

C

© *symbol* a symbol denoting copyright, placed by law before the name of the owner of the copyright and the year of the first publication

COMMENT: The symbol adopted by the Universal Copyright Convention in Geneva in 1952. Publications bearing the symbol are automatically covered by the convention. The copyright line in a book should give the © followed by the name of the copyright holder and the date.

c *abbreviation* 1. PUBL chapter 2. HIST circa

ca *abbreviation* in Internet addresses, the top-level domain for Canada

ca. *abbreviation* circa

cabinet /'kæbɪnət/ *noun* a piece of furniture with doors and drawers used for storing things. ◊ **filing cabinet**

cable /'keɪb(ə)l/ *noun* a flexible wire link for electrical equipment

cable television /,keɪb(ə)l ˌtelɪ 'vɪʒ(ə)n/, **cable TV** /,keɪb(ə)l ˌti:'vi:z/ *noun* a system whereby signals are relayed to viewers' homes by fibre optic cables often underground

cache /kæʃ/ *noun* an area of high-speed computer memory used for temporary storage of frequently used data ■ *verb* to store data in a cache

cache memory /'kæʃ ˌmem(ə)ri/ *noun* a section of high-speed memory which stores data that the computer can access quickly

CAD /kæd/ *abbreviation* computer-aided design

CAL *abbreviation* computer-aided learning

calculated /'kælkjuleɪtɪd/ *adjective* planned to have a particular effect

calculator /'kælkjuleɪtə/ *noun* an electronic device for working out the answers to numerical problems

calendar /'kælɪndə/ *noun* a printed table or chart which shows the days, weeks and months of the year

calendar month /'kælɪndə mʌnθ/ *noun* a period of time, usually 30 or 31 days, measured according to an established western calendar rather than natural changes of the moon

calendar year /,kælɪndə 'jɪə/ *noun* a period of time, usually 12 months, measured according to an established western calendar rather than natural changes of the moon

calfskin /'kɑ:fskɪn/, **calf** /kɑ:f/ *noun* a soft type of leather used in book-binding

calligraphy /kə'ɪlɪgrəfi/ *noun* the artistic use of handwriting

call mark /'kɔl mɑ:k/ *noun* LIBRARIES same as **shelf mark**

call number /'kɔ:l ˌnʌmbə/ *noun* a number used to identify and locate a book. ◊ **spine number**

call slip /'kɔl slɪp/ *noun* a form for requesting a library book that is not kept on the shelves used by the public

call up /,kɔ:l ˈʌp/ *verb* to instruct a computer to find and display a particular piece of information

camcorder /'kæmkɔ:də/ *noun* a small video recorder which can be held in the hand

camera-ready /'kæm(ə)rə ˌredi/ *adjective* relating to material in its final publishable format, ready to be photographed or electronically scanned for the purpose of preparing printing plates

camera-ready copy /,kæm(ə)rə ,redi 'kɒpi/, **camera-ready paste-up** /,kæm(ə)rə ,redi 'peɪst ʌp/ *noun* a typescript which is ready to be photographed as part of book production. Abbr **CRC**, **CRPU**

campus /'kæmpəs/ *noun* an area of land containing the main buildings of a college or university

cancel /'kæns(ə)/ *verb* to cause something such as a cheque or reservation to be no longer valid

cancelbot /'kæns(ə)lɒt/ *noun* a computer program that cancels unwanted articles sent to an Internet newsgroup by a particular user

cancellation /,kænsə'leɪʃ(ə)n/ *noun* an instruction to say that something is no longer needed

cancel out /,kæns(ə)l 'aʊt/ *verb* to combine two things having opposite effects so as to produce no effect

candidate /'kændɪdeɪt/ *noun* **1.** a person who is being considered for a job, or who is standing for election **2.** someone who is taking an examination **3.** a person or company that is considered suitable for a particular purpose ○ *Small libraries are likely candidates for closure.*

capability /,keɪpə'bɪlɪti/ *noun* ability to do something ○ *the capability to understand computers*

capable /'keɪpəb(ə)/ *adjective* able to do things well

capacity /kə'pæsɪti/ *noun* **1.** the amount that something can hold **2.** (*in industry*) the amount that can be produced or work that can be done

capacity planning /kə'pæsɪti ,plænɪŋ/ *noun* planning work so that the best use is made of the abilities and equipment available

capital /'kæpɪt(ə)/ *noun* money that is used to set up a business or invested to make more money

capital expenditure /,kæpɪt(ə)l ɪk 'spendɪtʃə/ *noun* money spent on equipment or buildings

capital letter /,kæpɪt(ə)l 'letə/ *noun* the upper case form of a letter used at the beginning of sentences and names,

e.g. A, B, C as opposed to a, b, c. Abbr **cap**

caption /'kæpʃən/ *noun* a note or heading to a picture or illustration

capture /'kæptʃə/ *verb* to obtain control over something ○ *to capture the market*

carbon copy /,kɑ:bən 'kɒpi/ *noun* full form of **cc**

card /kɑ:d/ *noun* a piece of thick, stiff paper

card catalogue /'kɑ:d ,kætəlɒg/ *noun* a list of contents written on index cards and arranged according to a system which aids retrieval

card file /'kɑ:d faɪl/ *noun* COMM, LIBRARIES same as **card index**

card index /'kɑ:d ,ɪndeks/ *noun* a series of cards, usually standard size 12.5 x 7.5 cm, used to record holdings and kept in specially designed drawers or boxes

card-index /'kɑ:d ,ɪndeks/ *verb* to put information onto a card index

card-index file /'kɑ:d ,ɪndeks faɪl/ *noun* information kept on filing cards

career ladder /kə'ɪrɪə ,lædə/ *noun* the steps by which a person gains promotion in their chosen career

'The need for role models is paramount in a male-dominated industry and, with so few women on the upper rungs of the IT career ladder, a significant change is needed in the way companies recruit and promote their senior IT staff to make a real difference.' [*Evening Standard*]

career stage /kə'ɪrɪə steɪdʒ/ *noun* the level of progress made in promotion

caret mark /'kærət mɑ:k/, **caret sign** /'kærət saɪn/ *noun* a proofreading symbol to indicate that something should be inserted into the text

Carnegie library /kɑ:,nɪ:gi 'laɪbrəri/ *noun* a public library system that was developed nationally from money donated by Andrew Carnegie (1835–1919), a Scottish-born American who gave money to public education and libraries

carrel /'kærel/, **carrell** *noun* an enclosed area for private study within a larger space like a classroom or a library

carriage return/line feed /,kæri:dʒ ri,tʃ:n 'laɪn 'fi:d/ *noun* a key that moves the cursor or print head to the beginning of the next line and moves the paper or text up by one line. Abbr **CR/LF**

carry /'kæri/ *verb* **1.** to transport something from one place to another **2.** to contain or broadcast ○ *The newspaper carried a full report on the event.*

carry on /,kæri 'ɒn/ *verb* to continue to do something

carry out /,kæri 'aʊt/ *verb* to perform a task

carry over /,kæri 'əʊvə/ *verb* (in accounts) to take a total from the bottom of one page to the top of the next

carry through /,kæri 'θru:/ *verb* to continue an action until it is finished

cartel /kɑ:'tel/ *noun* a group of similar companies which agree to control prices to prevent competition

cartographer /kɑ:'tɒgrəfə/ *noun* a person who draws maps

cartographic /,kɑ:'tɒgrəfɪk/ *adjective* relating to maps ○ *The library had a large cartographic collection.*

cartography /kɑ:'tɒgrəfi/ *noun* the art of drawing maps

cartoon /kɑ:'tu:n/ *noun* **1.** the first draft of a drawing done on paper which can be transferred to larger paintings **2.** a comic or satirical drawing **3.** an animated film made by photographing a series of drawings

cartridge /'kɑ:trɪdʒ/ *noun* a removable device made of a closed box containing a disk, tape, program or data

cartridge paper /'kɑ:trɪdʒ 'peɪpə/ *noun* strong, thick, usually white paper used for drawing

COMMENT: Cartridge paper is so called because it was originally used for making cartridges for bullets. It is made from chemical pulp, sized, and is very white.

case /keɪs/ *noun* a stiff cardboard cover glued onto a book formed of two pieces of cardboard and the spine ○ *The library edition has a case and jacket.* ■ *verb* to bind a book in a stiff cardboard cover

case binding /'keɪs 'baɪndɪŋ/ *noun* **1.** a stiff cardboard cover ○ *The trade*

edition has a case binding. **2.** the action of binding a book in a hard cardboard cover

casebound /'keɪsbəʊnd/, **cased** /keɪst/ *adjective* enclosed in a hard cover ○ *The book was available in both casebound and paperback versions.*

cased book /,keɪst 'bʊk/ *noun* a book which is bound in a hard cover

casein glue /'keɪsi:n glu:/ *noun* a glue used in bookbinding and in making coated papers, which is almost acid-free

cash book /'kæʃ bʊk/ *noun* a book in which a record is kept of income and expenditure

cash flow /'kæʃ fləʊ/ *noun* movement of money in and out of a business

cash in /,kæʃ 'ɪn/ *verb* to exchange something for what it is worth in cash

cash in on /,kæʃ 'ɪn, ɒn/ *verb* to use a situation to gain advantage for oneself

cash on delivery /,kæʃ ɒn dɪ 'lɪv(ə)ri/ *noun* a phrase meaning that goods must be paid for as soon as they are received. Abbr **C.O.D.**

cash register /'kæʃ ,redʒɪstə/ *noun* a machine which is used to record sales and to add up the amount of money to be paid

cash value /'kæʃ ,vælju:/ *noun* the amount of money which anyone will pay for something

cassette /kə'set/ *noun* a small rectangular plastic container for magnetic tape which can be used for recording and playing back speech or music

casual work /'kæʒuəl wɜ:k/ *noun* jobs done by people employed for a short time

catalogue /'kæt(ə)lɒg/ *noun* **1.** a list of priced and illustrated items for sale, presented in book form or in other formats including CD-ROM or video **2.** a list of the holdings in a library, usually arranged according to subject, title or author ■ *verb* **1.** to classify and list items to form a catalogue **2.** to enter something in a catalogue

catalogue card /'kætəlɒg kɑ:d/ *noun* a small card used for writing catalogue entries and stored in boxes or drawers in a manual catalogue

cataloguer /'kætələʒə/ *noun* a person who catalogues books in a library

Cataloguing in Publication /,kætə'lnɪŋ ɪn ɪ'pʌblɪ'keɪʃ(ə)n/ *noun* a system whereby new books are catalogued before publication by the British Library or by the Library of Congress based on details about each book supplied by the publisher. Abbr **CIP**

catch letter /'kætʃ ˌletə/ *noun* a group of letters, usually three, which appears at the top of the page in reference books such as dictionaries or directories, to indicate the first or last word on that page or column

catchword /'kætʃwɜːd/ *noun* **1.** a word printed at the top of a page in a dictionary or other reference book, usually the first or last entry for that page **2.** the first word of a page of printed text repeated at the bottom right-hand corner of the previous page, originally placed there to draw the binder's attention to it

catchword index /'kætʃwɜːd ˌɪndeks/ *noun* a system which uses a keyword from a title or text to index an item

categorise /'kætɪgəraɪz/, **categorize** *verb* to put into a category

category /'kætɪg(ə)rɪ/ *noun* a division or class in a system used to group items according to their type

cat for /'kæftə fɔː/ *verb* to provide what people need

cathode ray tube /,kæθəʊd ˈreɪ ˌtjuːb/ *noun* an output device used in a VDU or phototypesetter for displaying text or figures or graphics. Abbr **CRT**

COMMENT: A CRT consists of a vacuum tube, one end of which is flat and coated with phosphor; the other end contains an electron beam source. Characters becomes visible when the electron beam makes the phosphor coating glow.

CBT *abbreviation* **1.** computer-based training **2.** computer-based tutorial

cc¹ *noun* **1.** used at the ends of letters, memos and reports to indicate that an identical copy has been sent to the named people **2.** a feature of electronic mail software that allows you to send a copy of a message to another user. ◊

blind carbon copy ▶ full form **carbon copy**

cc² /,siː 'siː/ *abbreviation* in Internet addresses, the top-level domain for Cocos Islands

CCTV *abbreviation* closed circuit television

cd *abbreviation* in Internet addresses, the top-level domain for Democratic Republic of the Congo

CD *abbreviation* compact disc

CD burner /,siː 'diː ˌbɜːnə/ *noun* COMPUT same as **CD writer**

CD-I /,siː 'diː aɪ/ *noun* a compact disc with electronic information that can be changed by the user. Full form **compact disc interactive**

CD-ROM /,siː diː 'rɒm/ *noun* an electronic method of storing large quantities of information which can be read by laser. Full form **compact disc – read only memory**

CD-ROM drive /,siː diː 'rɒm ˌdraɪv/ *noun* a disk drive that allows a computer to read data stored on a CD-ROM, in which the player spins the disc and uses a laser beam to read etched patterns on the surface of the CD-ROM that represent data bits

CD-ROM player /,siː diː 'rɒm ˌpleɪə/ *noun* a disc drive that allows a computer to read data stored on a CD-ROM

CD-RW /,siː diː ɑː 'dʌb(ə)ljʊː/ *noun* a compact disc that can have its contents erased and something else recorded onto it many times. Full form **compact disc rewritable**

CD-WO /,siː ˌdʌb(ə)l juː 'əʊ/ *noun* CD-ROM disc and drive technology that allows a user to write data to the disc once only and is useful for storing archived documents or for testing a CD-ROM before it is duplicated. Full form **compact disc write once**

CD writer /,siː 'diː ˌraɪtə/ *noun* a piece of equipment used to record data permanently onto a compact disc

cease /siːs/ *verb* to finish or stop doing something

ceased publication /,siːst ɪ'pʌblɪ 'keɪʃ(ə)n/ *adjective* no longer published, often used to describe serials

cedilla /sə'dɪlə/ *noun* a small mark (,) used in some languages under a letter to change its pronunciation, e.g. under the letter c in French to soften it

CEEFAX /'si:fæks/ *noun* a videotext system used by the BBC for broadcasting textual information

cell /sel/ *noun* a space for information in a table such as a computer spreadsheet, formed where a row and a column intersect

censor /'sensə/ *noun* a person who decides what may be published, shown or distributed to the general public ■ *verb* to edit published material or films with regard to what is considered decent for selling, showing or distributing to the general public

censorship /'sensəʃɪp/ *noun* prohibition of the production, distribution or sale of items considered to be objectionable on political, religious or moral grounds

census /'sensəs/ *noun* an official survey to count and analyse the population of a country

centimetre /'sentɪmi:tə/ *noun* one hundredth part of a metre. Abbr **cm** (NOTE: The US spelling is **centimeter**.)

centralised /'sentrəlaɪzd/, **centralized** *adjective* placed in the middle, often as the most important or controlling feature

centralised copying /,sentrəlaɪzd 'kɒpiŋ/ *noun* a service for all users located in a central position

centralised purchasing /,sentrəlaɪzd 'pɜ:tʃaɪzɪŋ/ *noun* the method of buying everything needed for an organisation through a central purchasing office

centralised records storage /,sentrəlaɪzd 'rekɔ:dz ,stɔ:ri:dʒ/ *noun* a system used by organisations by which records are stored in a central unit but can be accessed by all members of the organisation

central processing unit /,sentrəl 'prəʊsesɪŋ ,ju:nɪt/ *noun* the circuits which form the main part of a computer. Abbr **CPU**

Central Statistical Office /,sentrəl stə'tɪstɪk(ə)l ,dʃɪs/ *noun* a government

department which produces national statistical publications in the UK. Abbr **CSO**

ceremony /'serɪməni/ *noun* the established order of formal ritual used to mark special occasions

certificate /sə'tɪfɪkeɪt/ *noun* an official document given to confirm facts ○ *birth certificate* ○ *health certificate* ○ *degree certificate*

cf *abbreviation* in Internet addresses, the top-level domain for Central African Republic

C format paperback /,si: fɔ:mæt 'peɪrəbæk/ *noun* a paperback with the format 234 x 156mm

cg *abbreviation* in Internet addresses, the top-level domain for Congo

CGI *abbreviation* COMPUT common gateway interface

ch *abbreviation* in Internet addresses, the top-level domain for Switzerland

chained library /'tʃeɪnd ,laɪbrəri/ *noun* in former times, a library in which books were chained to desks or shelves to prevent them being stolen (NOTE:.)

chain indexing /'tʃeɪn ,ɪndeksɪŋ/ *noun* an alphabetical system of indexing using subject headings and hierarchical sub-headings

chain list /'tʃeɪn lɪst/ *noun* a list of data with each piece of information providing an address for the next consecutive item in the list

change agent /'tʃeɪndʒ ,eɪdʒənt/ *noun* a catalyst which causes something to change

channel /'tʃæn(ə)/ *noun* **1.** the spoken, written or electronic means by which something is passed on **2.** a major interest area on the Internet that is easily accessible. ○ **information channel** **3.** (*in graphics*) one layer of an image that can be worked on separately or which can be used to create special effects

chanop /'tʃænɒp/ *noun* a channel operator, the person who controls the messages within a channel on the Internet

chapbook /'tʃæpbʊk/ *noun* a small booklet of poems, ballads or stories, originally sold by travelling pedlars

chapel /'tʃæp(ə)/ *noun* **1.** a branch of a trade union in printing and journalism **2.** a meeting of a printers' or journalists' chapel

chapter /'tʃæptə/ *noun* one of the divisions of a book or document

character /'kærɪktə/ *noun* a single letter, number or symbol that can be displayed on a computer screen or printer and represents one byte of data

character byte /'kærɪktə baɪt/ *noun* a byte of data containing the character code and any error check bits

characteristic /,kærɪktə'rɪstɪk/ *noun* a typical feature of a person, place or thing

charge /tʃɑ:dʒ/ *verb* to ask people to pay for goods or services ◦ *He charges £10 an hour.*

charge out /,tʃɑ:dʒ 'aʊt/ *verb* to make a record of a loan

charging system /'tʃɑ:dʒɪŋ ,sɪstəm/ *noun* any method of recording loans from a library

chart /tʃɑ:t/ *noun* a visual representation of information

charter /'tʃɑ:tə/ *noun* an official document giving rights to a person, organisation or community

Chartered Institute of Library and Information Professionals *noun* the leading professional body for librarians and information managers in the UK. Abbr **CILIP**

chartered librarian /,tʃɑ:təd laɪ 'breəriən/ *noun* a librarian who has successfully undertaken training and completed specific tasks, including a professional development report, according to the criteria set by the Library Association

CHC *abbreviation* cyclohexylamine carbonate

CHC paper /,si: ertʃ 'si: ,peɪpə/ *noun* paper impregnated with CHC, used to de-acidify the pages of old books

check /tʃek/ *noun* an inspection of something to make sure it is correct ■ *verb* to look at something closely to make sure there are no mistakes

check digit /'tʃek ,dɪdʒɪt/ *noun* a number added to a numeric code to

enable a computer program to detect any errors in the code

check in /,tʃek 'ɪn/ *verb* to record the receipt of something

check into /,tʃek 'ɪntu/ *verb* to investigate something in order to get more information about it or to establish its truth or accuracy

checklist /'tʃeklɪst/ *noun* **1.** a list which acts as a reminder of things to be done or accounted for **2.** a list used to identify items from a minimum amount of information

check out /,tʃek 'aʊt/ *verb* to record the loan of something

chemically pure paper /,kemɪkli ,pɪʃə 'peɪpə/ *noun* paper which is acid-free, used to repair or protect old books or maps

cheque /tʃek/ *noun* a method of paying money from a bank account, by filling in a standard form and without using coins or notes (NOTE: The US spelling is **check**.)

chief /tʃi:f/ *adjective* denoting the most important person or part of something ◦ *chief librarian*

chief information officer /,tʃi:f ,ɪnfə'meɪʃ(ə)n ,ɒfɪsə/ *noun* somebody who has responsibility for the organisation and control of information flow in a company or organisation. Abbr **CIO**

chief knowledge officer /,tʃi:f 'nɒlɪdʒ ,ɒfɪsə/ *noun* a senior official whose job it is to maximise a company's efficiency by providing appropriate information about things such as processes, customer relations and the marketplace. Abbr **CKO**

children's annual /'tʃɪldrənz ,æŋjuəl/ *noun* a book published each year usually at Christmas, with stories, games and articles, intended for children and often based on a popular TV series or cartoon character

children's book group /,tʃɪldrənz 'bʊk ,gru:p/ *noun* an unofficial group of people whose aim is to encourage the promotion of books to children

children's librarian /'tʃɪldrənz laɪ 'breəriən/ *noun* a librarian who specialises in the provision of library services to children

children's library /'tʃɪldrənz ˌlaɪbrəri/ *noun* a library which specialises in providing books usually written specially for children

chip /tʃɪp/ *noun* a small piece of plastic containing a set of electronic instructions to work computers and other machines

Christmas gift book /ˌkrɪsməs ˈɡɪft ˌbʊk/ *noun* a special book which is given as a present at Christmas

chronological order /ˌkrɒnələdʒɪk(ə)l ˈɔːdə/ *noun* the arrangement of things such as records, files or invoices in order of their dates

‘...during a state audit his company’s seven party planners spent days combing through customer records when they could have been out selling. One suggestion: Make extra copies of invoices and file them in chronological order. ‘The lesson is to be so anally prepared you can say immediately, “I’ve got it”,’ Mr. Kelly says.’ [*Crain’s Chicago Business*]

chronological sequence /ˌkrɒnələdʒɪk(ə)l ˈsiːkwəns/ *noun* arrangement by the order of the time at which events happened

ci *abbreviation* in Internet addresses, the top-level domain for Côte d’Ivoire

CILIP /ˈsɪlɪp/ *abbreviation* Chartered Institute of Library and Information Professionals

CIO *abbreviation* chief information officer

CIP *abbreviation* Cataloguing in Publication

cipher /ˈsaɪfəl/ *noun* a system of writing secrets in code

cir. *abbreviation* PUBL circulation

circa /ˈsɜːkə/ *preposition* about or approximately, used to show uncertainty especially about numbers or dates
○ *The book was written circa 1760.*
Abbr **ca.**

circular /ˈsɜːkjʊlə/ *noun* a letter or advertisement sent to a large number of people at the same time

circular letter /ˌsɜːkjʊlə ˈletə/ *noun* a letter sent to a large number of people conveying the same information

circulate /ˈsɜːkjʊleɪt/ *verb* to send information to a group of people
○ *They circulated a new list of prices to all their customers.*

circulating library /ˈsɜːkjʊleɪtɪŋ ˌlaɪbrəri/ *noun* a library run on a commercial basis, where the members pay to borrow books

circulation /ˌsɜːkjʊˈleɪʃ(ə)n/ *noun* **1.** the number of copies of a newspaper or magazine sold each time it is produced
2. distribution of written materials such as journals or books to people who may be interested in them
□ **out of circulation** not available for issue or reference

circulation desk /ˌsɜːkjʊˈleɪʃ(ə)n desk/ *noun* the area of a library where the staff record the loans and returns of books

circumflex accent /ˈsɜːkəmˌfleks ˌæksənt/ *noun* a mark (^) used over a vowel in some languages to show pronunciation

citation /saɪˈteɪʃ(ə)n/ *noun* a formal word for quotation or reference

citation index /saɪˈteɪʃ(ə)n ˌɪndeks/ *noun* a list of articles which quote a specific article

citation order /saɪˈteɪʃ(ə)n ˈɔːdə/ *noun* an order of component parts when constructing a classification string

citation search /saɪˈteɪʃ(ə)n sɜːtʃ/ *noun* a search on a database of books that looks for specified words in the author or title fields

cite /saɪt/ *verb* to quote or mention something especially as proof of a point

ck *abbreviation* in Internet addresses, the top-level domain for Cook Islands

CKO *abbreviation* chief knowledge officer

cl *abbreviation* in Internet addresses, the top-level domain for Chile

claim /kleɪm/ *noun* **1.** a demand for something to which you think you have a right
2. a statement which may be untrue but cannot be proved to be so

class /klaːs/ *noun* a division of a classification scheme

class entry /ˈklaːs ˌentri/ *noun* an entry in a catalogue under the class rather than the specific subject

classic /'klæstɪk/ *noun* a famous work of literature ○ *'The Lord of the Flies' has become a modern classic.* ○ *They have published a series of nineteenth-century classics.*

classical /'klæsɪk(ə)l/ *adjective* consisting of or involving the study of the ancient Greek and Latin languages and literature

classicism /'klæsɪsɪz(ə)m/ *noun* the study or knowledge of ancient Greece and Rome

classicist /'klæsɪsɪst/ *noun* a scholar of ancient Greek and Latin

classics /'klæsɪks/ *noun* the academic study of the languages, literature and history of ancient Greece and Rome

classification /,klæsɪfɪ'keɪf(ə)n/ *noun* **1.** a division or category within a system according to their degrees of similarity **2.** the process of putting things into groups according to similarities or relationships

classification number /,klæsɪfɪ'keɪf(ə)n ˌnʌmbə/, **classification mark** /,klæsɪfɪ'keɪf(ə)n mɑ:k/ *noun* a number given to a classification heading in an information retrieval system

classification schedule /,klæsɪfɪ'keɪf(ə)n ˌʃedju:l/ *noun* the complete plan and content of a library's cataloguing system

classification string /,klæsɪfɪ'keɪf(ə)n striŋ/ *noun* a sequence working from broad to narrow terms

classification system /,klæsɪfɪ'keɪf(ə)n ˌsɪstəm/, **classification scheme** /,klæsɪfɪ'keɪf(ə)n ski:m/ *noun* a system of organising things by dividing them into groups based on their similarities ○ *In libraries books are often arranged according to the Dewey decimal classification system.*

classified /'klæsɪfaɪd/ *adjective* **1.** listed in a catalogue and given an identification **2.** having access restricted to named individuals or groups ○ *The document was classified so only members of the government could read it.*

classified catalogue /,klæsɪfaɪd 'kæt(ə)lɒg/ *noun* a list of contents

arranged according to the classification system used to control them

classified index /'klæsɪfaɪd ˌɪndeks/ *noun* a list of holdings organised under general headings rather than in one alphabetical sequence ○ *In a classified index, publishers would appear under the general heading 'Publishers' and not in the usual alphabetical order of their names.*

classify /'klæsɪfaɪ/ *verb* **1.** to place into a sequence according to a classification scheme **2.** to restrict the distribution of a document for reasons of security

class list /'klɑ:s lɪst/ *noun* a list of the items in a particular class, especially used in archival management

class number /'klɑ:s ˌnʌmbə/, **class mark** *noun* a series of letters and/or numbers on a book or other publication in a library identifying it, the category of its subject matter and usually its shelf location

clear /kɪə/ *verb* to delete data from a computer display or storage device

clearing house /'kɪəɪŋ haʊs/ *noun* **1.** an agency or central office where information from various sources is pooled **2.** a central office where orders from many sources are consolidated

clerical error /,klerɪk(ə)l 'erə/ *noun* a mistake made by an office worker

click /kɪk/ *verb* to do the action needed to activate a computer mouse ○ *Click three times to highlight the text.*

client /'kɪərənt/ *noun* **1.** a person using the services of a professional organisation **2.** a computer that is connected to a network or the Internet, or that is using the resources of another computer. ◊ **gopher**

clip art /'klɪp ɑ:t/ *noun* pre-packaged artwork, available on software for use in documents produced on a computer

clipboard /'klɪpbo:d/ *noun* a small board with a clip at the top to hold paper, so that it can be carried around and written on

closed access /,kləʊzd 'ækses/ *noun* a system of organising a collection so that items must be fetched for users by the staff

closed circuit television /ˌkləʊzd ˌsɜːkɪt ˈtɛlɪvɪz(ə)n/ *noun* an internal video system often used for security purposes or for relaying conferences. Abbr **CCTV**

closed question /ˌkləʊzd ˈkwɛstʃ(ə)n/ *noun* a question which can be answered by yes or no

closing time /ˈkləʊzɪŋ taɪm/ *noun* the time that an establishment such as a shop, library or bar closes and people have to leave

closure /ˈkləʊzə/ *noun* the act of closing something down ○ *They are fighting against library closures.*

cloth /klɒθ/ *noun* material used to cover a hardbound book

clothbound /ˈklɒθbaʊnd/ *adjective* used to describe books which are covered in a specific type of material made originally from natural fibres, now often synthetic

cloze test /ˈkləʊz test/ *noun* a test of comprehension and grammar in which a language student supplies appropriate missing words omitted from a text

cluster /ˈklʌstə/ *noun* a small group of similar things

cluster sample /ˈklʌstə ˌsɑːmp(ə)l/ *noun* a method of sampling in statistical analysis, which compares small groups

cm *abbreviation* **1.** in Internet addresses, the top-level domain for Cameroon **2.** centimetre

CM *abbreviation* corporate memory

CMC *abbreviation* computer-mediated communication

cn *abbreviation* in Internet addresses, the top-level domain for China

co *abbreviation* in Internet addresses, the top-level domain for Colombia

coauthor /kəʊˈɔːθə/ *noun* an author who writes something jointly with one or more other authors

cobweb site /ˈkɒbweb saɪt/ *noun* a website that has not been updated for a long time

C.O.D. *abbreviation* cash on delivery

coda /ˈkəʊdə/ *noun* an additional section at the end of a text such as a literary work or speech that is not neces-

sary to its structure but gives additional information

code /kəʊd/ *noun* a group of numbers or letters used to identify something. ○ **barcode**

codebook /ˈkəʊdbʊk/ *noun* a book containing a key to a code or codes

code index /ˈkəʊd ˌɪndeks/ *noun* a system which directs the user to information by use of a code number

coden /ˈkəʊdɪn/ *noun* a system of classification which combines numbers and letters

code of practice /ˌkəʊd əv ˈpræktɪs/ *noun* a set of written rules describing how people in a particular job or profession are expected to behave

codex /ˈkəʊdeks/ *noun* a handwritten unbound manuscript, especially of an ancient classic

codicil /ˈkəʊdɪsɪl/ *noun* an appendix or supplement to a text

coedition /ˈkəʊɪ,dɪʃ(ə)n/ *noun* the publication of a book by two publishing companies in different countries, where the first company has originated the work and then sells sheets to the second publisher (or licenses the second publisher to reprint the book locally) ○ *We have sold coeditions of our book on garden flowers to publishers in France and Greece.*

coffee table book /ˈkɒfi ˌteɪb(ə)l bʊk/ *noun* a glossy book with many colour illustrations, designed to be browsed through rather than read in full

cognitive processing /ˌkɒgnɪtɪv ˈprəʊsesɪŋ/ *noun* the way in which a person changes external information into patterns of thought and how these are used to form judgments or choices

cognitive science /ˌkɒgnɪtɪv ˌsaɪəns/ *noun* the scientific study of knowledge and how it is acquired, combining aspects of philosophy, psychology, linguistics, anthropology and artificial intelligence

cognizance /ˈkɒgnɪz(ə)ns/ *noun* knowledge or awareness of something

cognizant /ˈkɒgnɪz(ə)nt/ *adjective* having knowledge of something

coherent /kəʊˈhɪərənt/ *adjective* clear and easy to understand

cohesion /kəʊ'hi:ʒ(ə)n/ *noun* the state of all parts of an organisation working together to form a united whole

coin /kɔɪn/ *noun* a small, flat piece of metal made and stamped by a government to be used as money ■ *verb* **1.** to make coins from metal **2.** to invent words or phrases

collaborative learning /kə ,ləb(ə)rətɪv 'lɜ:nɪŋ/ *noun* a way of teaching by sharing responsibility for organising learning with the students

collaborator /kə'læbərəɪtə/ *noun* a person who works with another to produce a literary or artistic work

collate /kə'leɪt/ *verb* **1.** to gather pieces of information together **2.** to organise materials into a specific order and check that they are complete

collation /kə'leɪʃ(ə)n/ *noun* **1.** a detailed comparison between different items or forms of information **2.** the assembling of pieces of paper in the right order, particularly the sections of a book prior to binding **3.** the act of compiling a technical description of a book, including its bibliographical details and information about its physical construction

collected works /kə'letɪd 'wɜ:ks/ *plural noun* all the writings of one author collected and published in one volume

collection /kə'lekʃən/ *noun* a group of similar or related things such as the stock of a special library

collection development /kə 'lekʃən dɪ,vələpmənt/ *noun* the act of expanding a collection, e.g. by providing electronic access to other collections

'A primary source [on deaf issues] for collection development librarians will be Gallaudet University Press, which offers titles on sign language, deaf special education, and deaf history.'
[*Library Journal*]

collective /kə'lektɪv/ *noun* a group such as an audience, class or library

collective cataloguing /kə ,lektɪv 'kætəlɒŋɪŋ/ *noun* a system used to collect small items together and catalogue them under a heading or collec-

tive title which is given a class number for retrieval

college /'kɒlɪdʒ/ *noun* **1.** an educational institution for higher education, especially one offering courses in specialised or practical subjects **2.** the building or buildings of a college

colon /'kəʊlən/ *noun* a punctuation mark (:) used chiefly to introduce lists ○ *The titles were: Rumpelstiltskin, Cinderella and Little Red Riding Hood.*

colon classification /'kəʊlən ,klæsɪfɪkeɪʃ(ə)n/ *noun* a system of classifying pieces of stored information by their main field of knowledge and then by a number of other attributes (facets) which describe it

colophon /'kɒləfən/ *noun* **1.** the symbol or emblem that is printed on a book and represents a publisher or publisher's imprint **2.** the details of the title, printer, publisher and publication date given at the end of a book. Colophons are commonly found in early printed books and in modern private press editions.

COMMENT: Usually the publisher's colophon will appear on the title page and spine of a book, and on all publicity matter; a printer's colophon is likely to appear on private press books and other art books, and is often printed on the last page of the book.

colour coding /'kʌlə ,kəʊdɪŋ/ *noun* a system of organising items by labelling similar contents with the same colour

colour copying /'kʌlə ,kɒpɪŋ/ *noun* the production of coloured copies of documents

colour supplement /'kʌlə ,sʌplɪmənt/ *noun* **1.** a colour magazine that comes with a weekend newspaper **2.** a section of coloured illustrations in the centre of a book or magazine, often removable

column /'kɒləm/ *noun* **1.** a vertical section of writing in a book, newspaper or magazine **2.** a regular section or article in a newspaper or magazine by the same writer or on the same subject

columnar working /kə ,lʌmnə 'wɜ:kiŋ/ *noun* a method of data presentation in which information is shown in columns

columnist /'kɒləmnɪst/ *noun* a journalist who writes a regular column for a newspaper or magazine

com *abbreviation* in Internet addresses, the top-level domain for commercial organisations

combination lock /,kɒmbɪ'neɪf(ə)n lɒk/ *noun* a lock which can be opened using a pre-set order of numbers

combination ordering /,kɒmbɪ'neɪf(ə)n ɔ:dəɪɪŋ/ *noun* a system whereby several departments join together to order items

combination storage /,kɒmbɪ'neɪf(ə)n ˌstɔ:ɪdʒ/ *noun* a system whereby several departments use communal storage facilities

come into force /,kʌm ˌɪntʊ 'fɔ:s/ *verb* (of a law) to become active or valid

comic /'kɒmɪks/ *noun* **1.** a magazine for children, telling stories written with captions on strips of pictures **2.** a person who makes others laugh ■ *adjective* causing laughter

comma /'kɒmə/ *noun* a punctuation mark (,) used to show the natural breaks in written sentences

command paper /kə'mɑ:nd ˌpeɪpə/ *noun* a government publication containing the proceedings and proposals of government committees

comment /'kɒment/ *noun* a statement which expresses an opinion

commercial /kə'mɜ:ʃ(ə)l/ *adjective* relating to buying and selling things ○ *Sample only – of no commercial value.*

commercial gateway package /kə'mɜ:ʃ(ə)l 'geɪtweɪ ˌpækɪdʒ/ *noun* an electronic code which can be bought for a subscription and which allows access to online databases

commercial information supplier /kə'mɜ:ʃ(ə)l ˌɪnfə'meɪʃ(ə)n səˌplaɪə/ *noun* a business which buys and sells information

commercial records centre /kə'mɜ:ʃ(ə)l 'rekɔ:dz ˌsentə/ *noun* an organisation which keeps records of a business's financial dealings

commitment /kə'mɪtmənt/ *noun* a task which you undertake to do

common query language /,kɒmən 'kwɪəri ˌlæŋɡwɪdʒ/ *noun* a

formal language used to interrogate a database. Abbr **CQL**

commons /'kɒmənz/ *plural noun* data stored in the memory of one computer that is available to all computers linked to it by a network

communicable /kə'mju:nɪkəb(ə)l/ *adjective* easily communicated

communicate /kə'mju:nɪkeɪt/ *verb* to give information

communication /kə,mju:nɪ'keɪf(ə)n/ *noun* **1.** the exchange of information between people, e.g. by means of speaking, writing or using a common system of signs or behaviour **2.** a spoken or written message **3.** the act of giving information

communication channel /kə,mju:nɪ'keɪf(ə)n ˌtʃæn(ə)l/ *noun* a method used to communicate with other people, e.g. writing or speech

communications /kə,mju:nɪ'keɪf(ə)nz/ *plural noun* the systems by which information is transmitted

communications audit /kə,mju:nɪ'keɪf(ə)nz ɔ:dɪt/ *noun* a survey of the methods used to send information around an organisation

communication skills /kə,mju:nɪ'keɪf(ə)n skɪl/ *plural noun* the ability to give information clearly and appropriately to other people

'We take for granted that there are basic literacy and numeracy skills. What we want in addition to that is the ability to get on with people, work as part of the team, problem solve and so on. Communication skills... those are the things that are important to us.' [The Times]

communication theory /kə,mju:nɪ'keɪf(ə)n θɪəri/ *noun* the study of all forms of human communication, including branches of linguistics such as semantics as well as telecommunications and other nonlinguistic forms

communicative /kə'mju:nɪkətɪv/ *adjective* **1.** relating to communication or to systems for communication **2.** (in foreign language teaching) stressing the importance of language as a tool for communicating information and ideas

communiqué /kə'mju:nikei/ *noun*
an official announcement, especially to the press or public

community /kə'mju:niti/ *noun*
a group of people who live in a particular area

community analysis /kə,mju:niti ə'nælsɪs/ *noun*
a survey of the different types of people who live in a community

community college /kə'mju:niti ,kɒlɪdʒ/ *noun* (*in the UK*)
an educational centre with recreational facilities available to the whole community

community information /kə ,mju:niti ,ɪnfə'meɪʃ(ə)n/ *noun*
local information relating to a small geographical area

community profiling /kə,mju:niti 'prəʊfaɪlɪŋ/ *noun*
a method of local planning in which the needs and resources of a particular community are assessed

compact disc /,kɒmpækt 'dɪsk/ *noun*
a coated plastic disc that can record large amounts of data which can be read by laser. Abbr **CD**

compact disc interactive /,kɒmpækt dɪsk ,ɪntər'æktɪv/ *noun*
full form of **CD-I**

compact disc player /,kɒmpækt 'dɪsk ,pleɪə/ *noun*
an electronic device which uses lasers to read signals on a disc to produce very high quality reproduction

compact disc – read only memory /,kɒmpækt ,dɪsk ,ri:d ,əʊnli 'mem(ə)ri/ *noun*
full form of **CD-ROM**

compact disc write once /,kɒmpækt dɪsk ,raɪt 'wʌns/ *noun*
full form of **CD-WO**

compact video disc /,kɒmpækt 'vɪdɪəʊ ,dɪsk/ *noun*
a compact disc that plays both sound and pictures

companion /kəm'pænjən/ *noun*
a guide or handbook on a particular subject

company /'kʌmp(ə)ni/ *noun*
a business which makes money by making or buying and selling goods, or by providing a service

company file /'kʌmp(ə)ni faɪl/ *noun*
a file containing and collating information specific to a company

compatible /kəm'pætɪb(ə)l/ *adjective*
working well together

compendious /kəm'pendiəs/ *adjective*
containing a wide range of information in a concise form

compendium /kəm'pendiəm/ *noun*
a book in which two or more previously published books are brought together

competence /'kɒmpɪt(ə)ns/ *noun*
knowledge of a language that enables somebody to speak and understand it

competition /,kɒmpə'tɪʃ(ə)n/ *noun*
1. a situation where two or more companies with similar products try to persuade people to buy theirs **2.** an informal test of skill or ability ○ *The children's library ran a competition to see who read the most books during the school holiday.*

competitor /kəm'petɪtə/ *noun*
1. a person who takes part in competitions **2.** a person or company that sells similar types of goods or services which can reduce the market for others

compilation /,kɒmpɪ'leɪʃ(ə)n/ *noun*
a work produced by combining material from other books or documents

compile /kəm'paɪl/ *verb*
to put together different pieces of information in order to make them into one document

compiler /kəm'paɪlə/ *noun*
a person who collects and edits material taken from various sources for publication as a new work

compleat /kəm'pli:t/ *adjective*
having or exhibiting full knowledge of a particular field or skill

complementary /,kɒmplɪ'ment(ə)ri/ *adjective*
fitting well together to make a harmonious whole

completion date /kəm'pli:ʃ(ə)n deɪt/ *noun*
the date by which something must be finished

compliance certificate /kəm'praɪəns sə'tɪfɪkət/ *noun*
an official statement that something has passed all the necessary tests for the regulations

compliance test /kəm'plaiəns test/ *noun* a test to ensure that something conforms to the regulations

complimentary copy /,kɒmplɪməntəri 'kɒpi/ *noun* a copy of a book given free as a favour, reward or mark of respect

component /kəm'pəʊnənt/ *noun* a part of something, used together with other parts to create a whole

compose /kəm'pəʊz/ *verb* to create a musical or literary work

composer /kəm'pəʊzə/ *noun* a person who composes, especially one who writes music

composer entry /kəm'pəʊzər ,entri/ *noun* an entry usually for a musical composition in a catalogue under the name of the composer

composite subject /,kɒmpəzɪt 'sʌbdʒəkt/ *noun* a classification subject which consists of more than one element

composition /,kɒmpə'zɪʃ(ə)n/ *noun* the way that the parts of something are put together

compound /'kɒmpaʊnd/ *adjective* made up of a mixture of several components

compound interest /,kɒmpaʊnd 'ɪntrəst/ *noun* money which is paid as interest both on the original capital and also on the interest earned

compound name /'kɒmpaʊnd neɪm/ *noun* a name which has two or more parts joined by a hyphen, e.g. 'Mrs. Brownley-Smith'.

compound subject heading /,kɒmpaʊnd 'sʌbdʒekt ,hedɪŋ/ *noun* a heading which consists of words that are always associated together, e.g. 'Treaty of Rome'

compound term /'kɒmpaʊnd tɜ:m/ *noun* a name that consists of two words, as in 'primary schools', and could be indexed with a 'see also' reference, e.g. 'schools, see also primary schools'

comprehensive /,kɒmpri'hensɪv/ *adjective* covering all the possible aspects of a subject

compression ratio /kəm'preʃ(ə)n ,reɪʃiəʊ/ *noun* the ratio of the size of an original, uncompressed file to the final,

compressed file that has been more efficiently encoded

comprise /kəm'praɪz/ *verb* to be made up of different parts ○ *Overseas students comprise 10% of the college population.*

Compuserve /'kɒmpjʊsɜ:v/ a trade name for a very large commercial online information service

computer /kəm'pjʊ:tə/ *noun* an electronic machine that processes data very quickly using a stored program

computer-aided design /kəm ,pjʊ:tər ,eɪdɪd dɪ'zain/ *noun* the use of a computer and graphics terminal to help a designer in his or her work. Abbr **CAD**

computer-aided learning /kəm ,pjʊ:tər ,eɪdɪd 'lɜ:nɪŋ/ *noun* a form of self-study which can be done with the aid of specially written computer programs. Abbr **CAL**

computer-assisted composition /kəm ,pjʊ:tər ə,sɪstɪd ,kɒmpə 'zɪʃ(ə)n/ *noun* composition using digitally recorded text, which generates characters and automatically inserts spaces, as well as hyphenating, justifying and paginating

computer-assisted retrieval system /kəm ,pjʊ:tər ə,sɪstɪd rɪ 'tri:v(ə)l ,sɪstəm/ *noun* an automated method of finding information

computer-based thesaurus /kəm ,pjʊ:tə beɪst θɪ'sɔ:ɪrəs/ *noun* a dictionary installed as a word processing facility which checks the spelling in written text and suggests alternatives for misspelt words

computer-based training /kəm ,pjʊ:tə beɪst 'treɪnɪŋ/ *noun* a method of teaching which uses computers as the main teaching tool. Abbr **CBT**

computer-based tutorial /kəm ,pjʊ:tə beɪst tju'tɔ:riəl/ *noun* a software package which teaches the user how to use a program. Abbr **CBT**

computer bureau /kəm'pjʊ:tə ,bjʊərəʊ/ *noun* an office which offers to do work on its computers for companies that do not own their own computers

computer conferencing /kəmˌpju:təˈkɒnf(ə)rənsɪŋ/ *noun* the use of a number of computers or terminals connected together to allow a group of users to communicate

computer crime /kəmˌpju:təkraɪm/ *noun* illegal activities carried out on or by means of a computer. Computer crime includes criminal trespass into another computer system, theft of computerised data and the use of an online system to commit or aid in the commission of fraud.

computer error /kəmˌpju:təˈerə/ *noun* a mistake made by a computer

computer-generated /kəmˌpju:təˈdʒenəreɪtɪd/ *adjective* produced using a computer ○ *The book is illustrated with computer-generated graphics.*

computer graphics /kəmˌpju:təˈgræfɪks/ *plural noun* a visual display of information on a computer screen or printout, e.g. graphs and charts

computer hardware /kəmˌpju:təˈhɑ:dweə/ *noun* machines used in data processing, including the computers, keyboards, monitors and printers, but not the programs

computer-human interaction /kəmˌpju:təˈhju:mənˌɪntərˈækʃ(ə)n/ *noun* same as **human-computer interaction**

computer illiteracy /kəmˌpju:təˈɪlɪt(ə)rəsi/ *noun* lack of knowledge about how to use a computer

computer indexing /kəmˌpju:təˈɪndeksɪŋ/ *noun* automated methods of producing indexes

computerised /kəmˌpju:təraɪzɪd/, **computerized** *adjective* changed from a manual system to an automated system ○ *a computerised invoicing system* ○ *The book was set using computerised typesetting.*

computer laboratory /kəmˌpju:təˈlæbɒrət(ə)rɪ/ *noun* a room equipped with several computers, sometimes networked together, which can be used for working in or teaching

computer language /kəmˌpju:təˈlæŋɡwɪdʒ/ *noun* a language made up of numbers and characters used to give instructions to a computer

COMMENT: There are three types of computer languages: machine code, assembler and high-level language. The higher the level the language is, the easier it is to program and understand, but the slower it is to execute. Common high-level languages are BASIC, C, COBOL, FORTRAN, PASCAL, PROLOG.

computer listing /kəmˌpju:təˈlɪstɪŋ/ *noun* a printout of a list of items taken from data stored in a computer

computer-literate /kəmˌpju:təˈlɪt(ə)rət/ *adjective* having a good understanding and experience of working with computers

computer-mediated communication /kəmˌpju:təˈmɪdiətɪd kəˌmju:nɪˈkeɪʃ(ə)n/ *noun* communication networks that are accessed through a computer, e.g. forums, e-mail and intranets

computer network /kəmˌpju:təˈnetwɜ:k/ *noun* shared use of a series of interconnected computers, peripherals and terminals

computer printout /kəmˌpju:təˈprɪntaʊt/ *noun* a printed copy of information from a computer

computer program /kəmˌpju:təˈprəʊgræm/ *noun* instructions to a computer, telling it to do a particular piece of work

computer programmer /kəmˌpju:təˈprəʊgræmə/ *noun* a person who writes computer programs

computer programming /kəmˌpju:təˈprəʊgræmɪŋ/ *noun* the job of writing programs for computers

computer-readable /kəmˌpju:təˈrɪdəb(ə)l/ *adjective* relating to data in a form which can be read by a computer

computer services /kəmˌpju:təˈsɜ:vɪsɪz/ *plural noun* 1. support services for computer users 2. work done on a computer for clients by experts

computer system /kəmˌpju:təˈsɪstəm/ *noun* a set of programs and commands which run a computer

computer-telephone integration /kəmˌpju:təˈtelɪfəʊnˌɪntɪˈɡreɪʃ(ə)n/ *noun* a system that allows normal audio telephone conversations to be transmitted over a computer data network and controlled by a computer. Abbr **CTI**

computer terminal /kəm'pjʊ:tə ,tɜ:mɪn(ə)/ *noun* a keyboard and screen by which information can be put into a computer or called up from a database
 ○ *a computer system consisting of a microprocessor and six terminals*

computing /kəm'pjʊ:tɪŋ/ *noun* the activity of using computers or computer software

computing facilities /kəm'pjʊ:tɪŋ fə,sɪlɪtɪz/ *plural noun* computers and the services which help the staff of an organisation to use them

concatenate /kən'kætəneɪt/ *verb* to link two or more information units, e.g. character strings or computer files, so that they form a single unit

concentrate /'kɒnsəntreɪt/ *verb* □ **to concentrate on something** to give something all one's attention

concept /'kɒnsept/ *noun* an idea or principle

concept map /'kɒnsept məp/ *noun* a way of representing knowledge in the form of a diagram, with links indicating the relationships between concepts

conceptual model /kən,septʃuəl 'mɒd(ə)/ *noun* a description of a database in terms of the data it contains and its relationships

concise /kən'saɪs/ *adjective* using as few words as possible to give the necessary information

concordance /kən'kɔ:d(ə)ns/ *noun* an alphabetical index of all the words in a document
 ○ *a concordance to the Bible* ○ *a Shakespeare concordance*

'Logos Bible Software, for example, licenses 50 Bible translations and 5,000 reference works, such as commentaries and concordances, that the company bundles into quickly searchable electronic libraries.' [*The Boston Globe*]

concurrent /kən'kʌrənt/ *adjective* happening at the same time

condition /kən'dɪʃ(ə)n/ *noun* something that must happen before something else is possible

conference /'kɒnf(ə)rəns/ *noun* a meeting often lasting several days

where people discuss a common subject or shared interest

conferencing /'kɒnf(ə)rənsɪŋ/ *noun* the holding of a conference, meeting or discussion in which the participants are linked by telephone, by telephone and video equipment or by computer

confidential /,kɒnfɪ'denʃəl/ *adjective* intended to be kept secret
 ○ *As this information is confidential you must not give it to anyone else.*

configure /kən'fɪgə/ *verb* to plan computer hardware and software so that they will work together

confirm /kən'fɪ:m/ *verb* to state that something is definite or true □ **to confirm in writing** to write a letter to say that an agreement is definite

confiscate /'kɒnfɪskeɪt/ *verb* to remove private property as a punishment
 ○ *The police are allowed to confiscate pornographic material.*

conform /kən'fɔ:m/ *verb* **1.** to behave according to accepted standards **2.** to be in accordance with laws or regulations

congestion /kən'dʒestʃən/ *noun* a state where there is too much data for the capacity of a system

conjecture /kən'dʒektʃəl/ *noun* a conclusion, judgment or statement based on incomplete or inconclusive information

connect /kə'nekt/ *verb* to join two things together

connectivity /,kɒnek'tɪvɪti/ *noun* the ability to communicate with another system or piece of hardware or software, or with an Internet site

connect time /kə'nekt taɪm/ *noun* the period of time a user is logged on to a remote computer, e.g. when browsing the Internet

consecutive /kən'sekjʊtɪv/ *adjective* happening one after the other without interruption

consequence /'kɒnsɪkwəns/ *noun* the result or effect of something happening

conservation /,kɒnsə'veɪʃ(ə)n/ *noun* the process of ensuring the survival of materials, e.g. library books, through repair and controlled storage conditions

conservation unit /,kɒnsə'veɪʃ(ə)n ˌjuːnɪt/ **conservation department** /,kɒnsə'veɪʃ(ə)n dɪˌpɑːtmənt/ *noun* a group of people who take responsibility for the conservation of library stock

conservator /kən'sɜːvətər/ *noun* a person who works to conserve things

consignment /kən'saɪnmənt/ *noun* the delivery of goods

consist of /kən'sɪst ɒv/ *verb* to be made up of ○ *The committee consists of librarians and information scientists.*

consonant /'kɒnsənənt/ *noun* all the letters of the Roman alphabet except the five vowels

consortium /kən'sɔːtɪəm/ *noun* a group of companies or organisations working together for a common purpose

construct *noun* /'kɒnstrʌkt/ a complex idea, built up from various elements ■ *verb* /kən'strʌkt/ to build or create something

consultant /kən'sʌltənt/ *noun* an expert who gives advice in a professional field

consultation /,kɒnsəl'teɪʃ(ə)n/ *noun* a meeting where expert advice is sought and given

consultation document /,kɒnsəl'teɪʃ(ə)n ˌdɒkjʊmənt/ *noun* a document with proposals on which people's opinion is requested

consultative leadership style /kən'sʌltətɪv ˌliːdʒɪp ˌstɑɪl/ *noun* a way of leading a group by asking them for their opinions

consumables /kən'sjuːməb(ə)lz/ *plural noun* items necessary for work which get used up and need to be replaced, e.g. stationery

consumer /kən'sjuːmə/ *noun* a person who buys goods or uses services

consumer characteristics /kən'sjuːmə ˌkærɪktə'rɪstɪks/ *plural noun* specific features which distinguish one consumer group from another

consumer demands /kən'sjuːmə dɪ'mɑːndz/ *plural noun* what the consumer is asking for

consumer group /kən'sjuːmə gruːp/ *noun* people in given age, income or geographic groups who

would have a particular interest in specific goods or services

consumer needs /kən,sjuːmə'niːdz/ *plural noun* services that consumers think are essential

consumer targeting /kən,sjuːmə'tɑːɡɪtɪŋ/ *noun* the act of aiming the advertising of goods or services at specific groups of consumers

consumption /kən'sʌmpʃ(ə)n/ *noun* the act of buying and using up goods such as food

cont. *abbreviation* PUBL contents

contact name /'kɒntækt neɪm/ *noun* the name of the person within a particular department or service who may be contacted for information

contemporary /kən'temp(ə)rəri/ *adjective* happening or existing at the same time as something else

content /'kɒntent/ *noun* information made available by an electronic medium or product

content management /'kɒntent ˌmænɪdʒmənt/ *noun* the act of using a database system which allows large amounts of content to be entered, accessed, edited and stored

'While organisations are building more elaborate content management systems, they are failing to address the need to harness and share knowledge in meaningful ways. The information [in these] is just the thin end of a large and largely unmanageable wedge. The rest of the wedge comprises human interaction like face-to-face conversations, online discussion groups, weblogs, telephone calls, instant messages, emails and so on.' [Information World Review]

content provider /'kɒntent prəˌvaɪdər/ *noun* a website containing mainly news or information rather than commercial facilities such as shopping or banking, or a business supplying the information for such a website

content-rich /,kɒntent ˈrɪtʃ/ *adjective* containing a lot of useful information

contents /'kɒntents/ *plural noun* 1. the subject matter of a document or publication 2. a list at the front of a publication that gives the title and

number of the first page of each new chapter or part

contents page /'kɒntents peɪdʒ/ *noun* a page at the beginning of a document listing the things in it

content syndication /'kɒntent ,sɪndɪkeɪʃ(ə)n/ *noun* the act of making content available to be accessed and reproduced by subscribers

context /'kɒntekst/ *noun* a background situation to an event which helps it to be understood □ **out of context** seen as an individual item not related to its background

contingency fund /kən'tɪndʒənsɪ fʌnd/ *noun* a sum of money put aside in case it is needed for an unexpected event

contingency plan /kən'tɪndʒənsɪ plæn/ *noun* a decision about what to do in case of a problem with the original plan ○ *There was a contingency plan to move the book store to the first floor in case of flood danger.*

continuation list /kən,tɪnjʊ 'eɪʃ(ə)n ,lɪst/ *noun* a method of recording books and documents which are issued in parts and for which there are standing orders

continuous assessment /kən ,tɪnjʊəs ə'sesmənt/ *noun* a system of assessing the progress of a student by coursework rather than by an examination at the end

contract /kən'trækt/ *noun* a written legal agreement ○ *The contract is binding on both parties.*

contrast /'kɒntrɑ:st/ *noun* a big difference between two things which is clear when they are compared

contribute /kən'trɪbjʊ:t/ *verb* to provide part of a whole ○ *to contribute an article to a magazine* ○ *to contribute money to help pay for something*

contribution /,kɒntrɪ'bju:ʃ(ə)n/ *noun* a piece of material that forms part of a publication or broadcast

control /kən'trəʊl/ *noun* the power or authority to make decisions about how something is managed ■ *verb* to organise something so that it works the way you want it to

control key /kən'trəʊl ki:/ *noun* a key on a computer which works part of a program

controlled language /kən,trəʊld 'læŋgwidʒ/ *noun* a limited number of words used for compiling indexes or writing instructions or information

controlled term list /kən,trəʊld 'tɜ:m ,lɪst/ *noun* a list of terms with fixed meanings to be used in cataloguing. Also called **controlled vocabulary 2**

controlled vocabulary /kən,trəʊld vəʊ'kæbjʊləri/ *noun* **1.** a limited number of words used to make understanding easier for non-native speakers of a language **2.** same as **controlled term list**

controversial /,kɒntrə'vɜ:ʃ(ə)l/ *adjective* causing argument and disagreement

convenient /kən'vi:niənt/ *adjective* easy to use and saving time or effort

convention /kən'venʃən/ *noun* **1.** a large meeting of an organisation or political group **2.** an international agreement. ◊ **Berne Convention, Universal Copyright Convention**

COMMENT: Both the Berne Convention and the UCC were drawn up to try to protect copyright from pirates; under the Berne convention, published material remains in copyright until 50 years after the death of the author and for 25 years after publication under the UCC. In both cases, a work which is copyrighted in one country is automatically covered by the copyright legislation of all countries signing the convention.

conventional /kən'venʃ(ə)n(ə)l/ *adjective* conforming to what most people consider to be normal

conversion /kən'vɜ:ʃ(ə)n/ *noun* changing from one computer system to another

convey /kən'veɪ/ *verb* to make information or ideas known and understood

convince /kən'vɪns/ *verb* to persuade other people to do or believe in something

cookery book /'kʊk(ə)rɪ bʊk/, **cookbook** /'kʊkbʊk/ *noun* a book which gives recipes for preparing food (NOTE: **Cookbook** is always used in the

US, and the term is becoming much more common in GB English.)

cookie /'kʊki/ *noun* a computer file containing information about a user that is sent to the central computer with each request. The server uses this information to customise data sent back to the user and to log the user's requests.

coop *abbreviation* in Internet addresses, the generic top-level domain for non-profit-making cooperatives

coordinate *noun* /kəʊ'ɔ:diːnət/ /kəʊ'ɔ:diːneɪt/ a value from an axis on a graph, used to locate a specific point ■ *verb* /kəʊ'ɔ:diːneɪt/ to combine different items so that they work well together ○ *She is trying to co-ordinate the typesetting, printing and binding in various locations.*

coordinator /kəʊ'ɔ:diːneɪtə/ *noun* a person who ensures that people and activities work well together

copier /'kɒpiə/ *noun* same as **photocopier**

coping pattern /'kɒpɪŋ ,pæt(ə)n/, **coping strategy** *noun* a method of managing to deal with problems successfully

copy /'kɒpi/ *noun* **1.** something that is made to look exactly the same as the original **2.** the text of a manuscript or advertising material ■ *verb* to make something look exactly the same as the original

copy editor /'kɒpi ,editə/ *noun* a person whose job is to check material ready for printing for accuracy and consistency of typeface, punctuation and layout

copy in /,kɒpi 'ɪn/ *verb* to send a copy to somebody, especially a copy of a letter or other document

copy protection /'kɒpi prə'tekʃən/ *noun* a means of preventing unauthorised duplication of computer software

copyright /'kɒpraɪt/ *noun* the legal right, which the creator of an original work has, to only allow copying of the work with permission and sometimes on payment of royalties or a copyright fee

COMMENT: Copyright lasts for 50 years after the author's death according to the Berne Convention, and for 25 years

according to the Universal Copyright Convention. In the USA, copyright is for 50 years after the death of an author for books published after January 1st, 1978. For books published before that date, the original copyright was for 28 years after the death of the author, and this can be extended for a further 28 year period up to a maximum of 75 years. In 1995, the European Union adopted a copyright term of 70 years after the death of the author. The copyright holder has the right to refuse or to grant permission to copy copyright material, though under the Paris agreement of 1971, the original publishers (representing the author or copyright holder) must, under certain circumstances, grant licences to reprint copyright material. The copyright notice has to include the symbol ©, the name of the copyright holder and the date of the copyright (which is usually the date of first publication). The notice must be printed in the book and usually appears on the reverse of the title page. A copyright notice is also printed on other forms of printed material such as posters. The change of the term of copyright in the European Union has created problems for publishers and copyright holders, in cases where the author died more than fifty years but less than seventy years ago. In effect, such authors have returned to copyright, and royalties, etc., are due to their estates until the seventy year term expires. This applies to well-known authors such as Beatrix Potter and James Joyce, as well as to composers, such as Elgar.

copyright deposit /,kɒpraɪt dɪ'pɒzɪt/ *noun* the deposit of a copy of a published work in a copyright library, usually the main national library, which is part of the formal copyrighting of published material

copyright deposit library /,kɒpraɪt dɪ'pɒzɪt ,laɪbrəri/ *noun* a library that receives a free copy of every book published in the British Isles, belonging to a group of six in England, Scotland, Wales and the Republic of Ireland

copyright fee /'kɒpraɪt fi:/ *noun* money paid to the holder of a copyright for permission to use their work

copyright infringement /'kɒpraɪt ɪn'frɪndʒmənt/ *noun* the act of illegally copying or using a work that is covered by copyright law. Also called **infringement of copyright**

copyright law /'kɒpɪraɪt lɔː/ *noun* a law which protects the rights to copy-right

copyright licence /'kɒpɪraɪt ˌlaɪs(ə)ns/ *noun* official permission to produce, copy and sell works that are protected by copyright law

copyright notice /'kɒpɪraɪt ˌnɒtɪs/ *noun* a note in a book showing who owns the copyright and the date of ownership, printed on the verso of the title page

copy typist /'kɒpi ˌtaɪpɪst/ *noun* a person who types from handwritten copy, not from dictation

core competency /ˌkɔː 'kɒmpɪtənsi/ *noun* the basic body of knowledge of a particular area or skill

core curriculum /ˌkɔː kə'ɪrɪkjələm/ *noun* courses in a school or college which are compulsory for all students

core stock /ˌkɔː 'stɒk/ *noun* same as **basic stock**

corner /'kɔːnə/ *verb* to gain control of a particular market

corporate /'kɔːp(ə)rət/ *adjective* **1.** owned by one or more large businesses **2.** shared by all the members of an organisation

corporate author /ˌkɔːp(ə)rət ˈɔːθə/ *noun* a society, institution or government body which publishes documents, and whose name is used as the catalogue heading

corporate database /ˌkɔːp(ə)rət ˈdeɪtəbeɪs/ *noun* a source of electronic information shared by all members of an organisation

corporate headquarters /ˌkɔːp(ə)rət ˈhedkwɔːtəz/ *noun* the head office of a corporation or large business

corporate memory /ˌkɔːp(ə)rət ˈmem(ə)rɪ/ *noun* the basic body of knowledge and information needed for an organisation to work effectively. Abbr **CM**

corporate name /ˌkɔːp(ə)rət ˈneɪm/ *noun* the name of a large corporation

corporation /ˌkɔːpə'reɪʃ(ə)n/ *noun* a large company or business

corpus of knowledge /ˌkɔːpəs əv ˈnɒlɪdʒ/ *noun* a large collection of the major works about a specific field of knowledge

correct /kə'rekt/ *adjective* accurate and without mistakes ■ *verb* to mark mistakes so that they can be put right

correlation /ˌkɒrə'leɪʃ(ə)n/ *noun* close connections which influence each other

correspondence /ˌkɒrɪ'spɒndəns/ *noun* letters sent and received

correspondent /ˌkɒrɪ'spɒndənt/ *noun* **1.** somebody who writes letters **2.** a television or newspaper reporter on a specialist subject or in a particular area

corrigenda slip /ˌkɒrɪ'gɛndə ˌslɪp/ *noun* a list of corrections of errors in a printed book, printed on a separate slip of paper and inserted in the bound book

corrupt /kə'ɾʌpt/ *adjective* **1.** acting dishonestly or illegally **2.** containing errors ○ *corrupt computer data*

cost /kɒst/ *noun* the amount of money needed to buy, do or make something

cost-benefit analysis /ˌkɒst ˈbenɪfɪt əˌnæləsɪs/ *noun* an investigation of the level of benefit gained from something to decide whether it is worth the expenditure

cost-effective /ˌkɒstɪ ˈfektɪv/ *adjective* saving money in comparison with the amount of time or money spent

costly /'kɒstli/ *adjective* very expensive in time, effort or money

co.uk *abbreviation* UK commercial organization

counter /'kaʊntə/ same as **circulation desk**

country code /'kʌntri kəʊd/ *noun* the last part of an e-mail address which indicates the country of origin

course /kɔːs/ *noun* **1.** a programme of study or training, especially one that leads to a qualification from an educational institution **2.** one of several distinct units that together form a programme of study leading to a qualification such as a degree

course book /'kɔːs bʊk/ *noun* a book that is used by students and teachers as the basis of a course of study

coursework /'kɔ:swɜ:k/ *noun* assignments that are done as part of a course

cover /'kʌvə/ *noun* the outside of a book, usually made of thicker paper or card

coverage /'kʌv(ə)ʃɪdʒ/ *noun* the time or space given to a topic by the media

cover date /'kʌvə deɪt/ *noun* the date which appears on the cover of a publication

cover design /'kʌvə dɪ,zəɪn/ *noun* a special design for a book or magazine cover

cover designer /'kʌvə dɪ,zəɪnə/ *noun* a person who designs the cover of a book or magazine

covering material /'kʌvəʃɪŋ mə ,tɪəriəl/ *noun* material used to make the cover for a book

cover price /'kʌvə praɪs/ *noun* the retail price of a book

CPU *abbreviation* central processing unit

CQL *abbreviation* common query language

cr *abbreviation* in Internet addresses, the top-level domain for Costa Rica

craft book /'kra:ft bʊk/ *noun* a book dealing with work done by hand such as knitting, sewing or making models

crash /kræʃ/ *verb* **1.** to come to a sudden stop as a result of an accident **2.** (of computer systems) to stop working
 ■ *noun* the sudden failure of a computer system

crawler /'krɔ:lə/ *noun* a computer program that collects online documents and reference links

CRC *abbreviation* camera-ready copy

credit /'kredit/ *noun* **1.** a system of paying for goods some time after you have bought them □ **in credit** having money in the bank □ **on credit** to buy goods and pay for them later **2.** acknowledgement of something positive ○ *She gave them credit for their good work.* ■ *verb* to acknowledge something positive

credit card /'kredit kɑ:d/ *noun* a plastic card issued by banks to their customers which allows them to buy goods on credit or to borrow money

credit limit /'kredit ,lɪmɪt/ *noun* the amount of money which is the maximum you can borrow at one time

credit line /'kredit laɪn/ *noun* a printed acknowledgement of the author or source of material that was included in a publication

credit note /'kredit nəʊt/ *noun* a note issued by a company stating faulty goods may be replaced with goods to the same value

credits /'kredits/ *plural noun* notes to acknowledge the contributors to a work, e.g. the owner of a copyright or the designer of a book

creditworthy /'kreditwɜ:ði/ *adjective* relating to a person or organisation that has a good record of paying their bills

crime fiction /'kraɪm ,fɪkʃ(ə)n/ *noun* a style of fiction about imaginary crimes and detectives

crime list /'kraɪm lɪst/ *noun* a series of books on crime or crime fiction

Crime Writers Association /'kraɪm ,raɪtəz ə,səʊsɪetʃ(ə)n/ *noun* an organisation in the UK which is responsible for the administration of several annual awards for crime writing

critic /'krɪtɪk/ *noun* a person who writes reviews or gives opinions about books, films, music and art

critical /'krɪtɪk(ə)l/ *adjective* **1.** expressing severe opinions about someone or something **2.** very serious or dangerous

critical factor /,krɪtɪk(ə)l 'fæktə/ *noun* a factor in a situation which must be considered very carefully because it can have serious effects

criticism /'krɪtɪsɪz(ə)m/ *noun* serious judgement or an expression of disapproval of something

CR/LF *abbreviation* carriage return/line feed

CRLIS *abbreviation* Current Research in Library and Information Science

crosscheck /'krɒstʃek/ *verb* to evaluate the results of an investigation by checking it by an alternative method ○ *The sub-editor should crosscheck the page references against the index.*

'Duplicate versions get into [the] system... Tracking all invoices, performing cross-checks, and singling out those most likely to represent double payments requires constant human surveillance.' [*Information Week*]

cross-index /'krɒs ɪnˌdeks/ *verb* **1.** to give a particular item one or more additional entries in an index, under different headings, as cross-references to it **2.** to supply cross-references in something ○ 'Hyde' is cross-indexed to 'Jekyll and Hyde'.

cross-refer /,krɒs rɪ'fɜː/ *verb* to give a note that tells a reader of a book, index or library catalogue to look in another specified part or on another page of the same work

cross-reference /,krɒs 'ref(ə)rəns/ *noun* a footnote in a document which tells you that there is other relevant information in another part of the document ■ *verb* to make a reference to another part of the book ○ *The various paper sizes are cross-referenced to the appendix.*

cross-searching /'krɒs ɪ'sɜːtʃɪŋ/ *noun* searching more than one database at the same time using a single search engine or query

cross-section /'krɒs ɪ'sekʃən/ *noun* a representative sample of a group of people or things

crostalk /'krɒstɔːk/ *noun* unwanted sounds or other signals picked up by one channel of an electronic communications system from another channel, e.g. between telephones or loudspeakers

crown /kraʊn/ *noun* a size of book based on an old paper size of 15 x 20 inches or 380 x 508mm, so called because the old paper was originally identified by a watermark of a crown

crown octavo /,kraʊn ɒk'tɔːvəʊ/ *noun* a size of book, formerly 7 1/2 x 5 inches, now 186 x 123mm

crown quarto /,kraʊn 'kwɔːtəʊ/ *noun* a size of book, formerly 10 x 7 1/2 inches, now 246 x 186mm

CRPU *abbreviation* camera-ready paste-up

CRT *abbreviation* cathode ray tube

crucial /'kruːʃ(ə)l/ *adjective* extremely important or essential

cryptanalysis /,krɪptə'næləsɪs/ *noun* the process or science of deciphering coded texts or messages

cryptography /,krɪp'tɒgrəfi/ *noun* **1.** the study or analysis of codes and coding methods **2.** coded or secret writing

CSO *abbreviation* Central Statistical Office

CTI *abbreviation* computer-telephone integration

cu *abbreviation* in Internet addresses, the top-level domain for Cuba

cultural heritage /,kʌltʃə(ə)l 'herɪtɪdʒ/ *noun* the historical artefacts, e.g. art, architecture, texts and other intangibles such as language and folklore, that belong to a culture

'The Community Heritage Grants (CHG) Program aims to preserve and provide access to locally held nationally significant cultural heritage collections... community organisations such as historical societies, museums, public libraries, archives, Indigenous and migrant community groups are eligible to apply.' [*Ayr Advocate*]

culture /'kʌltʃə/ *noun* the ideas, customs and artistic productions of any society

cumulative index /,kjuːmjʊlətɪv 'ɪndeks/ *noun* an index that is built up by additions to all the previously published entries at specified times

curator /kjuːreɪtə/ *noun* a person responsible for managing a museum or art gallery

curiosa /,kjuəri'əʊsə/ *plural noun* books or other texts dealing with unusual topics, especially erotica

curly bracket /,kɜːli 'brækɪt/ *noun* same as **brace**

current /'kʌrənt/ *adjective* happening at the present time

current awareness /,kʌrənt ə 'weənəs/ *noun* the level to which somebody knows what is the most up-to-date information on specific subjects

current awareness service /,kʌrənt ə 'weənəs ɪ'sɜːvɪs/ *noun* an

organisation or individual who notifies customers of the most up-to-date information in their field

current journal /,kʌrənt 'dʒɜːnəl/,

current serial /,kʌrənt 'sɪəriəl/ *noun* the latest edition of a regular publication

Current Research in Library and Information Science /,kʌrənt rɪ

,sɜːtʃ ɪn ,laɪbrəri ənd ,ɪnfə'meɪʃ(ə)n ,saɪəns/ *noun* a quarterly journal with abstracts of current research. Abbr **CR LIS**

curriculum /kə'ɾɪkjʊləm/ *noun* all the courses that are taught in a school or college

curriculum vitae /kə'ɾɪkjʊləm 'viːtɑː/ *noun* a brief summary of somebody's personal details, education and career. Abbr **CV**

cursor /'kɜːsə/ *noun* a mark on a computer screen which can be moved around and which indicates where anything that is input will appear

COMMENT: Cursors can take several forms, such as a square of bright light, a bright underline or a flashing light.

custodian /kʌ'stəʊdiən/ *noun* an overseer of the contents of a museum, library or other public institution

customer /'kʌstəmə/ *noun* a person who buys a product or uses a service

customer account /'kʌstəmər ə ,kaʊnt/ *noun* a system whereby a customer can buy things and pay for them at set times, e.g. a bill for online searches which is paid monthly

customer details /,kʌstəmə 'diːteɪl/ *plural noun* a record of the transactions with any one particular customer

customer file /'kʌstəmə faɪl/ *noun* details of a customer kept as a record by a company

customise /'kʌstəmaɪz/, **customize** *verb* to adapt something to a particular person's requirements

customised **interface** /,kʌstəmaɪzd 'ɪntəfeɪs/ *noun* a computer system that has been adapted to a particular user's needs

cut /kʌt/ *verb* to delete data on a computer, often in order to insert it somewhere else

cut-and-paste /,kʌt ən 'peɪst/ *noun* a facility of computers allowing data to be deleted in one place and inserted in another

cut flush /,kʌt 'flʌʃ/ *adjective* used to describe a book which has been trimmed so that the cover does not stick out further than the pages

cutout book /'kʌtaʊt bʊk/ *noun* a children's book where the illustrations can be cut out to make models or figures

cutting /'kʌtɪŋ/ *noun* an item cut from a newspaper or periodical (NOTE: The US equivalent is **clipping**.)

CV *abbreviation* in Internet addresses, the top-level domain for Cape Verde

CV *abbreviation* curriculum vitae

CX *abbreviation* in Internet addresses, the top-level domain for Christmas Island

CY *abbreviation* in Internet addresses, the top-level domain for Cyprus

cybercrime /'saɪbəkraɪm/ *noun* crime carried out on the Internet, e.g. hacking into protected information

cyberlaw /'saɪbələʊ/ *noun* the body of laws relating to computers, information systems and networks

cybernetics /,saɪbə'netɪks/ *noun* the study of how machines can be made to imitate human actions

cyberphobia /,saɪbə'fəʊbiə/ *noun* a pathological fear of computers and information technology

cyberspace /'saɪbəspeɪs/ *noun* the notional environment in which electronic information exists or is exchanged ○ *We met by writing to each other on the world wide web in cyberspace.*

cybrary /'saɪbrəri/ *noun* **1.** a guide to the information available on the World Wide Web on a particular topic **2.** an information-gathering service using the Internet

cyclopedia /,saɪklə'piːdiə/ *noun* PUBL same as **encyclopedia**