

IA *abbreviation* information architecture

IAA *abbreviation* International Aerospace Abstracts

IAP *abbreviation* ONLINE Internet access provider

IBA *abbreviation* Independent Broadcasting Association

IBIS Information Services Ltd
/'aɪbɪs/ *noun* a company providing a subject-coded file of information about libraries and staff in academic libraries worldwide

IBM-compatible /,aɪ bi: em kəm 'pætɪb(ə)l/ *adjective* referring to a computer which is able to run standard IBM software

ICIC *abbreviation* International Copyright Information Centre

icon /'aɪkɒn/ *noun* **1.** a picture or symbol that is universally recognised to be representative of something **2.** a graphic symbol used in computing to represent different functions of a program

iconography /,aɪkə'nɒgrəfi/ *noun* the set of symbols or images used in a particular field of activity such as music or cinema and recognised by people as having a particular meaning

-ics *suffix* forming nouns referring to a science, art or branch of knowledge

id *abbreviation* ONLINE in Internet addresses, the top-level domain for Indonesia

ID /,aɪ 'di:/ *noun* proof of identity

IDD *abbreviation* international direct dialling

identical /aɪ'dentɪk(ə)l/ *adjective* exactly the same

identification /aɪ,dentɪfɪ'keɪʃ(ə)n/ *noun* any means used to establish who somebody is, e.g. a document, mark, number or password

identifier /aɪ'dentɪfaɪə/ *noun* **1.** the grammatical term for the definite and indefinite articles in English **2.** any tag, flag or mark put on a computer file to differentiate it from others

identify /aɪ'dentɪfaɪ/ *verb* to recognise or indicate what something is

identity number /aɪ'dentɪti ,nʌmbə/ *noun* a unique number which can be used as a password for accessing a computer system

idiom /'ɪdɪəm/ *noun* an expression which has a different meaning from the separate meanings of the words and is peculiar to a language so that it cannot be literally translated

idle /'aɪd(ə)l/ *adjective* waiting to be used

ie *abbreviation* in Internet addresses, the top-level domain for Ireland

IEEE *abbreviation* Institute of Electrical and Electronics Engineers

IFLA *abbreviation* International Federation of Library Associations and Institutions

IG *abbreviation* information governance

ignorance /'ɪɡnərəns/ *noun* a lack of knowledge about something

ignorant /'ɪɡnərənt/ *adjective* **1.** lacking knowledge or education in general or in a specific subject **2.** caused by a lack of knowledge, understanding or experience

IIS *abbreviation* Institute of Information Scientists

IKBS *abbreviation* INFO SCI intelligent knowledge-based system

il *abbreviation* in Internet addresses, the top-level domain for Israel

ILL *abbreviation* inter-library loan

illegal /i'li:g(ə)l/ *adjective* not allowed by law

illegible /i'ledʒɪb(ə)l/ *adjective* so badly written that it cannot be read

illiteracy /i'lit(ə)rəsi/ *noun* the inability to read or write

illiterate /i'lit(ə)rət/ *adjective* unable to read or write

illuminate /i'lu:mɪneɪt/ *verb* **1.** to illustrate a medieval manuscript **2.** to shine light on something **3.** to make things clear by explaining them

illuminated /i'lu:mɪneɪtɪd/ *adjective* **1.** denoting a manuscript that is decorated with gold paint and colours **2.** filled with light

illumination /i,lu:mɪ'neɪʃ(ə)n/ *noun* the painting of initial letters in manuscripts with gold, silver and colours

illustrate /i'ləstreɪt/ *verb* **1.** to draw pictures or diagrams to put into written text **2.** to make a point clear by using examples or stories

illustrated /i'ləstreɪtɪd/ *adjective* of a text, with pictures and diagrams included ○ *The book is illustrated with twenty-five full-colour plates.*

illustration /i,lə'streɪʃ(ə)n/ *noun* a picture, chart or diagram which helps to explain the words of a book or talk

illustrator /i'ləstreɪtə/ *noun* a person who does the drawings or pictures for a book

im *abbreviation* in Internet addresses, the top-level domain for Isle of Man

image /'ɪmɪdʒ/ *noun* **1.** a picture or reflection of somebody or something **2.** in computing, an exact replica of an area of memory

image enhancer /'ɪmɪdʒ en ,hɑ:nsə/ *noun* an electronic device that makes the picture clearer

image processing /'ɪmɪdʒ ,prəʊsesɪŋ/ *noun* the analysis of information contained in an image, usually by electronic means or using a computer which provides the analysis or recognition of objects in the image

image processor /'ɪmɪdʒ ,prəʊsesə/ *noun* an electronic device that analyses the information in an image to enable recognition

image scanner /'ɪmɪdʒ ,skænə/ *noun* an electronic device that converts pictures or drawings into machine-readable form

imaging /'ɪmɪdʒɪŋ/ *noun* a technique for creating pictures on a computer screen

imp. *abbreviation* PUBL imprimatur

impact /'ɪmpækt/ *noun* a strong effect or influence on something

impart /ɪm'pɑ:t/ *verb* to communicate information or knowledge

implement /'ɪmplɪ,ment/ *verb* to put a plan into action

'The enterprise edition of the Blackboard Learning System seamlessly integrates with many other technology tools used by academic institutions... According to Barbara Newland, "Moving to the enterprise edition will enable the university to implement its e-learning strategy which aims to enhance the student experience".' [M2 Presswire]

implementation /,ɪmplɪmən'teɪʃ(ə)n/ *noun* **1.** the carrying out of plans or systems **2.** the latest version, particularly of software

implication /,ɪmplɪ'keɪʃ(ə)n/ *noun* something suggested by a situation, words or events

imply /ɪm'plai/ *verb* to suggest that something is true without actually saying so

import *noun* /'ɪmpɔ:t/ the importance of something because of the way it is likely to affect outcomes ○ *They discussed matters of great import.* ■ *verb* /ɪm'pɔ:t/ **1.** to buy goods or services in one country and bring them to one's own for sale ○ *We use paper imported from Scandinavia.* **2.** to bring something in from outside a system ○ *You can import images from the CAD package into the DTP program.* **3.** to convert a file stored in one format to the default format used by a program ○ *Select import if you want to open a TIFF graphics file.*

impression /ɪm'preʃ(ə)n/ *noun* the number of copies of a book or document printed on the same print run ○ *The book is in its third impression.*

imprimatur /,ɪmprɪ'meɪtə/ *noun* **1.** authority to do, say or print something **2.** an authorisation allowing a book or other work to be published, now usually confined to works sanctioned by the Roman Catholic Church

imprint /'ɪmprɪnt/ *noun* **1.** the publisher's or printer's name which appears on the title page of a book or document or in the bibliographical details **2.** a mark made by firmly pressing something onto a surface

COMMENT: Catalogues, advertisements and fliers do not need to have an imprint, but almost all other printed matter (books, newspapers, and even political leaflets) must carry two imprints: that of the publisher and of the printer. In a book, the imprints will normally appear on the reverse of the title page as part of the bibliographic information; in some countries it is usual to have the printer's imprint at the end of the book. In a magazine, imprints may be listed along with other details of the editors and other staff members.

improvise /'ɪmprəvaɪz/ *verb* **1.** to make something from whatever materials are available rather than using the proper ones **2.** to carry out an activity using one's initiative rather than planning it carefully in advance

impulse /'ɪmpʌls/ *noun* **1.** a short electrical signal **2.** a sudden desire to do something without thinking about it or planning it first

IMS *abbreviation* INFO SCI information management system

in /ɪn/ *preposition* used to introduce adjectival and adverbial phrases □ **in alphabetical order** organised according to the same order as the letters in the alphabet □ **in ascending order** organised with the smallest item first and working up to the biggest □ **in charge of** in control and able to make decisions □ **in descending order** organised so that the biggest item is first and working down to the smallest □ **in detail** paying attention to all the aspects of something however small ○ *to describe something in detail* □ **in fact** used to

emphasise the reality of a situation or to introduce more precise information ○ *In fact this is what really happened.* □ **in house** produced internally by a company or organisation and relating to internal matters ○ *an in-house magazine* □ **in order of importance** organised with the most important item first □ **in place** in the right position □ **in practice** what is done rather than what is talked about or theorised ○ *It was supposed to happen but in practice it had to be cancelled.* □ **in sequence** organised to occur one after another according to a pre-determined order □ **in stages** done in small parts ○ *She learned computing in stages.* □ **in stock** available for immediate purchase or loan □ **in subject order** arranged under headings which relate alphabetically to the subject of the document □ **in terms of** to talk about something specifying which particular aspects you are considering ○ *We discussed what was needed in terms of equipment.* □ **in the case of** in the particular situation under discussion ○ *Difficult decisions must be made in the case of closure of district libraries.* □ **in the long run** eventually ○ *In the long run automation of the library benefited everybody.* □ **in the long term** over a long period of time ○ *In the long term automation will be seen to be good for the library.* □ **in theory** what is supposed to happen but probably will not ○ *In theory the librarians will be given time off for study, but more likely they will not be able to go.* □ **in working order** functioning efficiently ○ *All the computers are in good working order now.* □ **in writing** written down, not spoken ○ *Make sure that you get the contract in writing.* ■ **adverb** done internally by a company ○ *The work is being done in-house.*

in- /ɪn/ *prefix* added to some words to create the opposite meaning, e.g. 'correct' – 'incorrect'

inaccessible /,ɪnək'sesɪb(ə)l/ *adjective* impossible or very difficult to reach

inaccurate /ɪn'ækjʊrət/ *adjective* not correct

inbuilt /'ɪnbɪlt/ *adjective* included as an integral part of a system

inbuilt facility /,ɪnbɪlt fə'sɪlɪti/ *noun* a feature that is included in the original design

incentive /ɪn'sentɪv/ *noun* anything which encourages extra effort

incentive payment /ɪn'sentɪv ,peɪmənt/ *noun* extra money that is paid to encourage somebody to work harder

incidental /,ɪnsɪ'dent(ə)/ *adjective* something happening or existing in connection with something else more important ○ *The librarians were allowed to claim for the incidental expenses when they went to the conference.*

incidental music /,ɪnsɪ'dent(ə)l ,mju:zɪk/ *noun* music written to provide the background to a play or film

include /ɪn'klu:d/ *verb* to make one thing part of another

inclusive /ɪn'klu:sv/ *adjective* counted in with other aspects ○ *Prices are inclusive of VAT.*

income-generating /'ɪŋkʌm ,dʒenəreɪtɪŋ/ *adjective* producing money from activities

incoming /'ɪnkʌmɪŋ/ *adjective* coming in from outside ○ *incoming messages on the computer*

incompatible /,ɪnkəm'pætɪb(ə)/ *adjective* unable to exist or be used together

incorporate /ɪn'kɔ:pəreɪt/ *verb* to include one thing as part of another

increase /ɪn'kri:s/ *verb* to make something larger in amount

incunable /ɪn'kju:nəb(ə)/ *noun* PRINTING same as **incunabulum**

incunabulum /,ɪnkju'nəbjʊləm/ *noun* a book printed from movable type before 1501 (NOTE: The plural is **incunabula**.)

incur /ɪn'kɜ:z/ *verb* to cause something to happen

indent /ɪn'dent/ *verb* to leave a space at the beginning of a passage of writing

indentation /,ɪnden'teɪʃ(ə)n/ *noun* a space of a set size left at the beginning of a line of text

independent /,ɪndɪ'pendənt/ *adjective* not connected to, influenced by or needing other people or machines to be able to exist or work

Independent Broadcasting Association /,ɪndɪpendənt 'brɔ:dkɑ:stɪŋ ə,səʊsɪeɪʃ(ə)n/ *noun* an organisation which controls all broadcasting companies in the UK except the BBC. Abbr **IBA**

index /'ɪndeks/ *noun* **1.** an alphabetical list of items contained in a book, document or computer memory **2.** a system by which the changes in the value of something can be compared or measured ○ *International financial indexes compare the value of shares.* **3.** a finding guide to information on a specific topic ■ *verb* to compile an alphabetical list of contents

index card /'ɪndeks kɑ:d/ *noun* a small card containing information and usually arranged alphabetically in a card index box

index entry /'ɪndeks ,entri/ *noun* an item with bibliographic details written in an index or catalogue

indexer /'ɪndeksə/ *noun* a person who compiles indexes for books

indexing /'ɪndeksɪŋ/ *noun* the use of alphabetical methods to organise information

COMMENT: An index is usually set in smaller type than the text and in two or more columns to the page. Normally an index will begin on a right-hand page, and will be folioed consecutively from the text pages. Bold and italic can be used to highlight important or less important items in an index (as, for example, the page references to illustrations). It is always useful to have a note at the beginning of an index to explain how it has been compiled and the meaning of the various typefaces or symbols used. Indexing was formerly done manually, with the indexer going through the text and making filing cards for the items; there are now computer indexing programs, in which the words in the text are flagged and the computer then automatically lists them in alphabetical order, together with the numbers of the pages on which the words fall.

indexing at source /,ɪndeksɪŋ æt 'sɔ:s/ *noun* publication of index data at the same time as a periodical article

indexing chain /'ɪndeksɪŋ tʃeɪn/ *noun* a chain of classification numbers produced using hierarchical steps from a subject heading

indexing keyword /,ɪndeksɪŋ 'ki:wɔ:d/ *noun* a heading word used to indicate the contents of a document and used in online searching

indexing language /'ɪndeksɪŋ ,læŋgwɪdʒ/ *noun* language used in building library or book indexes

index language /'ɪndeks ,læŋgwɪdʒ/ *noun* controlled vocabulary used to compile a subject index

index-linked /,ɪndeks 'lɪŋkt/ *adjective* linked to inflation and so changing each time inflation or the cost of living rises or falls

Index Translationum /,ɪndeks træns,lʌ:tɪ'əʊnem/ *noun* a list of all translations published in the world, published each year by UNESCO

india paper /'ɪndiə ,peɪpə/ *noun* extremely thin good-quality opaque paper, about 30gsm, which is nevertheless quite strong, used for printing books with a large number of pages such as bibles which would be very thick if ordinary paper were used

indicate /'ɪndɪkeɪt/ *verb* to show something

indicator /'ɪndɪkeɪtə/ *noun* **1.** something that shows whether a thing exists **2.** the state of a process, as in closed access libraries showing the number of books 'in' and 'out'

indirect /,ɪndaɪ'rekt/ *adjective* not done by the shortest or most obvious method

individual /,ɪndɪ'vɪdʒuəl/ *adjective* relating to one single person or thing rather than to a group

individual password /,ɪndɪvɪdʒuəl 'pɑ:swɜ:d/ *noun* a personal code allowing access to a computer system

induce /ɪn'dʒu:s/ *verb* to persuade, influence or cause a situation to happen

induction course /ɪn'dʌkʃən kɔ:s/ *noun* a course for new entrants to a company, organisation or institution which gives basic information to help them settle in

industrial archaeology /ɪn ,dʌstriəl ,ɑ:kɪ'nlədʒi/ *noun* the study of buildings related to the industrial revolutions in the developed world

inexpensive /,ɪnɪk'spensɪv/ *adjective* not costing much money

inexperienced /,ɪnɪk'spɪəriənst/ *adjective* having little or no experience in a particular activity

infect /ɪn'fekt/ *verb* to copy to a computer system a computer virus that is capable of damaging the system's programs or data

inference /'ɪnf(ə)rəns/ *noun* the act of deducing information from given data

inference control /'ɪnf(ə)rəns kən ,trəʊl/ *noun* a way of determining which information can be released on a computer without disclosing personal information about an individual

influence /'ɪnfluəns/ *noun* the power to affect people's actions ■ *verb* to cause something or somebody to change

info *abbreviation* in Internet addresses, the generic top-level domain for general use

informatics /,ɪnfɔ:'mætɪks/ *noun* a collective term for the technologies concerned with the computerised collection, processing and transmission of information

information /,ɪnfə'meɪʃ(ə)n/ *noun* knowledge given to somebody in a form they can understand

information accessibility /,ɪnfə'meɪʃ(ə)n æk,sɛsə'bɪlɪti/ *noun* an indication of how easily information is available to users

information accuracy /,ɪnfə'meɪʃ(ə)n 'ækjʊrəsi/ *noun* an indication of how correct a piece of information is

information age /,ɪnfə'meɪʃ(ə)n ,eɪdʒ/ *noun* a period characterised by widespread electronic access to information through the use of computer technology

information analyst /,ɪnfə'meɪʃ(ə)n ,ænəlɪst/ *noun* a person who studies information and draws conclusions

information appliance /,ɪnfə'meɪʃ(ə)n ə'plaɪəns/ *noun* a small portable digital information-processing machine compatible with an electronic network

information architecture /,ɪnfə'meɪʃ(ə)n ɑ:kɪtektʃəl/ *noun* the design of something such as a website or database so that the information is presented in the most efficient and accessible manner. Abbr **IA**

information brokerage /,ɪnfə'meɪʃ(ə)n ɪ'brəʊkərɪdʒ/ *noun* the business of buying and selling information for other people

information bureau /,ɪnfə'meɪʃ(ə)n ɪ'bjʊərəʊ/ *noun* an office that gives information

information centre /,ɪnfə'meɪʃ(ə)n ˌsɛntə/ *noun* an office where people can make enquiries

information channel /,ɪnfə'meɪʃ(ə)n ˌtʃæ'n(ə)l/ *noun* the means by which information is distributed

information commons /,ɪnfə'meɪʃ(ə)n ˌkɒmən/ *noun* a community in which information belonging to members is freely distributed among everybody

information completeness /,ɪnfə'meɪʃ(ə)n kəm'pli:tɪnəs/ *noun* an indication of whether the information covers all the aspects required

information definition /,ɪnfə'meɪʃ(ə)n ˌdefɪnɪʃ(ə)n/ *noun* a technique for deciding exactly what the enquirer needs to know

information design /,ɪnfə'meɪʃ(ə)n dɪˌzain/ *noun* the shaping and presentation of information in a way that best serves the needs of users

information desk /,ɪnfə'meɪʃ(ə)n desk/ *noun* a place in a library or information centre where questions will be answered

information engineer /,ɪnfə'meɪʃ(ə)n ɪndʒɪnɪə/ *noun* a computer expert who works with information systems

information explosion /,ɪnfə'meɪʃ(ə)n ɪksˌpləʊʒ(ə)n/ *noun* a situation in which there is a lot of information available because of technology

information flow /,ɪnfə'meɪʃ(ə)n ˌfləʊ/ *noun* the distribution of information within an organisation

information governance /,ɪnfə'meɪʃ(ə)n ˌɡʌvənəns/ *noun* the practice of making sure that personal information held by a company is stored, used and shared in a responsible manner. Abbr **IG**

information handling /,ɪnfə'meɪʃ(ə)n ˌhændlɪŋ/ *noun* same as **information management**

information literacy /,ɪnfə'meɪʃ(ə)n ˌlɪt(ə)rəsi/ *noun* the ability to find relevant information for a particular situation or problem, and to interpret that information effectively

information management /,ɪnfə'meɪʃ(ə)n ˌmænɪdʒmənt/ *noun* the storage, searching, retrieval and updating of information so that it is easily accessible. Also called **information handling**

information management system /,ɪnfə'meɪʃ(ə)n ˌmænɪdʒmənt ˌsɪstəm/ *noun* a computer program that allows information to be easily stored, retrieved, searched and updated. Abbr **IMS**

information manager /,ɪnfə'meɪʃ(ə)n ˌmænɪdʒə/ *noun* a trained person who controls the processing and availability of information within a company or organisation

information needs /,ɪnfə'meɪʃ(ə)n ˌni:dz/ *plural noun* the requirements of a user or group for information on specific subjects

information network /,ɪnfə'meɪʃ(ə)n ˌnetwɜ:k/ *noun* a group of people or computers linked together so that information can be passed around

information policy /,ɪnfə'meɪʃ(ə)n ˌpɒlɪsi/ *noun* a statement of policy about the provision and accessibility of information within an organisation

information presentation /,ɪnfə'meɪʃ(ə)n ˌprezənteɪʃ(ə)n/ *noun* the format of information, e.g. written, spoken, or computer database form

information processing /,ɪnfə'meɪʃ(ə)n ˌprəʊsesɪŋ/ *noun* the organisation, manipulation, analysis

and distribution of data, nowadays typically carried out by computers

information provider /,ɪnfə'meɪʃ(ə)n prə'vaɪdə/ *noun* a company or user who provides an information source for use in a videotext system, e.g. a company providing weather information or stock market reports

information qualifications /,ɪnfə'meɪʃ(ə)n ˌkwɒlɪfɪkeɪʃ(ə)nz/ *plural noun* degrees or diplomas indicating a level of training in information management

information quality assessment /,ɪnfə'meɪʃ(ə)n ˌkwɒlɪti ə'sesmənt/ *noun* a technique for assessing the level of satisfaction among users with the information provided

information relevance /,ɪnfə'meɪʃ(ə)n 'relɪvəns/ *noun* the value of the information to the enquirer

information retrieval /,ɪnfə'meɪʃ(ə)n rɪ'tri:v(ə)l/ *noun* the process of locating quantities of data stored in a database and producing useful information from the data

information retrieval centre /,ɪnfə'meɪʃ(ə)n rɪ'tri:v(ə)l ˌsentə/ *noun* a research system providing specific information from a database for a user

information science /,ɪnfə'meɪʃ(ə)n ˌsaɪəns/ *noun* the study of the processes involved in storing and retrieving information

information services /,ɪnfə'meɪʃ(ə)n ˌsɜ:vɪsɪz/ *plural noun* companies offering a service in the provision of information

information skills /,ɪnfə'meɪʃ(ə)n ˌskɪlz/ *plural noun* ability of users to access and retrieve the information they require

information source /,ɪnfə'meɪʃ(ə)n ˌsɔ:s/ *noun* any book, document, database or person which provides information

information specialist /,ɪnfə'meɪʃ(ə)n ˌspeʃ(ə)lɪst/ *noun* a trained employee in information management

information storage /,ɪnfə'meɪʃ(ə)n ˈstɔ:ɪdʒ/ *noun* manual

or electronic methods of storing information

information strategy /,ɪnfə'meɪʃ(ə)n ˌstrætədʒi/ *noun* a policy of a company or organisation about its use of information

information superhighway /,ɪnfə'meɪʃ(ə)n ˌsu:pə'haɪweɪ/ *noun* the worldwide computer network that includes the Internet, private networks and proprietary online services. It permits the rapid sending of many different forms of data, including voice, video and text.

information supplier /,ɪnfə'meɪʃ(ə)n sə'plɑɪə/ *noun* a person or company that provides information on a specific subject

information system /,ɪnfə'meɪʃ(ə)n ˌsɪstəm/ *noun* a computer system used for the provision of information and designed according to user needs

information technology /,ɪnfə'meɪʃ(ə)n tek'nɒlədʒi/ *noun* the use of technologies from computing, electronics and telecommunications to process and distribute information in digital and other forms. Abbr **IT**

information term /,ɪnfə'meɪʃ(ə)n ˌtɜ:m/ *noun* a word used for the organisation of information

information theory /,ɪnfə'meɪʃ(ə)n ˌθɪəri/ *noun* the mathematical study of the transmission, reception, storage and retrieval of information based on the statistical analysis of communication between humans and machines

'Shannon is most famous for his enormous paper, A Mathematical Theory of Communication, published in 1948 when he was in his early thirties. This paper spells out, among many other things, the fundamental limits of how fast we can transmit information. In fact, the whole field of information theory stems from Shannon's work.' [VNU NET]

information timing /,ɪnfə'meɪʃ(ə)n ˌtaɪmɪŋ/ *noun* a measure of whether information is provided in time to be of use

information tracking /,ɪnfə'meɪʃ(ə)n ,trækiŋ/ *noun* the facility to find records of related information from over a period of time

information universe /,ɪnfə'meɪʃ(ə)n ,ju:niʋɜ:s/ *noun* the idea of information being freely and equally available across the globe using new technology

information visualisation /,ɪnfəmeɪʃ(ə)n ,vɪʒʊəlaɪ'zeɪʃ(ə)n/ *noun* the representation of data, e.g. in diagrammatic form, which helps users to understand and absorb it

infrared /,ɪnfɹə'red/ *noun* a form of invisible light, below the visible red level on the light scale. Abbr **IR**

infrastructure /'ɪnfɹə,stri:ktʃə/ *noun* basic structures which enable a country, society or organisation to function effectively

infringement of copyright /ɪn ,frɪndʒmənt əv 'kɒprɪraɪt/ *noun* same as **copyright infringement**

inhibit /ɪn'hɪbɪt/ *verb* to prevent or slow down a process

in-house /,ɪn 'haʊs/ *adjective* relating to staff who are employed to work directly for a company ◦ *the in-house staff* ■ *adverb* done internally by a company ◦ *We do all our data processing in-house.* ◦ *The colour artwork cannot be done in-house and has to be sent outside.*

initial /ɪ'nɪʃ(ə)l/ *adjective* happening at the start of a process ■ *verb* to sign something using only the first letters of one's names

initialise /ɪ'nɪʃəlaɪz/, **initialize** *verb* to prepare a system or disk for use

initials /ɪ'nɪʃ(ə)lz/ *plural noun* the first letters of a person's names

Initial Teaching Alphabet /ɪ ,nɪʃ(ə)l 'tɪ:tʃɪŋ ,ælfəbet/ *noun* an alphabet of 44 symbols, each representing a single sound in English, used to teach children to read

ink /ɪŋk/ *noun* a coloured liquid for writing or printing ■ *verb* to apply ink to

ink-jet printer /'ɪŋk dʒet ,prɪntə/ *noun* a non-impact machine for printing the output of a computer using a system of electrically charged ink drops

ink pad /'ɪŋk pæd/ *noun* a pad of material soaked in ink for use with official stamps

ink rub /'ɪŋk rʌb/ *noun* dirty marks on printed paper, caused when it rubs against the ink on other pages during binding

innovation /,ɪnə'veɪʃ(ə)n/ *noun* a new product or method of doing something

innumerate /ɪ'nju:məɹət/ *adjective* lacking a basic knowledge of mathematics and unable to use numbers in calculation

in print /,ɪn 'prɪnt/ *adjective* **1.** still being printed, still available in the bookshops or from the publisher ◦ *a list of current books in print* ◦ *The book was first published in 1902 and is still in print.* (NOTE: The opposite is **out of print** or **O/P**). **2.** appearing in a book or journal

input /'ɪnpʊt/ *noun* information put into a computer memory ■ *verb* to enter data into a computer

input device /'ɪnpʊt dɪ,vaɪs/ *noun* a device such as a keyboard or barcode reader, which converts information into a form that a computer can understand and transfers the information to the processor. Compare **output device**

inscription /ɪn'skrɪpʃən/ *noun* words written on a monument, book or other object as a commemoration, dedication or greeting

insert /'ɪnsɜ:t/ *noun* additional information printed on a separate sheet of paper and put inside a magazine or document

insert mode /'ɪnsɜ:t məʊd/ *noun* an interactive computer mode used for editing and correcting documents

COMMENT: This is a standard feature on most word-processing packages where the cursor is placed at the required point in the document and any characters typed will be added, with the existing text moving on as necessary; when the insert mode is off, new text will erase the existing text.

in-service training /,ɪn ,sɜ:vɪs 'treɪnɪŋ/ *noun* professional development training provided by an organisation for its employees

insight /'ɪnsaɪt/ *noun* understanding of a complex situation

INSPEC /'ɪnspek/ *noun* an abstracting and indexing service for electrical engineers

inspection copy /ɪn'spekʃən, kɒpi/ *noun* a copy of a publication sent or given with time allowed for a decision to purchase or return it

install /ɪn'stɔ:l/ *verb* to set up equipment so that it is ready for use

installation costs /,ɪnstə'leɪʃ(ə)n, kɒsts/ *plural noun* money required to put in the equipment required

instalment /ɪn'stɔ:lmənt/ *noun* **1.** a small amount paid at regular intervals as part of a larger total ○ *They paid for the encyclopedia in six monthly instalments.* **2.** a part-section of a book or magazine published at regular intervals ○ *The novel has been serialised in ten instalments.*

instant replay /,ɪnstənt 'ri:pleɪ/ *noun* a feature of video recording systems which allows the viewer to see again the action that has just been recorded

institute /'ɪnstɪtju:t/ *noun* an organisation set up for a particular group of people with a shared interest ■ *verb* to set up or establish something such as a policy or programme ○ *They instituted an information service in the branch library.*

Institute of Electrical and Electronics Engineers /,ɪnstɪtju:t əv ɪ ,lektʀɪk(ə)l ænd ,elek'trɒnɪks ,endʒɪnɪəz/ *noun* a professional membership body which promotes global technological advancement. Abbr IEEE

Institute of Information Scientists /,ɪnstɪtju:t əv ,ɪnfə'meɪʃ(ə)n ,saɪəntɪsts/ *noun* an organisation for the mutual support of employees in the field of information science. Abbr IIS

institutional repository /,ɪnstɪtju:ʃ(ə)nəl rɪ'pɒzɪt(ə)rɪ/ *noun* a digital collection of all the information output by a single company or organisation, e.g. a hospital

instruct /ɪn'strʌkt/ *verb* to teach somebody how to do something

instruction /ɪn'strʌkʃən/ *noun* clear and detailed information about how to do something verbal, published in a manual or typed into a computer to cause the machine to work

instructional capital /ɪn ,strʌkʃ(ə)nəl 'kæpɪt(ə)/ *noun* human capital which is a result of training employees, therefore treating them as an 'investment'

instruction note /ɪn'strʌkʃ(ə)n nəʊt/ *noun* a note directing the user of a catalogue to take an unusual search step

instrumentation /,ɪnstʀumənt 'teɪʃ(ə)n/ *noun* dials which display information to indicate how a machine is working

insufficient /,ɪnsə'fɪʃ(ə)nt/ *adjective* not enough

insulate /'ɪnsjʊleɪt/ *verb* to protect something from outside damage

insurance /ɪn'ʃʊərəns/ *noun* an agreement to pay a company fixed sums of money so that if damage or injury occurs, costs will be paid by the company

int *abbreviation* ONLINE international organisation

intake /'ɪnteɪk/ *noun* a quantity of people or things taken into something such as an organisation ○ *Their intake of new employees each year is increasing.*

integrated /'ɪntɪgreɪtɪd/ *adjective* combined or linked together

integrated book /'ɪntɪgreɪtɪd bʊk/ *noun* a book with text and illustrations on the same page

integrated database /,ɪntɪgreɪtɪd 'deɪtəbeɪs/ *noun* a combined database which excludes repetition or redundant terms

integrated digital network /,ɪntɪgreɪtɪd ,dɪdʒɪt(ə)l 'netwɜ:k/ *noun* a communications network that uses digital signals to transmit data

integrated library system /,ɪntɪgreɪtɪd 'laɪbrəri ,sɪstəm/ *noun* a library management system which deals with many library processes and works from a single bibliographic database

integrated package /,ɪntɪgreɪtɪd 'pækɪdʒ/ *noun* combined applications on different topics stored on a central

computer ○ *An integrated package can contain several programs including a database, spreadsheet, word processing and graphics.*

Integrated Services Digital Network

Network /,ɪntɪɡreɪtɪd ˌsɜːvɪsɪz ˌdɪdʒɪt(ə)l ˈnetwɜːk/ *noun* a service which provides high-quality telecommunications such as facsimile transmission and video conferencing. Abbr **ISDN**

integrity /ɪnˈteɡrɪti/ *noun* reliability or honesty

intellect /ˈɪntɪlekt/ *noun* a very intelligent and knowledgeable person

intellectual /,ɪntɪˈlektʃuəl/ *adjective* having a highly developed ability to think, reason and understand, especially in combination with wide knowledge

intellectual assets /,ɪntɪlektʃuəl ˈæsets/ *plural noun* the knowledge, experience, and skills possessed by its employees that an organisation can use for its own benefit

intellectual capital /,ɪntɪlektʃuəl ˈkæpɪt(ə)l/ *noun* the idea of employees' skills and knowledge being a resource of their company, which can be directly linked to company turnover

intellectual property /,ɪntɪlektʃuəl ˈprɒpəti/ *noun* original writing, ideas, inventions, works of art or music which are the property of the creator, and protected by copyright law

intelligent /ɪnˈtelɪdʒənt/ *adjective* **1.** having a built-in electronic processing and data storage ability **2.** programmed to be able to adjust to changes in the environment and make deductions from information being processed

intelligent terminal /ɪnˌtelɪdʒ(ə)nt ˈtɜːmɪn(ə)l/, **intelligent workstation** *noun* a computer terminal which can be programmed independently of the central processor and is capable of limited reasoning

intensity /ɪnˈtensɪti/ *noun* a measure of strength of something such as a signal

inter- /ɪntə/ *prefix* combining with adjectives and nouns to describe the way they relate to each other ○ *inter-racial* ○ *inter-city*

interact /,ɪntərˈækt/ *verb* to work with or relate to somebody or something

interactive /,ɪntərˈæktɪv/ *adjective* **1.** working together for the exchange of information **2.** relating to a computer program that responds to user activity, so that it can be changed while running ○ *The computer game was interactive, so the players could get answers to their questions.*

COMMENT: This system is often used in teaching to ask the student questions, which, if he answers correctly, will produce a sequence of film from the video disk.

interactive multimedia /,ɪntəræktɪv ˌmʌltiˈmiːdiə/ *plural noun* systems of communication that use a variety of methods and can be controlled by the user in order to obtain information

interactive processing /,ɪntəræktɪv ˈprəʊesɪŋ/ *noun* a computer mode that allows the user to enter commands, programs or data and receive immediate responses

interactive system /,ɪntəræktɪv ˈsɪstəm/ *noun* a computer system where the operator and the computer can communicate with each other

interactive video /,ɪntəræktɪv ˈvɪdiəʊ/ *noun* a system using a computer linked to a video disk player which allows the user to answer questions in order to move on to the next picture

interactive videotext /,ɪntəræktɪv ˈvɪdiəʊtektst/ *noun* a system which allows the user to select pages and display the information to gain information

interchange /,ɪntəˈtʃeɪndʒ/ *verb* to put data into a form that can be recognised by a differently-coded computer system

interchangeable /,ɪntəˈtʃeɪndʒəb(ə)l/ *adjective* able to be substituted for something else

intercom /ˈɪntəkɒm/ *noun* a device with a microphone and loudspeaker which can be used to speak to somebody in another room

interdependent /,ɪntədɪˈpendənt/ *adjective* dependent on each other

interdisciplinary studies

/,ɪntədɪsɪplɪnəri 'stʌdɪz/ plural noun
academic studies that cross the conventional subject boundaries ○ *History, geography, religious studies and languages are sometimes taught together as interdisciplinary studies and called the humanities.*

interface */'ɪntəfeɪs/ noun* **1.** the point at which two systems contact each other **2.** the point at which a system and a user make contact with each other

interference */,ɪntə'fɪərəns/ noun*
unwanted signals causing difficulty in reception on a computer or broadcasting system

interim */'ɪntərɪm/ noun* a short break in a process or series of events

interim report */,ɪntərɪm rɪ'pɔ:t/ noun*
a report written part-way through a process to show how much progress has been made

interleaf */'ɪntəli:f/ noun* an extra sheet or page, usually a blank one, inserted into a book

interleave */,ɪntə'li:v/ verb* to add extra sheets or pages, usually blank ones, between the pages of a book, e.g. to allow for notes or to protect illustrations

interleaved */'ɪntə'li:v/ adjective*
denoting a book that has thin sheets of blank paper inserted between the pages of text

inter-library loan */,ɪnə 'laɪbrəri ,ləʊn/ noun* **1.** a system of lending books and documents between libraries **2.** a book, photocopy or material lent between libraries for their users ▶ abbr **ILL**

interlock */,ɪntə'lək/ verb* to fit things together so that they join firmly ■ *noun*
a safety device that disables a process or piece of equipment if it might cause harm, e.g. a fusewire which prevents a circuit blowing

intermediary */'ɪntə'mi:diəri/ noun*
a person who helps people or groups to come to an agreement

intermediate */,ɪntə'mi:diət/ adjective*
halfway between two stages

intermediate storage
/'ɪntə'mi:diət 'stɔ:ɪdʒ/ noun a tempo-

rary place to store things until a more permanent place is found

intermittent */,ɪntə'mɪt(ə)nt/ adjective*
happening occasionally rather than continually

intermittent error */,ɪntə'mɪt(ə)nt 'erə/ noun*
a mistake which occurs randomly and is difficult to trace

internal */'ɪn'tɜ:n(ə)l/ adjective*
happening inside a place, person or object

internal consumption */'ɪn,tɜ:n(ə)l kən'sʌmpʃ(ə)n/ noun*
the use of materials or information within a company or organisation

internalisation */'ɪn,tɜ:nəlaɪ 'zeɪʃ(ə)n/ noun*
a process by which individuals identify information which is relevant to them personally and so acquire values and norms which allow them to make decisions

internal phone */'ɪn,tɜ:n(ə)l 'fəʊn/ noun*
a telephone on a network which enables communication with other offices within an organisation

internal politics */'ɪn,tɜ:n(ə)l 'pɒlɪtɪks/ noun*
the relationships within an organisation which affect the way it works ○ *The internal politics of promotion within the library caused a lot of arguments.*

international */'ɪntə'næʃ(ə)nəl/ adjective*
relating to different countries

International Aerospace Abstracts */'ɪntənæʃ(ə)nəl 'eərəʊspeɪs ,æbstræktz/ plural noun*

summaries of research done in the field of space exploration. Abbr **IAA**

International Copyright Information Centre */'ɪntənæʃ(ə)nəl 'kɒpɪraɪt ,ɪnfəmeɪʃ(ə)n ,sentə/ noun*
an information service based at UNESCO headquarters in Paris. Abbr **ICIC**

international dialling code */'ɪntənæʃ(ə)nəl 'daɪəlɪŋ ,kəʊd/ noun*

a numerical code which allocates specific numbers to each country to make it possible to dial directly without using an operator

international direct dialling */'ɪntənæʃ(ə)nəl ,daɪrekt 'daɪəlɪŋ/ noun*
a system of telephone communi-

cation which does not need an operator.
Abbr **IDD**

International Federation of Library Associations and Institutions *noun* a not-for-profit international organisation based in The Hague, which promotes high standards in library and information provision. Abbr **IFLA**

International Information Centre for Standards in Information and Documentation *noun* an organisation established by UNESCO and ISO to promote the application of standards in information work. Abbr **ISODOC**

International Packet Switching Service /,ɪntənæʃ(ə)nəl 'pækɪt ,swɪtʃɪŋ ,sɜ:vɪs/ *noun* an electronic link between terminals and computers in different countries. Abbr **IPSS**

International Serials Data System /,ɪntənæʃ(ə)nəl 'sɪəriəlz ,deɪtə ,sɪstəm/ *noun* an international network of serials libraries which promotes international standards of bibliographic description. Abbr **ISDS**

International Standard Bibliographic Description /,ɪntənæʃ(ə)nəl ,stændəd ,bɪbliəʊgræfɪk dɪ'skrɪps(ə)n/ *noun* a standardised way of formally describing catalogued pieces of information for later retrieval

International Standard Book Number /,ɪntənæʃ(ə)nəl ,stændəd 'bʊk ,nʌmbə/ *noun* a system of identifying publications by specific numbers relating to publishers and titles. Abbr **ISBN**

International Standard Music Number /,ɪntənæʃ(ə)nəl ,stændəd 'mju:zɪk ,nʌmbə/ *noun* a system for identifying editions of published music. Abbr **ISMN**

International Standard Serial Number /,ɪntənæʃ(ə)nəl ,stændəd 'sɪəriəl ,nʌmbə/ *noun* a system for identifying publications of journals and their publishers. Abbr **ISSN**

International Standards Organisation /,ɪntənæʃ(ə)nəl 'stændəd ,ɔ:gənaɪzeɪʃ(ə)n/ *noun* an organisation that controls the standards of production

for goods and services worldwide. Abbr **ISO**

Internet /'ɪntənət/ *noun* a system of computer communication which allows international access to databases and electronic mail systems

Internet protocol /'ɪntənət ,prəʊtəkɒl/ *noun* a TCP/IP standard that defines how data is transferred across a network. Abbr **IP**

Internet protocol address /,ɪntənət ,prəʊtəkɒl ə'dres/ *noun* a unique, 32-bit number which identifies each computer connected to a TCP/IP network. Abbr **IP address**

Internet service provider /,ɪntənət 'sɜ:vɪs prə,vɑɪdə/ *noun* a business that provides access to the Internet, usually for a monthly fee. Some large providers offer users a wide range of news, information and entertainment services. Abbr **ISP**

interoperability /,ɪntərə,pərəə 'bɪlɪti/ *noun* the ability of the component parts of a system to operate successfully together

interpret /ɪn'tɜ:prɪt/ *verb* **1.** to change what is spoken in one language to another ◦ *My assistant speaks Italian, so he will interpret for us.* **2.** to decide on the meaning of a communication

interpretation /ɪn,tɜ:prɪ'teɪʃ(ə)n/ *noun* an explanation of the meaning of something

interpreter /ɪn'tɜ:prɪtə/ *noun* **1.** a person who is used to translate somebody's speech into another language **2.** software used to translate from one computer system to another

interrogate /ɪn'terəgeɪt/ *verb* **1.** to question somebody formally **2.** to work with an interactive computer program

'Until the early 1980s, when his [Ted Codd's] ideas were widely adopted, data was mostly stored in 'hierarchical' databases that were both inflexible and difficult to interrogate without a PhD in computer science.'
[*Financial Times*]

interrogation /ɪn,tərə'geɪʃ(ə)n/ *noun* the act of asking questions in order to obtain information

interrupt /,ɪntə'rʌpt/ *verb* to stop something happening temporarily

intervention /,ɪntə'veɪʃən/ *noun* an action causing a change

interword spacing /,ɪntəwɜ:d 'speɪsɪŋ/ *noun* variable spaces between words used to justify line endings

intranet /'ɪntrənət/ *noun* a private network of computers within a company which provide similar functions to the Internet

intrinsic /ɪn'trɪnsɪk/ *adjective* fundamental and important to a person or situation

introduction /,ɪntrə'dʌkʃ(ə)n/ *noun*
1. the first part of written text or spoken information which tells what the rest of the document or talk is about **2.** a book that provides elementary information on a specific subject ○ *'An Introduction to Library Management'*

intuition /,ɪntju'ɪʃ(ə)n/ *noun* a feeling about something for which there is no proof

invalid /ɪn'vælɪd/ *adjective* not legally acceptable

inventory /'ɪnvənt(ə)rɪ/ *noun* a written list of the assets owned by an organisation ○ *The manager asked for an inventory of the library holdings.*

inversion /ɪn'vɜ:ʃ(ə)n/ *noun* the act of changing something into its opposite

invert /ɪn'vɜ:t/ *verb* to turn something upside down

inverted commas /ɪn,vɜ:tɪd 'kɒməz/ *noun* punctuation marks (' ') indicating speech or quotations

invest /ɪn'vest/ *verb* to put money, time or energy into something or somebody in the hope that it will produce more money or better results

investigation /ɪn'vestɪ'geɪʃ(ə)n/ *noun* the process by which all the facts and aspects of a situation are examined

invisible Web /ɪn'vɪzɪb(ə)l wɛb/ *noun* same as **deep Web**

invitation to tender /,ɪnvɪteɪʃ(ə)n tə 'tendə/ *noun* a written or spoken request to a company or organisation to work out their charges for doing a job

invoice /'ɪnvɔɪs/ *noun* an official document listing the goods or services

supplied and stating the amount of money owed

io *abbreviation* in Internet addresses, the top-level domain for British Indian Ocean Territory

IP *abbreviation* Internet protocol

IP address /,aɪ 'pi: ə,dres/ *abbreviation* Internet protocol address

IPSS *abbreviation* International Packet Switching Service

iq *abbreviation* in Internet addresses, the top-level domain for Iraq

IQ *noun* a measure of somebody's intelligence, obtained through a series of aptitude tests concentrating on different aspects of intellectual functioning. An IQ score of 100 represents 'average' intelligence. Full form **intelligence quotient**

ir *abbreviation* in Internet addresses, the top-level domain for Iran

IR *abbreviation* infrared

IRC /,aɪ ɑ: 'si:/ *noun* a system that allows many users to participate in a chat session in which each user can send messages and see the text of any other user. Full form **internet relay chat**

irrelevant /ɪ'reləvənt/ *adjective* not important because it is not connected with the topic

irretrievable /,ɪrɪ'tri:vəb(ə)l/ *adjective* unable to be found or obtained

is *abbreviation* in Internet addresses, the top-level domain for Iceland

ISBD *abbreviation* International Standard Bibliographic Description

ISBN *abbreviation* International Standard Book Number

COMMENT: An international system for books, in which each book is given its own particular number. Currently the ISBN is made up of ten digits; the first digit refers to the language (0 and 1 are the digits for English); the next group of digits (three, four or even six) refer to the publisher; the third group refer to the book; and the final digit is a check digit. From 2007, ISBNs will be made up of 13 digits, with the ISBN-10 number preceded by a 3-digit product code. ISBNs are used for cataloguing and ordering, and can be used for automatic stock movements if they are printed on the back of the book in the form of a barcode which can be read with a light pen.

ISBN-10 *noun* the original format for ISBNs, consisting of 10 numbers representing the group of origin, the publisher, the title and a final check digit

ISBN-13 *noun* the new format for ISBNs, adding a further 3 digits which represent the product code and allow a greater number of ISBNs to be generated in future

ISDN *abbreviation* Integrated Services Digital Network

ISDS *abbreviation* International Serials Data System

ISMN *abbreviation* International Standard Music Number

ISO *abbreviation* International Standards Organisation

ISODOC *abbreviation* International Information Centre for Standards in Information and Documentation

ISP *abbreviation* ONLINE Internet service provider

ISSN *abbreviation* International Standard Serial Number

COMMENT: An international system used on periodicals, magazines, learned journals, etc. The ISSN is formed of eight digits, which refer to the country in which the magazine is published and the title of the publication.

issue /'ɪʃuː/ *noun* a particular edition of a journal or magazine ■ *verb* to give

out or lend something ○ *The library books were issued to the students.*

issue card /'ɪʃuː kɑːd/ *noun* a small card used in a manual library system of loan records

issue desk /'ɪʃuː desk/ *noun* a counter in a library where items are recorded as on loan or returned

issue system /'ɪʃuː ,sɪstəm/ *noun* a system for controlling library loan records

it *abbreviation* in Internet addresses, the top-level domain for Italy

IT *abbreviation* COMPUT information technology

ITA *abbreviation* EDUC Initial Teaching Alphabet

ital. *abbreviation* PUBL 1. italic 2. italics

italic /ɪ'tælɪk/ *adjective* relating to a typeface in which the characters slope to the right

item /'aɪtəm/ *noun* one of a collection or list of objects

item number /'aɪtəm ,nʌmbə/ *noun* a specific number which identifies an item in a collection

iterative searching /,ɪtəreɪv 'sɜːtʃɪŋ/ *noun* the process of searching for information by repeatedly asking questions until the solution is found