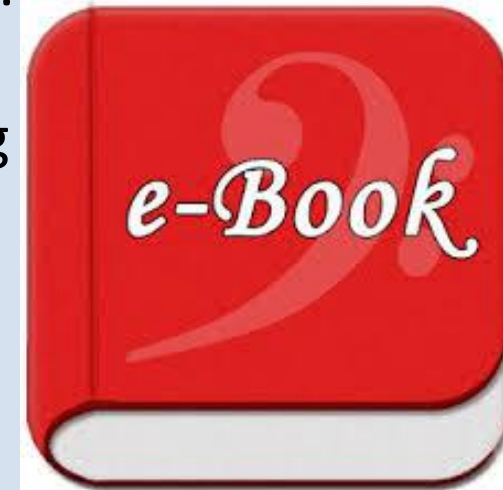
**Digital documents**

**Free Internet resources. Resources  
can be interconnected and  
installed  
independent workstations or  
stored on physical media**



E-BOOK - electronic document that does not bear a standardized serial number, licensed or not, the text play a leading role and which can be regarded as equivalent to the printed book (monograph)

- The use of electronic books in many cases is dependent on a device or a special reading or viewing program.
- E-Books can be lent to users either on portable media or by submitting content to the user's computer or other device, for a limited time.
- PhD thesis in electronic format are considered e-Books.
- The same documents digitized by the library.





- The units or records are usually collected with a particular purpose and refers to a defined topic. A database may be published on CD-ROM, floppy disk or other media, such as a computer file accessed via telephone or the Internet.
- A single interface for access to a variety of magazines or digital documents offered by a publisher or supplier, is also regarded as a database

**DATABASE**  
set of descriptive records or  
  
units containing (factual data, text, images, sounds) with a common interface and a program for extracting and using data



ELECTRONIC PUBLICATION IN SERIES -  
periodical available only in electronic  
format or both in electronic as well as  
other format.

- Includes both serial publications kept locally, and the resources available to remote for which it was obtained permanent or temporary access rights
- Cover publications in series digitized by the library

librunivusarb.md/confbib/confbib.html

**Biblioteca Științifică a Universității de Stat „Alec Russo” din Bălți**  
**Confluente Bibliologice**  
*Revista de biblioteconomie și științele informării*

Numărul 1-2 2016  
CARTEA DE VIZITĂ / VIZITING CARD

Elena HARCONIȚA  
BIBLIOTECARII UNIVERSITARI BĂLȚENI CONSOLIDEAZĂ CAPACITĂȚILE INSTITUȚIONALE

Împreună cu bibliotecile academice din Armenia, Belarus și Biblioteca Academiei de Administrație publică din Republica Moldova, Biblioteca Științifică a Universității de Stat „Alec Russo” din Bălți va bibliotecara pentru membrii comunității universitare datorită participării lor în Proiectul internațional ERASMUS+ Consolidarea capacităților în domeniul învățământului superior - Capacity Building in the Field of Higher Education din rețeaua «Servicii de suport: modernizarea bibliotecilor din Armenia, Moldova și Belarus (2015-2016)».

Beneficiarii direcți ai proiectului sunt bibliotecarii, dar reformele efectuate vor avea un impact favorabil asupra personalului academic, studenților, personalului administrativ al universităților, dar și asupra persoanelor din mediul înconjurător. Scopul general al proiectului este modernizarea și consolidarea bibliotecilor, îmbunătățirea competențelor personalului bibliotecar în instituțiile de învățământ superior din Moldova, Armenia și Belarus. ....

[Citește mai mult](#)

librunivusarb.md/bibliouniv\_rev/buniv.html

**REVISTA BIBLIOTECILOR UNIVERSITARE DIN REPUBLICA MOLDOVA**  
**ibliouniversitas@ABRM.md**

Redacția    Despre noi    Arhiva    Autori    Contact

**SUMAR**

**PERSONALITĂȚI REMARCABILE ÎN BIBLIOTECONOMIE**

**TEORIE ȘI PRACTICĂ**

**INFORMATIZARE, TEHNOLOGII**

**ABRM**

**FILIALA BIN A ABRM – CENTRU BIBLIOTECONOMIC BS USARB**

**EVENIMENTE**

**IN MEMORIAM**

**PROFESIONALIZARE**

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**SUMAR**

**ABRM: CONFERINȚA SATELIT DEȘCHIDERE ȘI CREDIBILITATE. SECȚIUNEA BIBLIOTECI UNIVERSITARE ȘI SPECIALIZATE**

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DIPLOME OFERITE ÎN CADRUL CONFERINȚEI SATELIT A BIBLIOTECILOR UNIVERSITARE ȘI SPECIALIZATE DIN 4 NOIEMBRIE 2016 PENTRU BIBLIOTECILE UNIVERSITARE ȘI SĂPTĂMÎNA INTERNAȚIONALĂ A ACCESULUI DESCHIS 2016. EDIȚIA „A-X-A” RAPORT (BIBLIOTECA ȘTIINȚIFICĂ USARB)





**DIGITISED COLLECTION** -Electronic part of the collection consists of those items that have been digitized from analogue of the library collection

**DIGITISED DOCUMENT**  
information unit with a defined content,  
which was originally created in digital format  
or digitized by the Library  
or it was acquired by the library in digital form as  
part of its collection

This category includes eBooks, electronic patents, networked audiovisual documents and other digital documents such as reports, cartographic and music documents, preprint publications , etc.

A digital document may be structured in one or more files

Digital documents comprise one or more units of content. Before digitization, library must decide which content units will be accessible to search (articles in periodicals or music recordings)

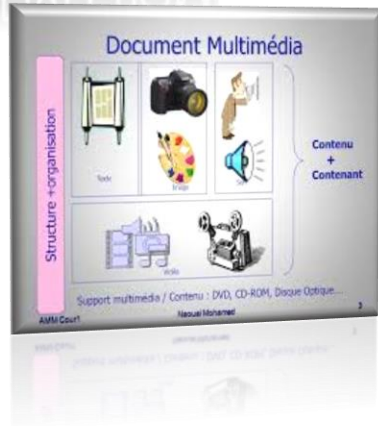


**CD-ROM -compact disk** – IT support for storage and extracting information using laser technology and which contains the textual data and / or multimedia



**DVD (digital versatile disc)** - Optical storage support category with similar size of a CD, but with much greater storage capacity.

**Multimedia document** -document digitally combining different ways of presenting the information (text, photographs, graphics, video, audio) for interactive use.



Multimedia documents are determined according to their main features or purposes, for example, a database, a regular electronic or digital document.



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## **THE ELIMINATION -**

document or article excluded from a collection during the reference period.

**The elimination can be carried out by suppression  
transfer of ownership, or, in the case of the electronic resources  
deleting files or canceling licenses.**



**THANK YOU.**