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dagger /'dægə/ *noun* **1.** a second reference mark for footnotes **2.** a mark signifying 'dead' when placed before an English name ► symbol †

daily /'deɪli/ *adjective* happening every day ■ *noun* a newspaper published every weekday

daisy wheel printer /'deɪzi wi:l ,prɪntə/ *noun* a device for printing work from a computer, which uses a wheel-shaped printing head with the characters at the ends of spokes

damages /'dæmɪdʒɪz/ *plural noun* money that is paid by court order to somebody to compensate for harm done to them or to their reputation

darkroom /'dɑ:kru:m/ *noun* a room protected from daylight and using infrared light only, where films can be developed and printed

dash /dæʃ/ *noun* a punctuation mark (-) that is a short horizontal line used to mark off a section of a sentence

data /'deɪtə bæŋk/ *noun* information usually in the form of facts or statistics which can be analysed ○ *The data is easily available.* (NOTE: **Data** is historically a plural noun but is now usually treated as a singular.)

data acquisition /'deɪtə ,ækwɪzɪʃ(ə)n/, **data collection** /'deɪtə kəˌleɪʃən/ *noun* the gathering of data about a particular subject

data administration /'deɪtə əd ,mɪnɪstreɪʃ(ə)n/ *noun* same as **data management**

data administrator /'deɪtə əd ,mɪnɪstreɪtə/ *noun* a control section of a database management system

data analysis /'deɪtə əˌnæləsɪs/ *noun* the act of drawing conclusions from data

data bank /'deɪtə bæŋk/ *noun* a large store of information, especially kept in or available to a computer, sometimes consisting of several databases

database /'deɪtəbeɪs/ *noun* **1.** software which enables the user to organise data for easy retrieval **2.** a collection of data stored in a computer which can be easily and quickly retrieved

database administrator /,deɪtəbeɪs əd'mɪnɪstreɪtə/ *noun* a person who undertakes responsibility for the control of a database

database language /'deɪtəbeɪs ,læŋɡwɪdʒ/ *noun* any one of a series of languages, e.g. data description language, that makes up a database management system

database management system /,deɪtəbeɪs 'mænɪdʒmənt ,sɪstəm/ *noun* a series of computer programs which allows the user to create and maintain databases. Abbr **DBMS**

database mapping /'deɪtəbeɪs ,mæpɪŋ/ *noun* a description of the way in which the records and fields in a database are related

database publishing /'deɪtəbeɪs ,pʌblɪʃɪŋ/ *noun* publishing information selected from a database, either online where the user pays for it on a per-page inspection basis, or as a CD-ROM

database schema /'deɪtəbeɪs ,ski:mə/ *noun* a way in which a database is organised and structured

database server ɿ(…◦◦) *noun* a piece of database management software

that runs on a server computer on a network and is used in a client-server system

data capture /'deɪtə ,kæptʃə/ *noun* the act of collecting data and converting it into a form compatible with computers

data compression /'deɪtə kəm ,preʃ(ə)n/ *noun* a means of reducing the size of blocks of data by removing spaces, empty sections and unused material

data entry /,deɪtə 'entri/ *noun* a method of putting data into a computer

data file /'deɪtə faɪl/ *noun* a computer file storing data rather than program instructions

data handling /'deɪtə ,hændlɪŋ/ *noun* same as **data preparation**

data management /'deɪtə ,mænidʒmənt/ *noun* the maintenance and updating of a database. Also called **data administration**

data mining /'deɪtə ,maɪnɪŋ/ *noun* the process of locating previously unknown patterns and relationships within data using a database application, e.g. finding customers with common interests in a retail establishment's database

data modelling /'deɪtə ,mɒd(ə)lɪŋ/ *noun* the act of making a graphic representation of interlinked data, so that an efficient database for it can be designed

data network /'deɪtə ,netwɜ:k/ *noun* a system which allows transmission of data to a number of linked computers

data preparation /'deɪtə ,prepəreɪʃ(ə)n/ *noun* the conversion of data into a machine-readable format. Also called **data handling**

data processing /'deɪtə ,prəʊsesɪŋ/ *noun* the process of selecting and examining data in a computer to produce information in a special form. Abbr **DP**

data protection /'deɪtə prə ,tekʃən/ *noun* the procedure of making sure that data is not copied by an unauthorised user

Data Protection Act /,deɪtə prə 'tekʃən ,ækt/ *noun* a piece of legisla-

tion passed in 1984 in the UK that requires any owner of a database that contains personal details to register

data retrieval /,deɪtə rɪ'tri:v(ə)/ *noun* the process of searching, selecting and reading data from a stored file

data security /'deɪtə sɪ,kjʊəriti/ *noun* the protection of electronic data so that it cannot be accessed by unauthorised people

'Chubb offers first-party coverage for internal losses caused by a data security breach. For example, if a retailer suffered a breach of its customers' credit card information, Chubb's policy would cover the costs of notifying customers, regaining stolen credit card information and upgrading its system.' [*Business Insurance*]

data services /'deɪtə ,sɜ:vɪsɪz/ *plural noun* public services such as telephones, which allow data to be transmitted

datasheet /'deɪtəʃi:t/ *noun* a document accessible on the Internet that gives a detailed description of something, especially a product

DATASTAR /'deɪtəstɑ:/ *noun* a Swiss-based online database host

data storage /'deɪtə ,stɔ:rɪdʒ/ *noun* the ability to store data in the memory of a computer

data warehouse /'deɪtə ,weəhɑ:ʊs/ *noun* a database used for analysing overall business strategy rather than routine operations

date /deɪt/ *verb* to record on a document the date when it is written or received

date label /'deɪt ,leɪb(ə)/ *noun* a label pasted in a library book so that the date for return can be stamped on it

date of publication /,deɪt əv ,pʌblɪ 'keɪʃ(ə)n/ *noun* same as **publication date**

datum /'deɪtəm/ *noun* a piece of information (NOTE: **Datum** is the singular of **data**.)

day release /,deɪ rɪ'li:s/ *noun* a system of training by which employees are allowed a regular day each week to attend college

DBMS *abbreviation* database management system

DCMI *abbreviation* Dublin Core Metadata Initiative

DD *abbreviation* double density

DDC *abbreviation* Dewey decimal classification

DDS *abbreviation* Dewey decimal system

de *abbreviation* in Internet addresses, the top-level domain for Germany

deaccession /,diək'seɪʃ(ə)n/ *verb* to remove a book or work of art from the collection of a library or museum and sell it

deacidify /,diə'sɪdɪfaɪ/ *verb* to remove the acid from paper. ♦ **CHC paper**

deadline /'dedlaɪn/ *noun* the stated time or date by which work must be finished

Dead White European Male /,ded waɪt ˌjuərəpiːən 'meɪl/ *noun* a conventionally important historical figure, especially one of the writers and thinkers whose works have traditionally formed the basis of academic study in Europe and North America. Abbr **DWEM**

debate /dɪ'beɪt/ *noun* a meeting about a question in which at least two opinions are expressed ■ *verb* to discuss something, considering arguments for and against it

Debrett /də'bret/ *noun* a publication that lists members of the British aristocracy

decade /'dekeɪd/ *noun* a period of ten years, especially one that begins with a year ending in 0

decay /dɪ'keɪ/ *verb* to become old, rotten, weak or corrupt

decentralise /di:'sentʃəlaɪz/, **decentralize** *verb* to move departments away from the main administrative area and give more power to local branches

decimal /'desɪm(ə)l/ *adjective* counting in base ten

decimal classification system /,desɪm(ə)l ,klæsɪfɪ'keɪʃ(ə)n ,sɪstəm/ *noun* a system of organising items using a numerical order in base ten

decimal point /,desɪm(ə)l 'pɔɪnt/ *noun* a dot or comma which separates whole numbers from decimal fractions, e.g. in 2.75

COMMENT: The dot should be raised above the line, though it is never printed in this way by computer printers. Note that the decimal point is used in English-speaking countries, and that in most other countries the decimal is indicated by a comma.

decipher /dɪ'saɪfə/ *verb* to work out what something means, even if it is difficult to read or understand

decision support system /dɪ'sɪʒ(ə)n sə,pɔɪt ,sɪstəm/ *noun* a suite of programs that helps a manager reach decisions using previous decisions, information, and other databases

declarative knowledge /dɪ ,klærətɪv 'nɒlɪdʒ/ *noun* same as **propositional knowledge**

declarative memory /dɪ ,klærətɪv 'mem(ə)ri/ *noun* human memory of learned facts and events. Compare **procedural memory**

declassify /di:'klæsɪfaɪ/ *verb* to state that information or documents no longer have security classification and are not secret

decode /di:'kəʊd/ *verb* to change information which has been written in code into ordinary language

decrease *noun* /'di:kri:s/ a reduction in the size or quantity of something ■ *verb* /dɪ'kri:s/ to make something smaller

dedicate /'dedɪkeɪt/ *verb* to print a special note in a book offering it to somebody, usually a relative or friend, as a token of affection ○ *He dedicated the book of poetry to his wife and daughters.*

dedicated /'dedɪkeɪtɪd/ *adjective* reserved for a particular use

dedicated channel /,dedɪkeɪtɪd 'tʃæn(ə)l/ *noun* a communications channel reserved for a particular use or user

dedicated line /,dedɪkeɪtɪd 'laɪn/ *noun* a telephone line assigned to a designated user, usually to provide a permanent connection to the Internet

dedicated word processor

/,dedi'keɪtɪd 'wɜːd ,prəʊsesə/ *noun* a small computer which has been configured to do only word processing

dedication /,dedɪ'keɪʃ(ə)n/ *noun* words used to offer a book, work or performance to honour somebody

deduct /dɪ'dʌkt/ *verb* to remove something from a total

deduction /dɪ'dʌkʃən/ *noun* an amount removed from a total sum

deep Web /,di:p 'web/ *noun* searchable databases accessible through the Internet, which must be searched using CQL queries and not with an ordinary Web search engine. Also called **hidden Web**, **invisible Web**. Compare **surface Web**

de facto /,deɪ 'fæktəʊ/ *adjective* accepted as fact by reason of usage ○ *He was the de facto ruler although he had no legal right to the position.*

default /dɪ'fɔːlt/ *noun* failure to carry out a contract ■ *verb* to fail to carry out the terms of a contract, especially to fail to pay back a debt ○ *The company is in default on their repayments.*

default setting /dɪ'fɔːlt ,setɪŋ/ *noun* the setting that a computer or printer will use if no other instructions are given

defect /'diːfekt/ *noun* a fault in a machine

defective /dɪ'fektɪv/ *adjective* not working properly

define /dɪ'faɪn/ *verb* to explain the meaning of something

definition /,defɪ'nɪʃ(ə)n/ *noun* a statement of meaning, especially in a dictionary

degree /dɪ'ɡriː/ *noun* a qualification awarded by a university or college following successful completion of a course of study or period of research, or a similar qualification granted as an honour

degree of automation /dɪ,ɡriː əv ,ɔːtə'meɪʃ(ə)n/ *noun* the level of use of electronic machines

'In order to optimise our business and improve our bottom line, we need to automate the flows of information as much as possible. Data integration

processes are key to this high degree of automation, the combined increases in availability and quality of data they provide translate into an immediate increase in operational efficiency.' [M2 Presswire]

de jure /,deɪ 'dʒʊəri/ *adjective* by legal right, though not necessarily in fact

delay /dɪ'leɪ/ *noun* a cause of something happening later than planned ■ *verb* to cause something to happen later than planned

delegate *noun* /'delɪɡət/ a person elected to speak for or represent others ■ *verb* /'deləʒət/ to give some of one's responsibility to others for a period of time

delegation /,delɪ'ɡeɪʃ(ə)n/ *noun* the act of delegating

delete /dɪ'li:t/ *verb* to remove information that has been written down or stored in a computer ■ *noun* an instruction given to a computer to remove a section of text

delete character /dɪ,li:t 'kærɪktə/ *noun* a special code used to indicate data or text to be removed

delete key /dɪ'li:t kiː/ *noun* a computer key that moves the cursor to erase characters, or removes highlighted text

Delphes /delf/ *noun* a French network of economic and business information produced by the French Chambers of Commerce

DELPHI /'delfi/ *noun* a commercial online information service

de luxe edition /,dɪ 'lʌks ɪ,dɪʃ(ə)n/ *noun* a special edition of a book, printed on very good quality paper and with an expensive binding, selling for a higher price than a standard edition

demand /dɪ'mɑːnd/ *noun* the number of people wanting to buy something ○ *There is not much demand for this item.* ■ *verb* to ask for something in a forceful way

demand forecasting /dɪ'mɑːnd ,fɔːkɑːstɪŋ/ *noun* a prediction of the number of items which will be sold or used

demarcation /,di:mɑ:'keɪf(ə)n/
noun a boundary or limit separating ideas or groups

demography /dɪ'mɒgrəfi/ *noun* the study of changes in population

Demon Internet Systems
/,di:mən 'ɪntənət ,sɪstəmz/ *noun* a UK provider of gateways to the Internet

demonstrate /'demənstreɪt/ *verb* **1.** to show people how to do something **2.** to make an idea clear to people **3.** to show that you have a skill or quality

demy octavo /,demi ɒk'tɑ:vəʊ/
noun a book format, formerly 8 3/4 x 5 inches, now 216 x 138mm

demy quarto /,demi 'kwɔ:təʊ/ *noun* a book format, formerly 11 1/4 x 8 3/4 inches, now 279 x 219mm

density /'densɪti/ *noun* the level of darkness of an image

COMMENT: Scanner software produces various shades of grey by using different densities or arrangements of black and white dots and/or different sized dots.

deny access /dɪ,nai 'ækses/ *verb* **1.** to refuse permission to enter **2.** to refuse permission to use an information system

departmental information system
/,dɪpɑ:tment(ə)l ,ɪnfə'meɪʃ(ə)n ,sɪstəm/ *noun* a system of organising information specific to one department

dependency level /dɪ'pendənsɪ ,lev(ə)l/ *noun* a degree to which somebody is dependent on another person or a system

dependent on /dɪ'pendənt ɒn/ *adjective* needing something in order to survive or function

deploy /dɪ'plɔɪ/ *verb* to place people or resources where they will be most useful

deposit /dɪ'pɒzɪt/ *noun* **1.** an amount of money paid in part payment **2.** an amount of money that a person gives when they borrow something and which is returned to them when the item is returned undamaged **3.** documents placed in a record office for safe keeping **4.** a legal requirement for one copy of any published book to be sent to a national deposit library ■ *verb* to give a copy of a book to a deposit library as

part of the process of publishing the book

deposit library /dɪ'pɒzɪt ,laɪbrəri/
noun a national library to which a publisher has by law to give a copy of each book published

COMMENT: In the British Isles, the deposit libraries are the British Library, the Bodleian Library at Oxford, Cambridge University Library, the National Library of Scotland and the Library of Trinity College Dublin; the Welsh National Library may also receive copies.

depth indexing /'depθ ,ɪndeksɪŋ/
noun the indexing of different subjects within the body of a document

deputation /,depju'teɪʃ(ə)n/ *noun* a group of people who act as representatives of a larger group

descending order /dɪ,sendɪŋ 'ɔ:də/ *noun* a method of organising things so that each item is smaller than the one before it or comes before it in an established order ○ *They were arranged in descending order from Z to A.*

descriptive list /dɪ'skrɪptɪv lɪst/
noun a list of holdings with a brief description of their contents to enable users to decide which they want

descriptor /dɪ'skrɪptə/ *noun* a code or symbol given to a document to identify it for the purposes of retrieval

desiderata /dɪ,zɪdə'rɑ:tə/ *plural noun* a list of books and documents required

design /dɪ'zain/ *verb* to plan what something new will be like

desk /desk/ *noun* a writing table in an office or study

desk accessory /'desk ək'sesəri/
noun a device for use on a desk, e.g. a light or a desktop computer

desk diary /'desk ,daɪəri/ *noun* a book with blank pages organised by dates, which can be kept on a desk, to record appointments and commitments

desktop /'desktp/ *noun* a display on a computer screen comprising background and icons representing equipment, programs and files

desktop computer /,desktp kəm'pjʊ:tə/ *noun* a computer, usually with a keyboard and monitor, which is small enough to be used on a desk

desktop PC /,deskɒp pi: 'si:/ *noun*
an IBM-compatible computer which can be placed on a user's desk, comprising a system unit with main electronics, disk drive and controllers, and a separate monitor and keyboard

desktop publishing /,deskɒp 'pʌblɪʃɪŋ/ *noun* the design and layout of text and graphics using a small computer with a specific software application package and a printer. Abbr **DTP**

desktop unit /,deskɒp 'ju:nɪt/ *noun* a computer or machine that will fit onto a desk

destination /,destɪ'neɪʃ(ə)n/ *noun*
1. the place where something is sent **2.** the location where data is sent on a network

detail /'di:teɪl/ *noun* a small condition or fact ■ *verb* to list or give full information about things

detailed enquiry /,di:teɪld ɪn 'kwaɪrɪ/ *noun* an investigation which lists all the small features of an event or situation

developed country /dɪ'veləpt 'kʌntri/ *noun* a rich industrialised country

developing country /dɪ'veləpɪŋ 'kʌntri/ *noun* a country where industry is not yet well developed but which is moving towards it

developing market /dɪ'veləpɪŋ 'mɑ:kɪt/ *noun* an area where the sale of goods or services is increasing

development strategy /dɪ'veləpmənt ,strætədʒi/ *noun* policies and methods for future development

devise /dɪ'vaɪz/ *verb* to design or work out a plan or system

Dewey decimal classification /,dju:ɪ: 'desɪm(ə)l ,sɪstəm/, **Dewey decimal system** *noun* a system of classifying library books that divides them into ten main classes, divided in turn into categories with three-digit numbers and subcategories with numbers after a decimal point. Abbr **DDC**, **DDS**

DfES *abbreviation* Department for Education and Skills

diacritical marks, diacritics, diacriticals *plural noun* marks made

above normal letters to show a change of pronunciation or stress

COMMENT: The commonest diacritics are the accents in European languages and the dots indicating vowels in Arabic.

diaeresis, dieresis *noun* a printed sign, formed of two dots printed above a vowel (ë)

COMMENT: In English the diaeresis is now uncommon, but was used in words such as 'naïve' and 'coördinate' to show that the two vowels were pronounced separately and not as a diphthong; it is still used in many European languages and indicates a change in pronunciation of a vowel. In German it is called the *umlaut*.

diagnose /'daɪəgnəʊz/ *verb* to identify what is wrong

diagnosis /,daɪəg'nəʊsɪs/ *noun* the act of identifying the reason for a fault or problem

diagonal /daɪ'æɡən(ə)/ *noun* a slanting line from a top corner to the opposite bottom corner

diagram /'daɪəgræm/ *noun* a chart or graph that illustrates something such as a statistical trend ■ *verb* to make a diagram that represents or illustrates something

dial /'daɪəl/ *verb* to use a series of numbers to make a telephone connection

dialling code /'daɪəlɪŋ kəʊd/ *noun* numbers used in the telephone system to identify towns, countries or individual phone lines and so enable connection by phone or fax

dialling tone /'daɪəlɪŋ təʊn/ *noun* a sound made by a telephone line when it is available for use

DIALOG /'daɪələʊg/ *noun* an online database host

dialogue /'daɪələʊg/ *noun* **1.** a written conversation in a book or play **2.** the exchange of ideas or opinions, especially between those with different viewpoints

dialogue box /'daɪələʊg bɒks/ *noun* a small rectangular window displayed on a computer screen that conveys information to, or requires a response from, the user

dial-up /'daɪəl ʌp/ *adjective* requiring a computer modem and telephone line

to establish communication with another computer or a network

DIANE /daɪ'æn/ , **Euronet/Diane**

diary /'daɪəri/ *noun* **1.** a detailed daily record of the events in a person's life written in a book **2.** a small book with dates and blank spaces used to record appointments

dictate /dɪk'teɪt/ *verb* to speak words for somebody to write down or for a machine to record

dictating machine /dɪk'teɪtɪŋ mə'ʃi:n/ *noun* a recording machine which records what someone says so that it can be typed later

dictionary /'dɪkʃən(ə)ri/ *noun* a book or compact disc containing the words of a language arranged alphabetically with their meanings

COMMENT: The term 'dictionary' really applies to a book where the words are defined, but not necessarily explained; an 'encyclopaedia' is a book where the words are explained, but not always defined. A 'Dictionary of Gardening' is probably in fact an encyclopaedia, since it may give details of how to grow plants, rather than defining what each plant or process is. This present dictionary has many encyclopaedic sections, such as this one.

dictionary catalogue /'dɪkʃən(ə)ri'kætəloŋ/ *noun* a catalogue in which all the entries such as author, title and subject are placed in one alphabetical sequence

Dictionary of National Biography /,dɪkʃən(ə)ri əv'neɪʃ(ə)nəl baɪ'ɒgrəfi/ *noun* an alphabetical listing of famous people within a country, with brief biographical details. Abbr **DNB**

didactic /daɪ'dæktɪk/ *adjective* relating to speech or writing that is intended to teach, especially on moral issues

didactics /daɪ'dæktɪks/ *noun* the science or profession of teaching

differ /'dɪfə/ *verb* to be unlike something else in some way

differential /,dɪfə'renʃəl/ *noun* the difference between two values in a scale

digest /'daɪdʒest/ *noun* a book which summarises a series of reports, especially one that collects summaries of

court decisions and is used as a reference tool by lawyers

digipad /'dɪdʒɪpæd/ *noun* same as **digitising pad**

digit /'dɪdʒɪt/ *noun* any of the numbers from 0 to 9

digital /'dɪdʒɪt(ə)/ *adjective* representing physical quantities in numerical form

digital computer /,dɪdʒɪt(ə)l kəm'pjʊ:tə/ *noun* a computer that calculates on the basis of binary numbers

digital data network /,dɪdʒɪt(ə)l 'deɪtə'netwɜ:k/ *noun* a network designed specifically for the transmission of digital data as distinct from networks such as the telephone system which are analogue

digital divide /,dɪdʒɪt(ə)l dr'vaɪd/ *noun* the difference in opportunities available to people who have access to modern information technology and those who do not

digital font /,dɪdʒɪt(ə)l 'fɒnt/ *noun* a font that has been digitised so that it can be stored in a computer

digital image processing /,dɪdʒɪt(ə)l 'ɪmɪdʒ'prəʊsesɪŋ/ *noun* a wide range of techniques used to generate, process and reproduce images by digital computers

digital learning /,dɪdʒɪt(ə)l 'lɜ:nɪŋ/ *noun* education using electronic tools, e.g. interactive software

digital library /,dɪdʒɪt(ə)l 'laɪbrəri/ *noun* a store of digital reference materials, e.g. electronic journals and database information

'Researchers can perform their research without regard to physical location, interacting with colleagues, accessing instrumentation, sharing data and computational resources, and accessing information and data in digital libraries and repositories.'
[*States News Service*]

digital nervous system /,dɪdʒɪt(ə)l 'nɜ:vəs'sɪstəm/ *noun* a digital information system that gathers, manages and distributes knowledge in a way that allows an organisation to respond quickly and effectively to events in the outside world

digital object identifier /,dɪdʒɪt(ə)l ˌɒbjekt aɪˈdentɪfaɪə/ *noun* an identifying symbol for a web file that redirects users to any new Internet location for that file. Abbr **DOI**

digital preservation /,dɪdʒɪt(ə)l ˌprezəˈveɪʃ(ə)n/ *noun* the act of preserving data by putting it into electronic form, which can be copied, stored and distributed easily and without loss of quality

digital proofs /,dɪdʒɪt(ə)l ˈpruːfs/ *plural noun* proofs taken from digital files prior to film output at high or low resolution

digital reference services /,dɪdʒɪt(ə)l ˈref(ə)rəns ˌsɜːvɪsɪz/ *plural noun* searchable information in electronic form, provided by a library or other service

digital scanning /,dɪdʒɪt(ə)l ˈskæniŋ/ *noun* the reading of an image such as a printed character by a computer, done by building it up as a series of dots in the computer memory

digital video disc /,dɪdʒɪt(ə)l ˈvɪdiəʊ ˌdɪsk/ *noun* full form of **DVD**

digitisable ˈdɪdʒɪtaɪzəb(ə)l/ *adjective* able to be converted into digital form for distribution via the Internet or other networks

digitise ˈdɪdʒɪtaɪz/, **digitize** *verb* to change analogue signals such as pictures or sound into numerical data which can be processed by a computer

digitised letterforms /,dɪdʒɪtaɪzd ˈletəfɔːmz/ *plural noun* the shapes of characters which have been scanned and then stored as a series of dots in the computer memory

digitised photograph /,dɪdʒɪtaɪzd ˈfəʊtəɡrɑːf/ *noun* an image or photograph that has been scanned to produce an analogue signal which is then converted to digital form and stored in a computer or displayed on a screen

digitising pad ˈdɪdʒɪtaɪzɪŋ pæd/ *noun* a sensitive surface that translates the position of a pen into numerical form, so that drawings can be entered into a computer. Also called **digitpad**

digizine ˈdɪdʒiːn/ *noun* a magazine that is delivered in digital form either on the Internet or on a CD-ROM

dime novel ˈdaɪm ˌnɒv(ə)l/ *noun* a cheap paperback novel

diploma /dɪˈpləʊmə/ *noun* an official statement that somebody has successfully completed a course or passed an examination

diplomacy /dɪˈpləʊməsi/ *noun* 1. management of relations between countries 2. tact in dealings with people ○ *Librarians sometimes need to use diplomacy when dealing with library users.*

direct access /daɪˌrekt ˈækses/ *noun* the ability to use information without the need for an intermediary person

direct connection /daɪˌrekt kə ˈnekʃən/ *noun* a fast permanent connection linking a computer or system to a network such as the Internet. It can be used at any time and is much faster than a dial-up connection.

direct entry /daɪˌrekt ˈentri/ *noun* an index entry in which a multi-word subject uses the usual word order instead of an inverted word sequence

direct mail /daɪˌrekt ˈmeɪl/ *noun* a system of selling goods by sending publicity material about them through the post

director /daɪˈrektə/ *noun* 1. the top person in the management of a group, company or organisation 2. a person who directs a play or film

directorate /daɪˈrekt(ə)rət/ *noun* the board of directors of a company

directory /daɪˈrekt(ə)rɪ/ *noun* a book or database which lists the names and details of people or companies in a specific geographical or subject area

disadvantage /,dɪsədˈvɑːntɪdʒ/ *noun* a factor in a situation which causes problems

disapplication /,dɪsæplɪˈkeɪʃ(ə)n/ *noun* a special exemption from the National Curriculum given to a school

disaster plan /dɪˈzɑːstə plæn/ *noun* a plan for what to do if a disaster occurs

discharge /dɪsˈtʃɑːdʒ/ *verb* to cancel the record of a loan from a library when the book or other item is returned

discipline /'dɪsɪplɪn/ *noun* a field of academic study

discount /'dɪskaʊnt/ *noun* a reduction in the price of something

discovery /dɪ'skʌv(ə)rɪ/ *noun* the act of finding out something that nobody knew about previously

discretion /dɪ'skreʃ(ə)n/ *noun* the ability to deal with confidential situations or information without causing embarrassment ○ *I leave the matter to your discretion.* □ **at someone's discretion** when something is done because of somebody's decision and not according to a fixed rule

discretionary income /dɪ'skreʃ(ə)n(ə)rɪ 'ɪnkʌm/ *noun* money which is allocated to a person or a department according to the decisions of people in authority and not according to fixed rules

disinformation /,dɪsɪnfə'meɪʃ(ə)n/ *noun* false or deliberately misleading information, often put out as propaganda

disingenuous /,dɪsɪn'dʒenjuəs/ *adjective* withholding or not taking account of known information

disk /dɪsk/ *noun* a flat, round plastic device coated with magnetised material which can be used to store information readable by a computer. Also called **disc**

disk drive /'dɪsk draɪv/ *noun* a slot in which to place a floppy disk so that a computer can read the data on it

diskette /dɪ'sket/ *noun* a small portable lightweight disk which can be used in personal computers

Disk Operating System /,dɪsk 'ɒpəreɪtɪŋ ,sɪstəm/ *noun* the section of the operating system in a computer that controls the disk and file management. Abbr **DOS**

disk reader /'dɪsk ,rɪ:də/ *noun* a device which will read the contents of a disk into a main computer system

display /dɪ'spleɪ/ *noun* an exhibition for public viewing ■ *verb* to set up or arrange to be viewed

display case /dɪ'spleɪ keɪs/ *noun* a glass box which protects items but allows them to be seen

displayed text /dɪ'spleɪd 'tekst/ *noun* text that is laid out by indenting or being placed in a box, so as to make it different from the rest of the text

display material /dɪ'spleɪ mə ,tɪəriəl/ *noun* items that can be used for an exhibition

display space /dɪ'spleɪ speɪs/ *noun* the available memory or amount of screen for showing graphics or text

display stand /dɪ'spleɪ stænd/ *noun* a portable board which can be set on legs and used to display information

display unit /dɪ'spleɪ ,ju:nɪt/ *noun* a computer terminal or piece of equipment that is capable of showing data or information, usually by means of a CRT

disposal list /dɪs'pəʊzəl lɪst/ *noun* instructions for the disposal of documents by destruction or temporary or permanent preservation

dispose of /dɪs'pəʊz ɒv/ *verb* to throw away or destroy

disseminate /dɪ'semɪneɪt/ *verb* to spread news and information widely

dissemination /dɪ'semɪ'neɪʃ(ə)n/ *noun* the act of distributing something such as information throughout an area

dissertation /,dɪsə'teɪʃ(ə)n/ *noun* a written account of research

distance learning /'dɪstəns ,lɜ:nɪŋ/ *noun* courses which can be studied at home and sent to a tutor by mail or e-mail

distort /dɪ'stɔ:t/ *verb* to give a false or dishonest account of something

distributed library /dɪ'strɪbjʊtɪd 'laɪbrəri/ *noun* **1.** a collection of resources that come from different places but can be accessed from a single point, e.g. in electronic form **2.** resources which are the private collections of people working in a particular field, and which can be shared with others, e.g. by post

'The patent defines a comprehensive software application that provides a secure, high performance distributed library for cataloguing, distributing, tracking, reporting and managing intellectual property.' [*BusinessWire*]

distribution /,dɪstrɪ'bjuːʃ(ə)n/ *noun* the delivery of goods or information to people or organisations

distribution channel /,dɪstrɪ'bjuːʃ(ə)n ,tʃænz(ə)/ *noun* the method by which things are sent to other people, e.g. e-mail, post or retail shops

distribution list /,dɪstrɪ'bjuːʃ(ə)n lɪst/ *noun* a list of people to whom copies of a document should be sent

diversity /daɪ'vɜːsɪti/ *noun* the range of variation within a group of people or situations

divinity calf /dɪ'vɪnɪti kɑːf/ *noun* a type of binding used for religious books, made of dark brown calf leather

division /dɪ'vɪʒ(ə)n/ *noun* a department in a large organisation

dj *abbreviation* in Internet addresses, the top-level domain for Djibouti

dk *abbreviation* in Internet addresses, the top-level domain for Denmark

dm *abbreviation* in Internet addresses, the top-level domain for Dominica

DNB *abbreviation* Dictionary of National Biography

DNS *abbreviation* COMPUT domain name service

do *abbreviation* in Internet addresses, the top-level domain for Dominican Republic

Doctor of Philosophy /,dɒktə əv frɪ'ləsəfi/ *noun* the highest level of university degree, awarded to somebody who has successfully completed a lengthy piece of original research. Abbr PhD

document /'dɒkjʊmənt/ *noun* any form of information in printed or electronic form, e.g. maps, manuscripts or computer software

document address class /,dɒkjʊmənt ə'dres ,klɑːs/ *noun* a number or symbol indicating the location of a document in store

documentalist /,dɒkjʊ'mentəlɪst/ *noun* a specialist in documentation

documentary /,dɒkjʊ'ment(ə)ri/ *noun* a film relating true facts rather than telling a story ■ *adjective* based on written evidence in documents

documentation /,dɒkjʊməntə'teɪʃ(ə)n/ *noun* documents provided or

collected together as evidence or as reference material

documentation centre /,dɒkjʊməntə'teɪʃ(ə)n ,sentə/ *noun* an information source such as a website which pulls together documents and official publications into a central database which can then be accessed by the public

document control /'dɒkjʊmənt kən'trəʊl/ *noun* the way in which documents are organised to provide easy retrieval

document delivery /'dɒkjʊmənt dɪ,lɪv(ə)ri/ *noun* a service that provides specialised archived documents in electronic form to customers for a fee

document management /'dɒkjʊmənt ,mænɪdʒmənt/ *noun* the storage and retrieval of documents in paper or electronic format

'We have also invested heavily in educating African companies about the benefits of document management systems, and how traditional paper-based processes for dealing with incoming and outgoing business documents no longer make good business sense.' [M2 Presswire]

document paper /'dɒkjʊmənt ,peɪpə/ *noun* special-sized paper used for legal and other documents, which is suitable for writing on

document reader /'dɒkjʊmənt ,rɪdə/ *noun* a mechanism for reading text into a computer

document retrieval system /,dɒkjʊmənt rɪ'tri:v(ə)l ,sɪstəm/ *noun* a system which produces a complete copy of a document rather than a citation or reference

document supply centre /,dɒkjʊmənt sə'plɑɪ ,sentə/ *noun* a division of a lending library, which supplies copies of documents often through an inter-library loan system

dog-eared /'dɒg ɪəd/ *adjective* used to describe a book whose corners are bent and worn

DOI *abbreviation* digital object identifier

do-it-yourself handbook /,duː ɪt jə'self ,hændbʊk/, **do-it-yourself manual** /,duː ɪt jə'self ,mænjuəl/

noun a handbook showing how to do repairs or construction work around the house (NOTE: US English is **how-to book**.)

dollar sign /'dɒlə saɪn/ *noun* a printed or written character (\$) used in some computer languages to identify a variable as a string type

domain /dəʊ'meɪn/ *noun* the part of an e-mail address after the @ sign

domain name /dəʊ'meɪn neɪm/ *noun* the sequence of words, phrases, abbreviations or characters that serves as the Internet address of a computer or network

domain name service /dəʊ'meɪn neɪm/ *noun* an Internet service which translates domain names into IP addresses. Abbr **DNS**

donation /dəʊ'neɪʃ(ə)n/ *noun* a gift of something, especially for a good cause

DOS /dɒs/ *abbreviation* Disk Operating System

dossier /'dɒsiɪə/ *noun* a collection of documents relating to a person or topic

dot /dɒt/ *noun* a punctuation mark (.) used to separate the various components of an Internet address

dot address /'dɒt ə,dres/ *noun* the common notation for Internet addresses in the form A.B.C.D., each letter representing, in decimal notation, one byte of a four-byte address. Also called **dotted quad**, **dotted decimal notation**, **dotted quad address**

dot matrix printer /,dɒt 'meɪtrɪks ,prɪntə/ *noun* a printer which uses a series of closely spaced dots and prints out line by line

double-check /,dʌb(ə)l 'tʃek/ *verb* to check something a second time to be sure of its accuracy

double dagger /,dʌb(ə)l 'dægəl/ *noun* a third reference mark for footnotes

double density /,dʌb(ə)l 'densəti/ *noun* a system to double the storage capacity of a disk drive by doubling the number of bits which can be put on the disk surface. Abbr **DD**

double density disk /,dʌb(ə)l ,densɪti 'dɪsk/ *noun* a disk that can

store two bits of data per unit area compared to a standard disk

double elephant /,dʌb(ə)l 'elɪfənt/ *noun* **1.** a large size of drawing paper (40 x 27 inches) **2.** US a book size up to 50 inches high

double-page spread /,dʌb(ə)l peɪdʒ 'spred/ *noun* a feature or article that fills two facing pages of a newspaper or magazine

double-sided /,dʌb(ə)l 'saɪdɪd/ *adjective* can be used on both sides

double-sided disk /,dʌb(ə)l ,saɪdɪd 'dɪsk/ *noun* a computer disk which has been sensitised on both sides, and can store twice the amount of data of an ordinary disk

double spread /,dʌb(ə)l 'spred/ *noun* PUBL same as **double-page spread**

doublure /dʌb'ljuə/ *noun* a lining, especially one made of leather or highly decorated, inside the cover of a book

down /daʊn/ *adjective* used to indicate that a computer is out of action

down cursor key /'daʊn ,kɜːsə ,kiː/ *noun* one of the four direction keys on a computer keyboard

download /,daʊn'ləʊd/ *verb* to move information from one electronic source to another storage device ○ *He downloaded the records from the main database to his own personal database.*

downloadable fonts /,daʊnləʊdəb(ə)l 'fɒnts/ *plural noun* fonts or typefaces stored on a disk, which can be downloaded or sent to a printer and stored in temporary memory or RAM

downtime /'daʊntaɪm/ *noun* the time during which a computer is unusable

DP *abbreviation* data processing

draft /drɑːft/ *noun* **1.** a rough form of something written, drawn or planned ○ *The editor has seen the first draft of her new novel.* **2.** a written order for money to be transferred from one bank to another

draft copy /'drɑːft ,kɒpi/ *noun* the first copy of a book or document which will be changed before it becomes the final version

drawback /'drɔ:bæk/ *noun* an aspect of something which is a problem and makes it less acceptable

drawing pin /'drɔ:ɪŋ pɪn/ *noun* a pin with a flat head used for attaching notices to a board

draw up /,drɔ: 'ʌp/ *verb* to prepare and write out a document

dredge up /,dredʒ 'ʌp/ *verb* to bring something to light from an obscure source, e.g. to recall something bad that happened long ago or unearth some scandalous information

drill down /,drɪl 'daʊn/ *verb* to access data or information organised in hierarchical form by starting from general information and moving through increasingly detailed data

drilldown /'drɪldaʊn/ *noun* an act of accessing data or information organised in hierarchical form

drilled and strung /,drɪld ən 'strʌŋ/ *adjective* bound by making holes through each leaf or signature, and then attaching them together with a thread

drop-down menu /,drɒp daʊn 'menju:/ *noun* a vertical list of options that appears on clicking on an item on a computer screen. It remains visible until one of the options has been selected by clicking on it.

DTP *abbreviation* desktop publishing

Dublin Core Metadata Initiative /,dʌblɪn kɔ: 'metədɜ:tə ɪ,nɪʃətɪv/ *noun* an organisation which promotes the standardisation of metadata used in information retrieval. Abbr **DCMI**

due /dju:/ *adjective* **1.** expected to arrive or happen at a particular time □ **due to** because of **2.** referring to the date when books are expected to be returned to a library

due date /'dju: deɪt/ *noun* the date by which something on loan should be returned

dues /dju:z/ *plural noun* **1.** money that is paid regularly to an organisation to which you belong **2.** books for which

orders have been taken, but which cannot be supplied until fresh stock arrives. This is because they are either subscription orders recorded for a new title or orders for a backlist title which is being reprinted.

dummy run /'dʌmi rʌn/ *noun* a trial or test procedure to see if something works properly

duodecimo /,djuəʊ'dekɪməʊ/ *noun* PRINTING same as **twelvemo**

duplexing /'dju:pleksɪŋ/ *noun* sending information in two directions simultaneously

duplicate *noun* /'dju:plɪkət/ an extra copy of a book or document already in stock ■ *verb* /'dju:plɪkeɪt/ to make an exact copy of something

duplicate entry /,dju:plɪkət 'entri/ *noun* an index entry of the same subject matter under two headings

duplicate title /,dju:plɪkət 'taɪt(ə)/ *noun* a reprint which contains a copy of the original title page as well as its own

duplicating paper /'dju:plɪkeɪtɪŋ ,peɪpə/ *noun* special quality paper used for photocopying

dust jacket /'dʌst ,dʒækɪt/, **dust cover** /'dʌst ,kʌvə/ *noun* a paper book cover, often illustrated, which protects the hard binding of the book and can be removed

DVD /,di: vi: 'di:/ *noun* an optical compact disc that can store a large quantity of video, audio or other information. Full form **digital video disc**

DVD-ROM /,di: vi: 'di: ,rɒm/ *noun* a high-capacity optical disc on which data can be stored but not altered. Full form **digital video disc read only memory**

Dvorak keyboard /'dvɔ:ræk ,ki:bɔ:d/ *noun* a keyboard with frequently used keys placed near the centre for quicker typing

DWEM *abbreviation* Dead White European Male

dz *abbreviation* in Internet addresses, the top-level domain for Algeria