This document is a preview generated by EVS

Informatsioon ja dokumentatsioon. Sõnastik

Information and documentation. Vocabulary

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

Käesolev Eesti standard EVS-ISO 5127:2004 sisaldab rahvusvahelise standardi ISO 5127:2001 ingliskeelset teksti.	This Estonian standard EVS-ISO 5127:2004 consists of the English text of the international standard ISO 5127:2001.
Standard on kinnitatud Eesti Standardikeskuse 12.10.2004 käskkirjaga ja jõustub sellekohase teate avaldamisel EVS Teatajas.	This standard is ratified with the order of Estonian Centre for Standardisation dated 12.10.2004 and is endorsed with the notification published in the official bulletin of the Estonian national standardisation organisation.
Standard on kättesaadav Eesti standardiorganisatsioonist.	The standard is available from Estonian standardisation organisation.

This document is a preview generated by EVS

ICS 01.040.01, 01.140.20

Võtmesõnad: dokumentatsioon, informatsioon, sõnastik, sõnavara

Standardite reprodutseerimis- ja levitamisõigus kuulub Eesti Standardikeskusele

Andmete paljundamine, taastekitamine, kopeerimine, salvestamine elektroonilisse süsteemi või edastamine ükskõik millises vormis või millisel teel on keelatud ilma Eesti Standardikeskuse poolt antud kirjaliku loata.

Kui Teil on küsimusi standardite autorikaitse kohta, palun võtke ühendust Eesti Standardikeskusega:
Aru 10 Tallinn 10317 Eesti; www.evs.ee; Telefon: 605 5050; E-post: info@evs.ee

INTERNATIONAL STANDARD

ISO 5127

First edition
2001-10-15

Information and documentation — Vocabulary

Information et documentation — Vocabulaire

This document is a preview generated by EVS

Reference number
ISO 5127:2001(E)

© ISO 2001

PDF disclaimer

This PDF file may contain embedded typefaces. In accordance with Adobe's licensing policy, this file may be printed or viewed but shall not be edited unless the typefaces which are embedded are licensed to and installed on the computer performing the editing. In downloading this file, parties accept therein the responsibility of not infringing Adobe's licensing policy. The ISO Central Secretariat accepts no liability in this area.

Adobe is a trademark of Adobe Systems Incorporated.

Details of the software products used to create this PDF file can be found in the General Info relative to the file; the PDF-creation parameters were optimized for printing. Every care has been taken to ensure that the file is suitable for use by ISO member bodies. In the unlikely event that a problem relating to it is found, please inform the Central Secretariat at the address given below.

This document is a preview generated by EVS

© ISO 2001

The reproduction of the terms and definitions contained in this International Standard is permitted in teaching manuals, instruction booklets, technical publications and journals for strictly educational or implementation purposes. The conditions for such reproduction are: that no modifications are made to the terms and definitions; that such reproduction is not permitted for dictionaries or similar publications offered for sale; and that this International Standard is referenced as the source document.

With the sole exceptions noted above, no other part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.ch
Web www.iso.ch

Printed in Switzerland

© ISO 2001 – All rights reserved

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 5127 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 3, *Terminology of information and documentation*.

It cancels and replaces ISO 5127-1:1983, ISO 5127-2:1983, ISO 5127-3:1988, ISO 5127-3a:1981, ISO 5127-6:1983, ISO 5127-11:1987 of which it constitutes a technical revision. It also replaces ISO/DIS 5127-1:1996, ISO/DIS 5127-2:1998, ISO/DIS 5127-4:1983, ISO/DIS 5127-5:1997, ISO/DIS 5127-7:1998, ISO/DIS 5127-8:1984, ISO/DIS 5127-9:1997, ISO/DIS 5127-10:1998, ISO/DIS 5127-12:1998 and ISO/DIS 5127-14:1996.

This document is a preview generated by EVS

© ISO 2001 – All rights reserved

Introduction

The available parts of the ISO 5127 series were published in the 1980s. Since then, developments in the field of information and documentation have been so extensive that a revision of the ISO 5127 series was felt to have become necessary. Consequently, ISO/TC 46/SC 3 resolved, in May 1994 at its 26th meeting, to revise ISO 5127.

This International Standard (the revision) has the following structure:

1 Basic and framework terms

2 Documents, data media and their parts

3 Documentation institutions and their holdings

4 Documentation process

- 4.1 Collection planning, development and acquisition
- 4.2 Analysis, representation and content description
- 4.3 Storage, search and retrieval

5 Use of information and documents

6 Preservation of documents

7 Legal aspects of information and documentation

This International Standard is published in English only but gives French equivalents for the English terms.

This document is a preview generated by EVS

© ISO 2001 – All rights reserved

Information and documentation — Vocabulary

This document is a preview generated by EVS

Scope

This International Standard is intended to facilitate international communication in the field of information and documentation. It presents terms and definitions of selected concepts relevant to the field and identifies relations between the entries.

The scope of this International Standard corresponds to that of ISO/TC 46, *Standardization of practices relating to libraries, documentation and information centres, indexing and abstracting services, archives, information science and publishing*.

Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 704:1987, *Principles and methods of terminology*

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

ISO 10241:1992, *International terminology standards — Preparation and layout*

Principles and rules followed

Entries

This International Standard comprises a number of entries; the term entry is to be understood as follows: “Set of elements consisting of an index number, a preferred term, admitted synonyms and a definition. In addition, a set may include examples and notes to facilitate the understanding of the concept or to refer to other terminological use in other fields”. Terms dealing with terminology work are used with the meanings defined in ISO 1087.

Organization of an entry

The entries are organized according to ISO 10241.

Classification of an entry

Each entry is numbered according to the logical structure given in the introduction.

© ISO 2001 – All rights reserved