

B

bachelor's degree /'bætʃələz dɪ ,grɪ:/ *noun* a degree awarded on the successful completion of an undergraduate course at a college or university and, at some universities, on completion of a usually short postgraduate course

back /bæk/ *noun* the part of a book where the pages are glued or stitched to the binding ■ *adjective* published or issued at an earlier date

back board /'bæk bɔ:d/ *noun* the board which forms the back of a book

backbone /'bækbəʊn/ *noun* US the spine of a book

back catalogue /,bæk 'kæt(ə)lɒg/ *noun* the complete collection of recordings, films or books made by an artist or a company to date

back copy /'bæk ,kɒpi/ *noun* a copy of an old issue of a newspaper or magazine

back cover /,bæk 'kʌvə/ *noun* the cover at the back of a book or magazine, which can have publicity matter or details of the author

backdate /bæk'deɪt/ *verb* to make effective from an earlier date than the current one

backdated /bæk'deɪtɪd/ *adjective* with the date written earlier than the current day's date

back flap /,bæk 'flæp/, **back jacket flap** /,bæk 'dʒækɪt ,flæp/ *noun* a flap on a book jacket which is folded inside the back cover

background /'bækgraʊnd/ *noun* **1.** the context of a situation, which helps to explain it **2.** scenery behind the main people and objects in a picture or photograph

background colour /,bækgraʊnd 'kʌlə/ *noun* the colour of a computer screen display, with characters and graphics displayed in a different foreground colour

background printing /,bækgraʊnd 'prɪntɪŋ/ *noun* printing from a computer while it is processing another task

background processing /,bækgraʊnd 'prəʊsesɪŋ/ *noun* execution of computer tasks that continues while the user is working with another application. Once started, background tasks such as printing or copying data take place without user input.

backing /'bækiŋ/ *noun* money or support given to a person or an organisation for a particular project

back issue /'bæk ,ɪʃu:/ *noun* US same as **back number**

back lining /,bæk 'laɪnɪŋ/ *noun* a piece of thin cloth or paper glued to the sewn spine of a book before the cover is attached

backlist /'bæklɪst/ *noun* the range of books already published by a publisher that are still in print

backlog /'bæklɒg/ *noun* work waiting to be done and causing delays

back matter /'bæk ,mætə/ *noun* the parts of a book that appear after the main text, e.g. the index or an appendix

back number /'bæk ,nʌmbə/ *noun* an edition of a magazine, newspaper or other document which is not the most recent edition

back order /'bæk ,ɔ:də/ *noun* an uncompleted order which is held back

for delivery when stock becomes available

backslash /'bækslæʃ/ *noun* a punctuation mark ◦ \These words are between backslashes.\

back title /'bæk ˌtaɪt(ə)/ *noun* the title on the spine or back of a book

back up /ˌbæk ˈʌp/ *verb* to make a copy of computer data to keep in case anything goes wrong with the original

backup /'bækʌp/ *adjective* assistance
◦ We offer an after sales backup service.

■ *noun* a duplicate copy of a file on a computer

backup procedure /'bækʌp prə ˌsi:dʒəl/ *noun* a method of making backup copies of files

backwards compatible /ˌbækwədʒ kəm'pætəb(ə)l/ *adjective* relating to a computer hardware or software product that is compatible with its predecessors to the extent that it can use interfaces and data from earlier versions

bail /beɪl/ *noun* a hinged bar on a typewriter or printer that holds the paper steady

.BAK, .bak *suffix* an extension to a filename, indicating a backup version of a file

balance /'bæləns/ *verb* a financial term meaning to keep expenditure equal to income ■ *noun* 1. the positioning of text and graphics on a page in an attractive way 2. ◻ **in the balance** not yet decided ◻ **on balance** phrase used to show that you are giving a considered opinion

bandwidth /'bændwɪdθ/ *noun* the capacity, often measured in bits per second, of a communication channel, e.g. a connection to the Internet

bang /bæŋ/ *noun* US in typesetting, the character !

bank /bæŋk/ *noun* somewhere to store things ready for use ■ *verb* ◻ **to bank on** to rely on something happening

bankrupt /'bæŋkrʌpt/ *adjective* not having enough money to pay one's debts

bank sort code /ˌbæŋk ˈsɔ:t ˌkəʊd/ *noun* a set of numbers printed on cheques which identifies a particular bank

banned /bænd/ *adjective* prohibited from use by authorities

banner /'bænə/ *noun* a heading or title across the width of a page

banner headline /ˌbænə ˈhedlaɪn/ *noun* an extra large newspaper headline

BAPLA /'bæplə/ *abbreviation* British Association of Picture Libraries and Agencies

bar /bɑː/ *noun* a thick band of colour ■ *verb* to prevent somebody from doing something or going somewhere

bar chart /'bɑː tʃɑ:t/ *noun* a graph in which the data is represented by horizontal or vertical bars

barcode /'bɑːkəʊd/ *noun* a line of printed stripes of different thickness representing a numeric code which can be read electronically

COMMENT: Barcodes are found on most goods and their packages. The width and position of the stripes is sensed by a light pen or optical wand and provides information about the goods, such as price, stock quantity, etc. The main type of bar code used in Europe is the European Article Number (EAN) or the Universal Product Code (UPC). Barcodes are used on the backs of books, giving their ISBN number, and so helping the computerised stock control in bookshops.

barcode reader /'bɑːkəʊd ˌriːdə/, **barcode scanner** /'bɑːkəʊd ˌskænə/ *noun* an electronic device used to read barcodes

base /beɪs/ *verb* ◻ **to base on** to develop an idea from the foundations of a previous idea

baseline /'beɪslaɪn/ *noun* the data used as a reference with which to compare future observations or results

BASIC /'beɪsɪk/ *noun* a computer programming language. Full form **Beginner's All-Purpose Symbolic Instruction Code**

Basic Curriculum /ˌbeɪsɪk kə ˈrɪkjələm/ *noun* in schools in England and Wales, the National Curriculum plus religious education

basic stock /ˌbeɪsɪk ˈstɒk/ *noun* standard titles which are considered necessary to form the core of an authoritative book stock. Also called **core stock**

basis /'beɪsɪs/ *noun* the foundation or reason for something

bastard size /'bɑːstəd saɪz/ *noun* an odd non-standard size of paper

.BAT, .bat *suffix* an extension to a filename, showing that the file is a batch file

batch /bætʃ/ *noun* a group of things which are made or dealt with all at one time

batch control /'bætʃ kənˌtrəʊl/ *noun* a system for organising groups of products

batch file /'bætʃ faɪl/ *noun* a combination of computer files which are treated as one unit

batch number /'bætʃ ˌnʌmbə/ *noun* a number used to identify a particular group

batch processing /'bætʃ ˌprəʊsesɪŋ/ *noun* a mode of computer operation in which programs are executed without the user being able to influence processing while it is in progress

'First things first, however. Repcol needs to upgrade its in-house collections system, and build a live link between collections and financials. Repcol runs the collections system on an Informix database, but uses a separate Oracle financials system running on Linux, batch processing transactions.' [*The Australian*]

batch system /'bætʃ ˌsɪstəm/ *noun* a way of dealing with tasks in groups

batter /'bætə/ *noun* a defective impression produced by a faulty printing plate

battery /'bæt(ə)rɪ/ *noun* a large number of things or people

bay /beɪ/ *noun* a space or area used for a particular purpose ○ *a book bay in a library*

bb *abbreviation* in Internet addresses, the top-level domain for Barbados

BBC *abbreviation* British Broadcasting Corporation

BBIP *abbreviation* British Books in Print

bcc *abbreviation* blind carbon copy

.bck *suffix* an extension to a filename, showing that the file is a backup file

bd *abbreviation* **1.** in Internet addresses, the top-level domain for Bangladesh **2.** PUBL bound

bds *abbreviation* PUBL bound in boards

be *abbreviation* in Internet addresses, the top-level domain for Belgium

Beginner's All-Purpose Symbolic Instruction Code *noun* full form of **BASIC**

BEI *abbreviation* British Education Index

benchmark /'bentʃmɑːk/ *noun* something of accepted quality which is used to provide a standard for comparison

beneficial /ˌbenɪ'fɪʃ(ə)l/ *adjective* providing advantage or benefit

Berne Convention /'bɜːn kən ˌvenʃ(ə)n/ *noun* the international agreement on copyright, signed in Berne in 1886. ○ **convention**

COMMENT: Under the Berne Convention, any book which is copyrighted in a country which has signed the convention is automatically copyrighted in the other countries. Some countries (notably the USA) did not sign the Convention, and the UCC (Universal Copyright Convention) was signed in Geneva in 1952, under the auspices of the United Nations, to try to bring together all countries under a uniform copyright agreement.

bestseller /best'selə/ *noun* **1.** a popular book of which a very large number of copies are sold **2.** an author who writes bestsellers

bestselling /best'selɪŋ/ *adjective* **1.** far more popular and successful than other products on sale at the same time **2.** making products that are commercially very successful ○ *a bestselling author*

bf *abbreviation* PRINTING boldface

B format paperback /ˌbiː ˌfɔːmət ˌpeɪpəbæk/ *noun* a paperback with the format 198 x 129mm

bg *abbreviation* in Internet addresses, the top-level domain for Bulgaria

bh *abbreviation* in Internet addresses, the top-level domain for Bahrain

BHI *abbreviation* British Humanities Index

bi *abbreviation* in Internet addresses, the top-level domain for Burundi

biannually /baɪˈænjʊəli/ *adverb* issued every two years

bias /ˈbaɪəs/ *noun* an unfair judgement influenced by opinions rather than facts

biased /ˈbaɪəst/ *adjective* holding views based on opinions rather than facts

bias phrase /ˈbaɪəs freɪz/ *noun* in classification, the name of a specific group for whom a work is intended

biblio /ˈbɪbliəʊ/ *noun* bibliographic details printed on the back of the title page

bibliographic /ˌbɪbliəˈgræfɪk/ *adjective* relating to bibliographies

bibliographical information /ˌbɪbliəgræfɪk(ə)l ˌɪnfəˈmeɪʃ(ə)n/ *noun* information about a book such as the name of the author, number of pages and ISBN, which is used for library cataloguing

bibliographic control /ˌbɪbliəgræfɪk kənˈtrəʊl/ *noun* the creation and management of bibliographic records and the system which enables users to access them

‘This practical volume addresses the ways a library can manage electronic collections. The goal is to provide an overview of management concerns and issues regarding bibliographic control in an online environment and to suggest tools that are available.’
[Booklist]

bibliographic database /ˌbɪbliəgræfɪk ˈdeɪtəbeɪs/ *noun* a database containing bibliographic information, designed to locate specific items

bibliographic details /ˌbɪbliəgræfɪk ˈdiːteɪlz/ *plural noun* information about a publication, often printed on the back of the title page, which enables it to be identified, e.g. date of publication and ISBN

bibliographic entry /ˌbɪbliəgræfɪk ˈentri/ *noun* details of written material, set out in a list for reference

bibliography /ˌbɪbliˈɒgrəfi/ *noun* **1.** a list of books and other written materials on one particular subject **2.** a list of

books or articles referred to in another book or article

bibliomania /ˌbɪbliəʊˈmɛniə/ *noun* an obsession with collecting books

bibliophile /ˌbɪbliəˈfaɪl/ *noun* a person who loves books, especially somebody who collects old, rare or beautiful books ○ *The book has been published as a limited edition for bibliophiles.*

bifurcate classification /baɪˌfɜːkeɪt ˌklæsɪfɪˈkeɪʃ(ə)n/ *noun* a system of classification based on branching positive and negative pairs

bilingual /baɪˈlɪŋɡwəl/ *adjective* in two languages ○ *a bilingual dictionary* ○ **monolingual, multilingual**

bilingual text /baɪˌlɪŋɡwəl ˈtekst/ *noun* text which is given in two languages, usually with the texts on facing pages

billion /ˈbɪljən/ *noun* **1.** in the UK, a million million **2.** in the US, a thousand million

bimonthly /baɪˈmʌnθli/ *adjective* issued or published every two months

binary /ˈbaɪnəri/ *adjective* relating to a numerical system using only the digits 0 and 1, used especially in computing

binary file /ˈbaɪnəri faɪl/ *noun* a computer file that contains data in a raw or nontext state made up of characters that only a computer can read. Executable programs are stored and transmitted in binary files, as are most numerical data files.

binary search /ˈbaɪnəri sɜːtʃ/ *noun* a system of searching by repeatedly rejecting one of a pair until the required item is found

binary system /ˈbaɪnəri ˌsɪstəm/ *noun* a number system based on two digits only, usually 1 and 0

bind /baɪnd/ *verb* to join the pages of a book together and enclose them in a cover (NOTE: **binding – bound**)

binder /ˈbaɪndə/ *noun* a person or company that specialises in binding books

bindery /ˈbaɪndəri/ *noun* a factory where books are bound

binding /ˈbaɪndɪŋ/ *noun* **1.** the cover of a book **2.** the act of putting a cover on

a book ■ *adjective* demanding an obligation ○ *The contract was binding in law.*

binding record /'baɪndɪŋ ,rekɔ:d/ *noun* a record of all books sent to the binder

bio /'baɪəʊ/ *noun* a biographical work

biodata /'baɪəʊdeɪtə/ *noun* information relating to a particular person and his or her financial, professional or educational history, stored in a database and used, e.g. in banking, job recruiting and marketing

biographee /,baɪəʊgrə'fi:/ *noun* somebody whose life is described in a biography

biographical details /,baɪəʊgrə'fɪk(ə)l 'di:teɪlz/ *plural noun* information about the main events in somebody's life

biography /baɪ'ɒgrə'fi/ *noun* an account of somebody's life and work written by another person

bioinformatics /,baɪəʊ,ɪnfə'mæ'tɪks/ *noun* the use of computers to extract and analyse biological data, especially in studying DNA

BIS *abbreviation* Business Information Service

bit /bɪt/ *noun* a binary digit, 0 or 1

bit map /'bɪtmæp/, **bitmp** *noun* a file format for storing images in which data in the file represents the value of each pixel

bitmapped font /,bɪtmæpt 'fɒnt/ *noun* a screen or printer font with characters formed as a pattern of pixels or dots

bitmapped graphics /,bɪtmæpt 'græfɪks/ *plural noun* images whose individual pixels can be controlled by changing the value of the stored bits

BITNET /'bɪtnet/ *noun* a network used to connect mostly academic sites and computers and allows transfer of electronic mail and listserv application

biweekly /baɪ'wi:kli/ *noun* a publication that appears every two weeks

biz *abbreviation* in Internet addresses, the generic top-level domain for businesses

BL *abbreviation* British Library

black box /,blæk 'bɒks/ *noun* a device used for converting protocols from one computer system to another, such as for converting data from a micro to a phototypesetter

black list /'blæk lɪst/ *noun* a list of companies, countries or people who are banned from trading or using goods or services ■ *verb* to make a list of untrustworthy people or organisations

black market /,blæk 'mɑ:kɪt/ *noun* illegal trading

blackout /'blækaut/ *noun* the withholding of news or information about a subject, especially by official sources

BLAISE /bleɪz/ *abbreviation* British Library Automated Information Service

BLAISE Records /'bleɪz ,rekɔ:dz/ *plural noun* online machine-readable records from the MARC database for use on automated catalogues

blank /blæŋk/ *noun* an empty space in a form ■ *adjective* empty or with nothing on it ○ *a blank tape* ○ *a blank piece of paper*

blank cheque /,blæŋk 'tʃek/ *noun* **1.** a bank cheque with the amount of money to be filled in by the recipient **2.** the authority to do whatever you consider to be right

blanket agreement /,blæŋkɪt ə 'grɪ:mənt/ *noun* agreement which covers many items

blanket order /'blæŋkɪt ,ɔ:də/ *noun* an order with several different items

blast freeze /'blɑ:st fri:z/ *verb* to reduce the temperature to below freezing using very cold air, sometimes used as a method for conserving wet paper

BLDSC *abbreviation* British Library Document Supply Centre

bleed /bli:d/ *noun* **1.** page design where the illustrations run off the edge of the trimmed page ○ *The double-page spreads are all bleeds.* **2.** overtrimmed margins when binding, cutting off the edge of the type ■ *verb* to print something, or be printed, so that part of it is cut off by the edge of the page

blind /blaɪnd/ *adjective* done without preparation or the relevant information

blind carbon copy /,blaɪnd ˌkɑːbən 'kɒpi/ *noun* a feature of many electronic mail programs that allows a user to send one message to several users at a time (a carbon copy) but does not display this list to the recipients. Abbr **bcc**

blind reference /,blaɪnd 'ref(ə)rəns/ *noun* a reference in a catalogue or index to a heading which has no entry

block capital /,blɒk 'kæprɪ(ə)/ *noun* an upper case letter, e.g. A, B, C, as opposed to lower case a, b, c

block letter /,blɒk 'letə/ *noun* a compressed sans serif typeface or individual letter

block letter style /,blɒk 'letə ,stɑɪl/ *noun* a style of writing using only capital letters

block markers /'blɒk ˌmɑːkəz/ *plural noun* two markers inserted at the start and finish of a section of data to indicate a special block which can then be moved or deleted or copied as a single unit

blog /blɒg/ *noun* ONLINE same as **weblog** ■ *verb* to create or run a weblog

Employees are no different to customers. They are besieged by information from an increasing number of sources. It places a greater imperative on management to engage with staff first. In a world of blogs and RSS feeds, communications heads increasingly need to make instant decisions based on the speed at which news travels.' [PR Week]

blogger /'blɒgə/ *noun* a person who creates or runs a weblog

blogosphere /'blɒgə,sfɪə/ *noun* the World Wide Web environment in which bloggers communicate with each other

blogware /'blɒgweə/ *noun* computer software tools for creating a weblog

blow up /,bləʊ 'ʌp/ *verb* to enlarge a photograph

blowup /'bləʊ,ʌp/ *noun* a photograph or illustration greatly enlarged for exhibition purposes

BLR&DD *abbreviation* British Library Research & Development Department

blue-pencil /,bluː 'pensɪl/ *verb* to edit a piece of writing by marking it, in order to shorten, censor or delete it

blueprint /'bluːprɪnt/ *noun* **1.** a photographic copy of construction plans usually printed in white on blue paper **2.** a detailed plan of something

blurb /blɜːb/ *noun* a short piece of writing that praises and promotes something, especially a paragraph on the cover of a book

blurred /blɜːd/ *adjective* unclear because there is no distinct outline

BMJ *abbreviation* British Medical Journal

.bmp *suffix* a file extension for a bit map file

bn *abbreviation* in Internet addresses, the top-level domain for Brunei

BNB *abbreviation* British National Bibliography

bo *abbreviation* in Internet addresses, the top-level domain for Bolivia

board /bɔːd/ *noun* **1.** thick sturdy material used to form the foundation of book covers, made from pressed fibres and usually covered with cloth or other material **2.** one piece of this material, cut to size **3.** the controlling group of people in a company or organisation also known as the board of directors □ **across the board** decision or action which affects everyone in a particular group

board meeting /'bɔːd miːtɪŋ/ *noun* a meeting of the directors to discuss company business

board room /'bɔːd ru:m/ *noun* a room where board meetings are held

Bodleian /'bɒdliən/ *noun* the main library of Oxford University, one of England's copyright deposit libraries

body /'bɒdi/ *noun* **1.** an official group of people **2.** the main part of the text in a document

boil down /,bɔɪl 'daʊn/ *verb* to condense or summarise something such as information or text

boilerplate /'bɔɪləpleɪt/ *noun* US fixed or formulaic language such as that used in legal forms and documents, e.g. powers of attorney and authors' contracts

bold /bəʊld/ *adjective* having darker, thicker lines than standard type, fonts or lettering ■ *noun* type, fonts or lettering with darker, thicker lines than is standard, used for emphasis ■ *verb* to set, print, or display text in bold type

boldface /'bəʊldfeɪs/ *adjective, noun, verb* PRINTING same as **bold**. Abbr **bf**

bold type /'bəʊld taɪp/, **bold face** /'bəʊld feɪs/ *noun* same as **bold**

book /bʊk/ *noun* a collection of pages containing text and sometimes pictures, bound together inside a cover

Book Aid International /,bʊk eɪd ,ɪntə'næɪʃ(ə)nəl/ *noun* a service which collects unwanted books from individuals and institutions and sends them abroad to help fight illiteracy, and also encourages local publishing

book bay /'bʊk beɪ/ *noun* an area in a library surrounded by bookshelves

bookbinder /'bʊk,bɑɪndə/ *noun* somebody who binds books, especially as a profession

bookbinding /'bʊk,bɑɪndɪŋ/ *noun* the art of binding books

book bus /'bʊk bʌs/ *noun* a bus converted to act as a mobile library usually in residential areas

bookcase /'bʊkkeɪs/ *noun* a piece of furniture with shelves for books

book cloth /'bʊk klɒθ/ *noun* a covering material for cased books, especially library editions

book club /'bʊk klʌb/ *noun* a system of buying and selling books by post, usually on specialist subjects

book club edition /'bʊk klʌb ɪ ,dɪʃ(ə)n/ *noun* an edition of a book specially printed and bound for a book club for sale to its members

book cover /'bʊk ,kʌvə/ *noun* a paper cover which is put on a book to protect it or to make it attractive. Also called **book jacket**, **book wrapper**

book design /'bʊk dɪ,zain/ *noun* the design of a book, both the typography and the page layout

book designer /'bʊk dɪ,zainə/ *noun* a person who designs books

book distribution /'bʊk ,dɪstrɪbjʊ:ʃ(ə)n/ *noun* a system of

delivering books to institutions or people

book donation /'bʊk dəʊ,neɪʃ(ə)n/ *noun* a book given to an organisation as a gift

bookend /'bʊkend/ *noun* one of a pair of supports used to keep a row of books upright

BookExpo America /,bʊkekspəʊ ə 'merɪkə/ *noun* a book fair held in Chicago in May/June, formerly called the 'ABA'

book export /'bʊk ,eksɔ:t/ *noun* a book produced in one country and sold in another

book fair /'bʊk feə/ *noun* a trade exhibition with the object of publicising, selling and exchanging books

COMMENT: The major international fairs are held all year round. The most important are the London Book Fair (April); the Bologna Book Fair (April/May); the Paris Salon du Livre (May); the BookExpo America (May/June); the Moscow Book Fair (September); the Frankfurt Book Fair (October). There are many other book fairs in various countries; and many specialised fairs as well. Book fairs have existed as meetings for trade since books were invented: the Frankfurt Book Fair existed even in the later Middle Ages. Originally they were places where merchants could buy and sell manuscripts; they have always had an international element, and even the earliest book fairs were patronised by dealers from various countries in Europe. Book fairs can now be divided into two main categories: (a) rights fairs (like the Frankfurt Book Fair, or the London Book Fair), where publishers sell rights in books to publishers from other countries, and also meet agents and representatives; and (b) selling fairs (such as the Geneva Book Fair) where books can be sold to the visitors from the stands

booking /'bʊkɪŋ/ *noun* an arrangement to reserve something ○ *The bookings were low for the theatre performance.*

book jacket /'bʊk ,dʒækɪt/ *noun* same as **book cover**

bookkeeping /'bʊkki:pɪŋ/ *noun* the activity of keeping records of the income and expenditure of an organisation or company

book learning /'bʊk ˌlɜːnɪŋ/ *noun* knowledge obtained from books instead of from experience

booklet /'bʊklət/ *noun* a small book with a paper cover, often used for information

book list /'bʊk lɪst/ *noun* a list of books on a specific subject or by a particular author

booklore /'bʊklɔː/ *noun* information about books, especially their authors and the circumstances of their publication

booklouse /'bʊklaʊs/ *noun* a small wingless insect that destroys books by feeding on the paste used in the binding (NOTE: The plural is **booklice**.)

bookmaker /'bʊkmeɪkə/ *noun* a book designer, printer or binder

bookmark /'bʊkmɑːk/ *noun* **1.** a narrow strip of material or paper used to mark the place in a book where the reader has stopped reading temporarily **2.** a code used by a multimedia title or web browser that allows the user to go back to the same point again in the future

book market /'bʊk ˌmɑːkɪt/ *noun* the number of potential buyers for books

bookmobile /'bʊkməʊbiːl/ *noun* *US* a large motor vehicle equipped as a small lending library, used for taking books to people, especially in rural areas

book paper /'bʊk ˌpeɪpə/ *noun* special paper used for printing books

book plate /'bʊk plət/ *noun* a decorated piece of paper stuck in the front of the book with the name of the owner written or printed on it

book review /'bʊk rɪˌvjuː/ *noun* critical comments on a book, especially when it is first published

bookseller /'bʊksɛlə/ *noun* a person or company that sells books

bookshelf /'bʊkʃɛlf/ *noun* a horizontal piece of wood or metal used to store books (NOTE: The plural is **bookshelves**.)

bookshop /'bʊkʃɒp/ *noun* a shop which specialises in selling books

Books in Print /ˌbʊkz ɪn ˈprɪnt/ *noun* **British Books in Print**

bookstall /'bʊkstɔːl/, **bookstand** /'bʊkstænd/ *noun* a table in a market or fair where books are sold

bookstore /'bʊkstɔː/ *noun* **1.** a space in a library devoted to storage of books and documents not frequently used **2.** *US* same as **bookshop**

book token /'bʊk ˌtəʊkən/ *noun* a card bought to give as a gift which can only be used to buy books

book trade /'bʊk treɪd/ *noun* the business of buying and selling books

Book Trust /'bʊk trʌst/ *noun* an independent body, formerly known as the National Book League, which promotes books and reading and also offers an information service

bookwork /'bʊkwɜːk/ *noun* the keeping of financial records

bookworm /'bʊkwɜːm/ *noun* a person who is very fond of reading

'Cardiff is a city of bookworms, compared to its European counterparts. Each resident takes out an average of seven books a year [from the library] – above the European average – but not a patch on Ljubljana in Slovenia, where the figure is 21 books a year.' [*South Wales Echo*]

book wrapper /'bʊk ˌræpə/ *noun* same as **book cover**

Boolean /'buːliən/ *adjective* using a system of symbolic logic that uses combinations of logical operators such as 'AND', 'OR' and 'NOT' to determine relationships between entities. Boolean operations are extensively used in writing computer programs and in computer searches using keywords.

Boolean logic /ˌbuːliən ˈlɒdʒɪk/ *noun* rules set down to simplify logical functions in searching

Boolean operator /ˌbuːliən ˈɒpəreɪtə/ *noun* a connecting word or symbol that allows a computer user to include or exclude items in a text search, e.g. 'and', 'or' and 'not'

boost /buːst/ *verb* to increase something ○ to boost the market for books

bootleg /'bu:tleg/ *adjective* something which is imported or sold illegally

boot up /,bu:t 'ʌp/ *verb* to load the operating system or programs automatically into a computer

border /'bɔ:dəl/ *noun* a strip, line or band around the edge of something

borderline /'bɔ:dələɪn/ *adjective* only just acceptable ○ *He was a borderline case in the examination, but they allowed him to pass.*

borrow /'bɒrəʊ/ *verb* to take away temporarily with the intention of returning it

borrower card /'bɒrəʊə kɑ:d/,

borrower ticket /'bɒrəʊə ,tɪkɪt/ *noun* a card issued to a member of a library so that items borrowed can be recorded in his or her name

borrowings /'bɒrəʊɪŋz/ *plural noun* books borrowed from a library

borrowing system /'bɒrəʊɪŋ ,sɪstəm/ *noun* a system for organising items which are taken away temporarily and need to be returned

bot /bɒt/ *noun* a computer program performing routine or time-consuming tasks such as searching websites automatically or semi-independently

bottom line /,bɒtəm 'laɪn/ *noun* the most important consideration in a discussion

bottom price /'bɒtəm praɪs/ *noun* the lowest possible price

bounce /baʊns/ *noun* electronic mail that is returned to the sender because the address is incorrect or the user is not known at the mail server ■ *verb* (of an e-mail message) to fail to be delivered ○ *If you send e-mail to an incorrect address it bounces back to your mailbox.*

bound /baʊnd/ *adjective* used to describe a book or other written document that has a permanent, usually hard, cover

bound journal /,baʊnd 'dʒɜ:nəl/ *noun* a set of regular journal issues collected in date order and put inside a stiff cover

bounds /baʊndz/ *plural noun* the limits of what can be done

bowdlerise /'baʊdləraɪz/,

bowdlerize *verb* to change a text by omitting anything which may be thought to be offensive, so called after Thomas Bowdler who in 1818 'cleaned up' an edition of Shakespeare's plays

box /bɒks/ *verb* to pack into boxes for transport or sale

box number /'bɒks ,nʌmbə/ *noun* a number used as an address, often in reply to an advertisement in a newspaper or magazine

BPM *abbreviation* business process management

br *abbreviation* in Internet addresses, the top-level domain for Brazil

brace /breɪs/ *noun* either of a pair of symbols, { }, used singly in printing or writing to group items together in a table or list or as a pair in mathematical formulae. Also called **curly bracket**

bracket /'brækɪt/ *noun* **1.** a punctuation mark put on either side of a word or phrase to show that it contains additional information ○ (*These words are inside brackets.*) **2.** a piece of metal or wood fastened to a wall to support something

bracket together /,brækɪt tə'geðə/ *verb* **1.** to put two or more things together because they are thought to be similar **2.** to print brackets round several items to show that they are treated in the same way and separated from the rest of the text

Braille /breɪl/ *noun* a system of printing that enables blind people to read by feeling with their fingers letters which are printed as groups of raised dots

Brailier /'breɪlə/ *noun* a machine similar to a typewriter that prints Braille

brainstorm /'breɪnstɔ:m/ *verb* to gather together the random thoughts on a given subject of all the people at a meeting or seminar

branch /brɑ:ntʃ/ *noun* a local subsection of a business or organisation

branching classification /'brɑ:ntʃɪŋ ,klæsɪfɪkeɪʃ(ə)n/ *noun* a system of classification with two or more main divisions which can be further subdivided as often as necessary

branch library /'brɑ:ntʃ ˌlaɪbrəri/
noun a library which serves a specific area and is accountable to a main library

branch manager /ˌbrɑ:ntʃ 'mænɪdʒə/
noun a person who runs a local branch

brand name /'brænd neɪm/
noun a version of a product recognised by a name or design

breach /brɪ:tʃ/
verb to break an agreement or contract

breach of contract /ˌbrɪ:tʃ əv 'kɒntrækt/
noun failure to carry out the terms of an agreement

break down /ˌbreɪk 'daʊn/
verb to separate something into smaller parts so that it is easier to deal with

breakdown /'breɪkdaʊn/
noun a summary, explanation or analysis of data items collected

break even /ˌbreɪk 'i:v(ə)n/
verb to make enough money to cover one's expenses but making neither a profit nor a loss

break into /ˌbreɪk 'ɪntu/
verb to use a computer system without permission

bridge /brɪdʒ/
verb to overcome differences between people □ **to bridge an information gap** to provide relevant information

brief /brɪ:f/
noun a set of instructions needed to perform a task, often used for legal instructions

briefing /'brɪ:fɪŋ/
noun a meeting at which people are given instructions and information

British Association of Picture Libraries and Agencies *noun* a support group providing information guidelines and standards for special picture libraries. Abbr **BAPLA**

British Books in Print /ˌbrɪtɪʃ buks ɪn 'prɪnt/
noun a publication containing bibliographical details of all published books in the UK. Abbr **BBIP**

British Broadcasting Corporation /ˌbrɪtɪʃ 'brɔ:ɪdka:stɪŋ ˌkɔ:pəreɪʃ(ə)n/
noun the controlling body for most radio and some television in Britain. Abbr **BBC**

British Council /ˌbrɪtɪʃ 'kaʊns(ə)/
noun a government-funded body to promote the United Kingdom abroad by

means of information offices, cultural relations, educational aid schemes and agencies for low-priced book schemes

British Education Index /ˌbrɪtɪʃ ˌedʒu'keɪʃ(ə)n ˌɪndeks/
noun an index to articles about education from over 250 periodicals with online access through DIALOG. Abbr **BEI**

British Humanities Index /ˌbrɪtɪʃ hju:'mænɪtɪz ˌɪndeks/
noun a quarterly index to articles in periodicals about the humanities published by the Library Association. Abbr **BHI**

British Library /ˌbrɪtɪʃ ˌlaɪbrəri/
noun the national library of the UK which contains a copy of every publication in Britain through the copyright deposit system. Abbr **BL**

British Library Automated Information Service /ˌbrɪtɪʃ ˌlaɪbrəri ˌɔ:təmeɪtɪd ˌɪnfə'meɪʃ(ə)n sɜ:vɪs/
noun an online information retrieval system provided by the British Library, now divided into BLAISE-LINE standard bibliographic database and BLAISE-LINK online database host. Abbr **BLAISE**

British Library Document Supply Centre /ˌbrɪtɪʃ ˌlaɪbrəri ˌdɒkjʊmənt sə'plai ˌsentə/
noun a closed collection kept for use by inter-library loan. Abbr **BLDSC**

British Library Research & Development Department /ˌbrɪtɪʃ ˌlaɪbrəri rɪˌsɜ:tɪʃ ən dɪ 'veləpmənt dɪˌpɑ:tmənt/
noun part of the British Library devoted to research into all aspects of library and information work. Abbr **BLR&DD**

British National Bibliography /ˌbrɪtɪʃ ˌnæʃ(ə)nəl ˌbrɪbli'ɒgrəfi/
noun an organisation which issues a weekly list in printed form and on CD-ROM of all the books published in Great Britain and produces monthly and annual cumulative indexes. Abbr **BNB**

British Society of Indexers /ˌbrɪtɪʃ səˌsaɪəti əv ˌɪndeksəz/
noun a support association for professional indexers. Abbr **BSI**

British Standards Institution /ˌbrɪtɪʃ 'stændədz ˌɪnstɪtju:ʃ(ə)n/
noun the approved British body for the preparation and publication of national

standards for the production of goods and services. Abbr **BSI**

British Talking Book Service for the Blind *noun* an organisation which arranges for written materials to be recorded on to audio tape so that blind people can listen to them

broad /brɔ:d/ *adjective* comprehensive in content, knowledge, experience, ability or application

broadband /'brɔ:dbænd/ *noun* a connection to the Internet that allows it to remain connected while still using phone and fax facilities on the same line, since many signals can be transmitted simultaneously ■ *adjective* able to transfer large amounts of data at high speed

broadcast /'brɔ:dkɑ:st/ *noun* a programme made for transmission on radio or television ■ *verb* 1. to send out words, music or signals by radio waves 2. to make widely known

broadsheet /'brɔ:dʃi:t/ *noun* anything printed on large sheets of paper, but especially one of the more serious newspapers

broad term /'brɔ:d tɜ:m/ *noun* an indexing term heading a string of narrower terms

brochure /'brɔʃə/ *noun* a magazine or booklet with pictures giving information about a product or service

broken order /,brəʊkən 'ɔ:də/ *noun* a system which is not in the expected or normal order, used deliberately in unusual circumstances to facilitate use

broker /'brɔ:kə/ *noun* a person who does the business of buying and selling for somebody else

brokerage /'brɔ:kərɪdʒ/ *noun* the business of buying and selling goods and services for other people

Brown issuing system /'braʊn ,ɪʃɪŋ ,sɪstəm/ *noun* a system of recording loans from a library which uses individual book cards, which are kept in members' small cardboard tickets until the book is returned

browse /braʊz/ *verb* 1. to look through a book, magazine, database or shop in a casual way without definite

intentions 2. to view data in a database or online system

browser /'braʊzə/ *noun* a software program that is used to navigate through WWW pages stored on the Internet. ◊ **web browser**

browsing /'braʊzɪŋ/ *noun* the act of a user moving through text or a multimedia application in no particular order

BRS *noun* an online database host

brush up /,brʌʃ 'ʌp/ *verb* to refresh or renew knowledge of or skill in something

bs *abbreviation* in Internet addresses, the top-level domain for Bahamas

BSI *abbreviation* 1. British Society of Indexers 2. British Standards Institution

bt *abbreviation* in Internet addresses, the top-level domain for Bhutan

BTEC /'bi:tek/ *noun* a work-related technical qualification, usually at school-leaving level

BUBL /'bʌb(ə)l/ *noun* an electronic discussion list subscribed to by librarians worldwide. Full form **Bulletin Boards for Libraries**

'BUBL is an excellent resource in that it combines classification of resources in a familiar way with hyperlink availability...In our search example, Scientology information is found under "Other Religions" and we have a good online reference to likely impartial information.' [Law Now]

Buchmesse /'bʊxməsə/ *noun* a German book fair, such as the Frankfurt Book Fair

buckram /'bʌkrəm/ *noun* a coarse cotton or linen fabric that has been stiffened with starch, gum or latex, used in bookbinding

budget /'bʌdʒɪt/ *noun* a financial plan showing how much money is available and how it is proposed to spend it ■ *verb* to allow pre-determined amounts of money for specific purposes

buffer /'bʌfə/ *noun* a temporary storage area for data being transmitted between two devices that function at different speeds. A buffer enables a faster device such as a computer to complete sending the data and begin

another task without waiting for a slower device such as a printer.

bug /bʌg/ *noun* **1.** a problem or mistake in a computer program **2.** a tracking or surveillance device

built-in /ˌbɪlt ˈɪn/ *adjective* included as part of the original structure or plan

built-in obsolescence /ˈbɪlt ɪn ɒbsəˌles(ə)ns/ *noun* deliberate features of the design which will cause a piece of equipment to become out of date and need to be replaced

bulk /bʌlk/ *noun* a large quantity □ **the bulk of something** most of it □ **to buy in bulk** to buy large quantities

bulk purchase /ˌbʌlk ˈpɜːtʃɪs/ *noun* the act of buying a large quantity of something to obtain a cheaper price

bulk storage /ˌbʌlk ˈstɔːrɪdʒ/ *noun* the act of storing large amounts of information on a database

bullet /ˈbʊlɪt/ *noun* a large printed dot used to highlight items in a printed list

bulletin /ˈbʊlɪtɪn/ *noun* a short report on the latest situation

bulletin board /ˈbʊlɪtɪn bɔːd/ *noun* an electronic discussion network and information database

bullet point /ˈbʊlɪt pɔɪnt/ *noun* PRINTING same as **bullet**

bumf /bʌmf/ *noun* unwanted or uninteresting printed material, especially official forms and documents

bundled service /ˌbʌnd(ə)ld ˈsɜːvɪs/ *noun* a collection of several different services sold as a package

bureau /ˈbjʊərəʊ/ *noun* an office organisation or government department that collects and distributes information

burn /bɜːn/ *verb* to copy data on to a CD-ROM or DVD-ROM. It can then be used to transport the content or to create multiple copies.

burnishing /ˈbɜːnɪʃɪŋ/ *noun* the process of polishing the gold or silver leaf on edges of books to give it a brighter appearance

burst /bɜːst/ *noun* an amount of data sent or received in one operation

bus /bʌs/ *noun* **1.** a communication link consisting of a set of leads or wires which connects different parts of a computer hardware system, and over

which data is transmitted and received by various circuits in the system **2.** a central source of information which supplies several devices

business /ˈbɪznɪs/ *noun* an organisation that produces and sells goods or provides a service

business card /ˈbɪznɪs kɑːd/ *noun* a small card giving the name and business details of a person

business computer /ˈbɪznɪs kəmˌpjʊ:tə/ *noun* a powerful small computer which is programmed for special business uses

Business Information Service /ˌbɪznɪs ˌɪnfəˈmeɪʃ(ə)n sɜːvɪs/ *noun* a service to promote awareness of the British Libraries' holdings on business information, based at the Science Reference and Information Service. Abbr **BIS**

business letter /ˈbɪznɪs ˌletə/ *noun* a letter which is sent from one company to another about business matters

businesslike /ˈbɪznɪslɪk/ *adjective* working in an efficient and timesaving way

business plan /ˈbɪznɪs plæn/ *noun* a proposal for a new business, presented to a bank or other institution when asking for a loan

business process management /ˈbɪznɪs ˌprəʊses ˌmænɪdʒmənt/ *noun* the theory of how to best organise processes in business for maximum efficiency. Abbr **BPM**

business relationship /ˈbɪznɪs rɪˌleɪʃ(ə)nʃɪp/ *noun* the way people in business work together

business school /ˈbɪznɪs skuːl/ *noun* a college where people are taught how to manage a business or other organisation

business system /ˈbɪznɪs ˌsɪstəm/ *noun* a way of organising business following a fixed set of rules

BUSLIB /ˈbɪzɪlɪb/ *noun* an electronic bulletin board for business libraries

button /ˈbʌt(ə)n/ *noun* a picture on a computer screen which can be used with a mouse to perform specific functions

buy into /ˌbaɪ ˈɪntu/ *verb* to buy part of a business or organisation in order to gain some control

buy out /,ɪbaɪ 'aʊt/ *verb* to buy somebody's share of a business that you previously owned together

buzzer /'bʌzə/ *noun* an electronic device making a loud hum, often used as an alarm

by *abbreviation* in Internet addresses, the top-level domain for Belarus

byline /'baɪlaɪn/ *noun* a line giving the name of the author of a newspaper or magazine article

by-product /'baɪ ,prɒdʌkt/ *noun* **1.** something that is an unexpected or unplanned outcome of a situation **2.** something that is produced during the manufacture of something else

byte /baɪt/ *noun* a measurement used to express data or memory capacity of a computer

bz *abbreviation* in Internet addresses, the top-level domain for Belize