

# L

**la** *abbreviation* in Internet addresses, the top-level domain for Laos

**LA** *abbreviation* Library Association

**label** /'leɪb(ə)/ *noun* **1.** a piece of paper or card attached to something giving information about it such as its price or address **2.** a word or symbol used in computing to identify a piece of data ■ *verb* to attach a label to something with information on it such as its price or address

**lag** /læɡ/ *verb* **1.** to make slower progress than other people **2.** to slow down so that less is produced ○ *Production lagged and there had to be redundancies.*

**laminated** /'læmɪneɪt/ *verb* to cover a document with a thin film of glossy plastic for protection

**lampoon** /læm'pu:n/ *noun* a written satirical attack, often with a humorous approach

**LAN** /læn/ *abbreviation* Local Area Network

**landscape format** /'lænskəɪp ,fɔ:mæt/ *noun* A4-size paper used sideways so that the longest side is at the top

COMMENT: Landscape format is not a normal book format, in that a portrait format book is easier to hold in the hand. Landscape formats are used for art books where many illustrations may be horizontal. Landscape books, especially large art books, are heavy and tend to pull apart at the spine, thus distorting the pages. They also have the disadvantage of not being easy to put on bookshelves, and are especially awkward for bookshop shelves, where the need to show the spine and title makes the book stick out from the shelf much further than others.

**land use map** /'lænd ju:s ,mæp/ *noun* a map used by planners which shows the way land is used in any given district

**language** /'læŋɡwɪdʒ/ *noun* a system of sounds, signs or symbols used for communication

**language dictionary** /'læŋɡwɪdʒ ,dɪkʃ(ə)nəri/ *noun* a book that translates words from one language into another, as opposed to a monolingual dictionary which gives definitions within the same language

**language laboratory** /'læŋɡwɪdʒ lə,bɒrət(ə)ri/ *noun* a room equipped with tape recorders and computers which can be used for learning or teaching foreign languages

**lapel microphone** /lə'pel ,maɪkrəfəʊn/ *noun* a small microphone which can be pinned to clothing

**lapsed** /læpst/ *adjective* allowed to end or become invalid

**lapsed user** /,læpst 'ju:zə/ *noun* somebody who used to make use of a service but no longer does

**laptop computer** /,læptɒp kəm'pjʊ:tə/ *noun* a computer that is small enough to be held on one's lap but not small enough for a pocket, usually having a screen, keyboard and disk drive

**large crown octavo** /,lɑ:dʒ kraʊn ɒk'tɑ:vəʊ/ *noun* a book format (198 x 129mm). Abbr **8vo**

**large crown quarto** /,lɑ:dʒ kraʊn 'kwɔ:təʊ/ *noun* a book format (258 x 201mm). Abbr **4o**

**large print book** /,lɑ:dʒ prɪnt 'bʊk/, **large type book** /,lɑ:dʒ taɪp 'bʊk/

*noun* a book printed in a very large print size intended for people who have difficulty in seeing, usually found in public libraries and not available in bookshops

**large print edition** /ˌlɑːdʒ ˈprɪnt ɪ ˌdɪʃ(ə)n/ *noun* a book printed with a large typeface to help people with poor eyesight to be able to read it

**large scale** /ˌlɑːdʒ skeɪl/ *adjective* **1.** large in number, amount or size **2.** referring to a company, activity or object which is larger than the norm

**laser beam recording** /ˈleɪzə bi:m rɪˌkɔːdɪŋ/ *noun* the production of characters on a light-sensitive film by a laser beam controlled directly from a computer

**laser disk** /ˈleɪzə dɪsk/ *noun* a plastic disk containing information in the form of small etched dots that can be read by a laser, used to record images or sound in digital form

**laser printer** /ˈleɪzə ˌprɪntə/ *noun* a high quality computer printer

**launch** /lɔːntʃ/ *verb* to start a new activity or make a new product available to the public ■ *noun* the act of putting a new product on the market ○ *The launch of the new fiction series has been put back three months.* ○ *The company is geared up for the launch of the new series of school textbooks.* ○ *The management has decided on a September launch date.*

**laureate** /ˈlɔːrɪət/ ♦ **Poet Laureate**

**law** /lɔː/ *noun* a system of rules and regulations used by a government or society to control business agreements, social relationships and crime

**law books** /ˈlɔː bʊks/ *plural noun* books referring to the law, e.g. statutes, official publications and commentaries

**law directory** /ˈlɔː ˌdaɪrekt(ə)rɪ/ *noun* a book listing the registered law firms in a country

**LAWLIB** /ˈlɔːlɪb/ *noun* a subscription bulletin board on the Internet for the use of lawyers

**law library** /ˈlɔː ˌlaɪbrəri/ *noun* a library that specialises in the provision of books about the law, often to support university and college departments training lawyers

**layout** /ˈleɪaʊt/ *noun* the design of a page of printed matter including position on the page of illustrations, text and type sizes

**lb** /paʊndz/ *abbreviation* in Internet addresses, the top-level domain for Lebanon

**LBF** *abbreviation* London Book Fair

**lc** *abbreviation* **1.** lowercase **2.** in Internet addresses, the top-level domain for St Lucia

**LC** *abbreviation* LIBRARIES Library of Congress

**LEA** *abbreviation* Local Education Authority

**lead** /liːd/ *verb* to be in charge of or guiding an organisation or group

**leader** /ˈliːdə/ *noun* **1.** a person who manages or directs others ○ *the leader of the print workers' union* ○ *the print workers' leader* ○ *she is the leader of the trade mission to Nigeria* **2.** the product which sells best **3.** in information retrieval, the data at the beginning of a machine-readable record identifying and locating the information content **4.** a piece of blank tape at the beginning of a reel, which is fed into a machine **5.** same as **leading article**

**leadership** /ˈliːdəʃɪp/ *noun* the state of being in control of a group or organisation

**leadership style** /ˈliːdəʃɪp staɪl/ *noun* a method used to lead a company or organisation

**leading article** /ˌliːdɪŋ ˈɑːtɪk(ə)/ *noun* the main article in a newspaper, written by the editor, expressing the newspaper's official point of view. Also called **leader**

**lead-in page** /ˈliːd ɪn ˌpeɪdʒ/ *noun* the first page in a videotext system which guides users to other pages

**lead story** /ˌliːd ˈstɔːri/ *noun* the main news item on television or in a newspaper

**lead term** /ˌliːd ˈtɜːm/ *noun* a term chosen by the indexer to head an entry

**leaf** /liːf/ *noun* a page of a book printed on both sides (NOTE: The plural is **leaves.**) ■ *verb* □ **to leaf through** to turn the pages of a document quickly without reading them carefully

**leaflet** /'li:flət/ *noun* a small folded piece of paper with printed information, often given away free as a form of advertising

**leak** /li:k/ *noun* a breach of security or loss of important information

**leakage** /'li:kɪdʒ/ *noun* the unofficial release of confidential information, usually to the media

**leakproof** /'li:kpru:f/ *adjective* not allowing breaches in secrecy or confidentiality

**leaky** /'li:ki/ *adjective* allowing breaches in secrecy or confidentiality

**learn** /lɜ:n/ *verb* to obtain knowledge or skill through study or training

**learnirect** /,lɜ:ndar'rekt/ a trade name for a service which runs flexible courses in a number of workplace-friendly skills, which can be taken either at a drop-in centre or online

**learned journal** /,lɜ:nɪd 'dʒɜ:n(ə)/ *noun* a specialised magazine on an academic subject

**learning** /'lɜ:nɪŋ/ *noun* knowledge that has been obtained through study

**learning curve** /'lɜ:nɪŋ kɜ:v/ *noun* a graphical description of the speed of learning ○ *There's a lot to take in so it's a steep learning curve.*

**learning disability** /'lɜ:nɪŋ dɪsə ,bɪlɪti/ *noun* a condition that either prevents or significantly hinders somebody from learning basic skills or information at the same rate as most people of the same age

**learning-disabled** /'lɜ:nɪŋ dɪ ,seɪb(ə)ld/ *adjective* prevented or hindered by a learning disability from learning basic skills or information at the same rate as most people of the same age

**learning environment** /'lɜ:nɪŋ ɪn ,vaɪrənmənt/ *noun* surroundings that are conducive to study and learning

**learning management system** /'lɜ:nɪŋ ,mænɪdʒmənt ,sɪstəm/ *abbreviation* an online system that allows teachers and students to follow a course of study remotely, e.g. by placing course materials online. Abbr **LMS**

**learning organisation** /'lɜ:nɪŋ ɔ:gənaɪ ,zeɪʃ(ə)n/ *noun* an organisation

whose employees are willing and eager to share information with each other, to learn from each other, and to work as a team to achieve their goals

**lease** /li:s/ *noun* a written contract for letting or renting a piece of equipment for a period in return for payment of a fee ■ *verb* to let or rent equipment for a period

**leather** /'leðə/ *noun* material made from the skins of animals, used for binding expensive books

**leather binding** /'leðə ,bændɪŋ/ *noun* the cover of a book, made from animal skin

**leatherbound book** /'leðəbaʊnd ,bʊk/ *noun* a book that has been bound in leather

**leave** /li:v/ *noun* a period of time when somebody is absent from their job or study

**lectern** /'lektɜ:n/ *noun* a stand with a sloping top on which a book or notes can rest in front of a standing speaker

**lecture** /'lektʃəl/ *noun* a long talk on a specific subject given to a group of people, often used as a method of teaching in higher education

**left-hand corner** /,left hænd 'kɔ:nə/ *noun* the top or bottom corner at the left side of a page or envelope

**left justification** /,left ,dʒʌstɪfɪ 'keɪʃ(ə)n/ *noun* the process of aligning the left-hand margin on a piece of text so that the edge is even

**left justify** /,left 'dʒʌstɪfaɪ/ *verb* to use computer commands which ensure that the text on the left side of a document is straight

**legal** /'li:g(ə)l/ *adjective* **1.** relating to the law ○ *a legal discussion* **2.** according to the law ○ *The contract was legal and binding.*

**legal aid** /,li:g(ə)l 'eɪd/ *noun* financial assistance with legal fees from the government, available to those who cannot afford a lawyer

**legal deposit** /'li:g(ə)l dɪ ,pɒzɪt/ *noun* a system that entitles some libraries to receive by law one copy of every book or publication published in that country

**legal tender** /,li:g(ə)l 'tendə/ *noun* coins or notes that are officially part of a country's currency

**legend** /'ledʒənd/ *noun* **1.** a caption under a picture or diagram or on a coin or medal **2.** an explanation of the symbols on a map or diagram **3.** a story based on cultural traditions handed down

**legible** /'ledʒɪb(ə)l/ *adjective* clear enough to be read easily

COMMENT: Legibility is one of the requirements of text matter. Text is more easily read in roman serif typefaces than in italic or in sans faces, and should have line spacing of about 2pts between the lines (i.e. there should be more spacing between the lines than between words). Sans faces and italic are less legible, and closely spaced lines, or lines which are irregularly spaced, are more difficult to read than lines of closely spaced words with extra spacing between the lines.

**legitimate** /lɪ'dʒɪtɪmət/ *adjective* acceptable according to the law

**lemma** /'lemə/ *noun* a heading that indicates the topic of a work or passage (NOTE: The plural is **lemmata**.)

**lending library** /'lendiŋ ,laɪbrəri/ *noun* a library which allows users to borrow items as opposed to a purely reference library

**lengthen** /'leŋθən/ *verb* to make something longer

**lengthy** /'leŋθi/ *adjective* lasting for a long time, especially excessively long ○ *lengthy delays*

**lesson** /'les(ə)n/ *noun* **1.** a period of time used to teach something to an individual or a group **2.** a short extract from sacred writings, read aloud during a religious service

**let** /let/ *verb* **1.** to allow somebody to do something **2.** to allow somebody to use something one owns in return for regular payments of rent

**Letraset** /'letrəset/ *a trade name* for a system of labelling or captioning documents and illustrations

**letter** /'letə/ *noun* **1.** a piece of writing sent from one person to another usually through the post **2.** a symbol used in writing which more or less represents one sound of a language

**letterhead** /'letəhed/ *noun* the name and address of a company or organisation printed at the top of their official notepaper

**level** /'lev(ə)l/ *noun* a point on a scale indicating amount, importance or difficulty ○ *sound level* ○ *level of inflation*

**lexicographer** /,leksɪ'kɒgrəfə/ *noun* a person who writes or edits dictionaries

**lexicography** /,leksɪ'kɒgrəfi/ *noun* the activity of writing and editing dictionaries

**lexicon** /'leksɪkɒn/ *noun* **1.** an alphabetical list of words specifically related to a language or a particular subject **2.** a dictionary, especially one of an ancient language such as Latin or Hebrew

**liaise** /li'eɪz/ *verb* to work together and keep each other informed

**liaison** /li'eɪz(ə)n/ *noun* co-operation and communication between different organisations or sections of an organisation

**lib.** *abbreviation* LIBRARIES **1.** librarian **2.** library

**LIBNET** /'lɪbnet/ *noun* the electronic mail service of the Australian Library and Information Association

**librarian** /laɪ'breəriən/ *noun* **1.** a person who is in charge of a library **2.** a person who has usually been trained in librarianship and who works in a library

**librarianship** /laɪ'breəriənʃɪp/ *noun* the study of organising and retrieving information so that it is accessible to other people

'Librarianship is a bipolar profession. On the one hand, librarians are custodians of treasure houses, whose responsibility for preserving collections of potentially rare, fragile and sometimes unique material can most easily be achieved by keeping people away from it. On the other hand, they are gatekeepers, charged with facilitating the most direct and fruitful access to the information and knowledge contained in their collections to all who may wish to use them.' [*The Times*]

**library** /'laɪbrəri/ *noun* a collection of books, documents, newspapers and

audiovisual materials kept and organised for people to read or borrow

**library and information science**

/ˌlaɪbrəri ənd ˌɪnfə'meɪʃ(ə)n ˌsaɪəns/  
*noun* a course of study that covers all aspects of information and library management, e.g. resources, user services, organisation, evaluation, systems used, policy and representation. Abbr **LIS**

**Library and Information Science Abstracts**

/ˌlaɪbrəri ənd ˌɪnfə'meɪʃ(ə)n ˌsaɪəns ˌæbstɹæktz/  
*noun* an index of articles and current research in library science. Abbr **LISA**

**library assistant** /ˌlaɪbrəri ə ˌsɪstənt/  
*noun* a person who works in a library as a helper but is not qualified as a librarian

**Library Association** /ˌlaɪbrəri ə ˌsəʊsiəʃ(ə)n/  
*noun* a UK professional body working to support librarians and information workers. Abbr **LA**

**library binding** /ˌlaɪbrəri ˌbaɪndɪŋ/  
*noun* a strong, durable binding for books which will withstand heavy use

**library card** /ˌlaɪbrəri kɑ:d/, **library ticket** /ˌlaɪbrəri ˌtɪkɪt/  
*noun* a ticket which allows the holder to borrow library books

**library edition** /ˌlaɪbrəri ɪˌdɪʃ(ə)n/  
*noun* a set of books, published in a series, either by a single author or on the same subject and with the same size and format

**library equipment** /ˌlaɪbrəri ɪ ˌkɪpmənt/  
*noun* furniture and machinery needed to run a library

**Library Information Service** /ˌlaɪbrəri ˌɪnfə'meɪʃ(ə)n ˌsɜ:vɪs/  
*noun* a service provided by a library to users to answer their questions on any subject. Abbr **LIS**

**library instruction** /ˌlaɪbrəri ˌɪnstɹʌkʃ(ə)n/  
*noun* training in library management techniques

**library licence** /ˌlaɪbrəri ˌlaɪs(ə)ns/  
*noun* a licence granted to a bookshop or to a local authority, allowing books to be bought at a discount for public libraries

**library management system** /ˌlaɪbrəri ˌmænɪdʒmənt ˌsɪstəm/

*noun* a computer system which deals with one or more library processes such as acquisitions, circulation and cataloguing

**Library of Congress** /ˌlaɪbrəri əv ˈkɒŋɡres/  
*noun* the national library of the United States, located in Washington DC and founded by an Act of Congress in 1800. It contains more than 28 million books and pamphlets as well as presidential papers, music, photographs and recordings. Abbr **LR**

**Library of Congress Catalog** /ˌlaɪbrəri əv ˈkɒŋɡres ˌkætəlɒɡ/  
*noun* a catalogue of the holdings of the Library of Congress in the USA, also available online. Abbr **LOCIS**

**Library of Congress Catalog number** /ˌlaɪbrəri əv ˈkɒŋɡres ˌkætəlɒɡ ˌnʌmbə/  
*noun* the number of the reference in the Library of Congress Catalog, printed inside a book published in the USA. Abbr **LOC**

**Library of Congress Classification system** /ˌlaɪbrəri əv ˈkɒŋɡres ˌklæsɪfɪˈkeɪʃ(ə)n ˌsɪstəm/  
*noun* an American system of organising documents for information retrieval. Abbr **LC**

**library purchase** /ˌlaɪbrəri ˌpɜ:tʃɪs/  
*noun* the purchase of books by a library from a library supplier

**library school** /ˌlaɪbrəri sku:l/  
*noun* a department or college which runs courses to train library and information workers

**library science** /ˌlaɪbrəri ˌsaɪəns/  
*noun* the study of librarianship

**library supplier** /ˌlaɪbrəri səˌplɑɪə/  
*noun* a company that supplies stationery, books, equipment and furniture needed for use in libraries

**library supply** /ˌlaɪbrəri səˌplɑɪ/  
*noun* a supply of books to libraries at a discount

**library user** /ˌlaɪbrəri ˌju:zə/  
*noun* a person who uses a library

**library user education** /ˌlaɪbrəri ˌju:zə ˌedʒʊˈkeɪʃ(ə)n/  
*noun* training courses which help library users to use the library more effectively

**libretto** /lɪ'brɛtəʊ/ *noun* the words of an opera or other vocal musical production

**licence** /'laɪs(ə)ns/ *noun* an official document giving permission to use or do something

**license** /'laɪs(ə)ns/ *verb* to give official permission for something to happen

**life cycle of records** /,laɪf ,saɪk(ə)l əv 'rekɔ:dz/ *noun* the creation, storage, retrieval for use, and disposal when no longer needed, of records

**light-pen** /'laɪtpen/ *noun* a stylus with a light sensor used to scan barcodes

**light-sensitive paper** /,laɪt ,sensɪtɪv 'peɪpə/ *noun* paper that is sensitive to light, usually used for photographs

**lightweight** /'laɪtwɛɪt/ *adjective* **1.** not heavy ○ *thin, lightweight paper* **2.** not thought to be of a high academic standard

**Likert scale** /'laɪkɜ:t skeɪl/ *noun* a system of measuring people's attitudes on a five-point scale, from positive to negative or vice versa

**limit** /'lɪmɪt/ *noun* a maximum pre-defined range used to restrict an action or thing ■ *verb* to prevent something from becoming bigger

**limited** /'lɪmɪtɪd/ *adjective* small in amount or degree

**limited company** /,lɪmɪtɪd 'kʌmp(ə)ni/ *noun* a company in which the shareholders are only legally responsible for debts to the amount of their shares if the company goes bankrupt

**limited edition** /,lɪmɪtɪd rɪ'dɪʃ(ə)n/ *noun* a work of art such as a book or painting which is only produced in very small numbers

**limp** /lɪmp/ *adjective* relating to a book cover that is not stiffened by boards but is made of more durable material than a paperback

**limp binding** /'lɪmp ,baɪndɪŋ/ *noun* a binding style using flexible material usually cheaper than hard boards

**limp-bound edition** /'lɪmp baʊnd ɪ ,dɪʃ(ə)n/, **limp edition** /'lɪmp ɪ

,dɪʃ(ə)n/ *noun* an edition of a book with a soft cover

**Lindop Committee** /'lɪndɒp kə ,mɪti/ *noun* a British government committee which investigated and made recommendations about the security of information on computers in 1978

**line** /laɪn/ *noun* **1.** a row of words or figures in a text **2.** a type of product that a company makes or sells **3.** a long piece of wire used to connect communications ○ *a telephone line*

**linear** /'lɪniəl/ *adjective* process in which things always happen one at a time following each other in a set order

**line by line index** /,laɪn baɪ 'laɪn ,ɪndeks/ *noun* an index with entries consisting of one line only

**line drawings** /'laɪn ,drɔ:ɪŋz/, **line illustrations** /'laɪn ɪlə'streɪʃ(ə)nz/ *plural noun* illustrations for a book which are drawn with a pen, or have tints, but which do not need to be reproduced as halftones

**line editor** /'laɪn ,edɪtə/ *noun* a piece of software that allows the operator to modify one line of text from a file at a time

**line management** /'laɪn ,mænɪdʒmənt/ *noun* a system of management using a hierarchical structure of jobs, so that everyone is responsible to the person immediately above them

**line manager** /'laɪn ,mænɪdʒə/ *noun* a person in a hierarchical structure of management who is responsible for the person or people immediately below

**linguistics** /lɪŋ'gwɪstɪks/ *noun* the study of language, its history, grammar, structure and use

**link** /lɪŋk/ *noun* **1.** a relationship between two or more things either by a physical connection or by a common idea which enables them to work together **2.** a hypertext connection which allows users to move to another related part of the Internet

**link up** /,lɪŋk 'ʌp/ *verb* to connect things to each other ○ *This computer can be linked up with others in the network.*

**link word** /'lɪŋk wɜ:d/ *noun* a word used in writing or speaking to join ideas or sentences together

**Linson** /'lɪns(ə)n/ a trademark for a strong binding paper which is patterned to resemble cloth

**LINUX** /'lɪnəks/ a trademark for a computer operating system that is a free implementation of the UNIX operating system

**LIS** *abbreviation* **1.** Library Information Service **2.** library and information science

**LISA** *abbreviation* Library and Information Science Abstracts

**list** /'meɪlɪŋ lɪst/ *noun* **1.** a series of items written down usually one under the other **2.** a catalogue ◦ *There is a price list for cars of different ages and models.* ■ *verb* to print or display certain items of information

**list of abbreviations** /,lɪst əv ə ,brɪ:vi'eɪʃ(ə)nz/ *noun* a note in a reference book which lists the abbreviations used and what they stand for, usually printed at the beginning of the text, after the prelims or, in some reference works such as dictionaries, on the endpapers

**list owner** /'lɪst ,əʊnə/ *noun* a person who controls an electronic mailing list

**list price** /'lɪst praɪs/ *noun* the price of a commodity according to a printed list

**LISTSERV** /'lɪstsɜ:v/ *noun* a very large electronic mailing list manager

**literacy** /'lɪt(ə)rəsi/ *noun* the ability to read and write

'In a withering dossier, chief inspector Graham Donaldson concluded pupils were being failed by poor teachers and weak leadership and that a fifth were leaving school without basic literacy and numeracy skills.' [*Sunday Express*]

**literal** /'lɪt(ə)rəl/ *adjective* following the exact meaning of a word or phrase, without any additional meanings ■ *noun* a mistake made when keyboarding so that characters are transposed

**literary** /'lɪt(ə)rəri/ *adjective* related to literature

**literary agent** /'lɪt(ə)rəri ,eɪdʒənt/ *noun* somebody whose job is to negotiate business contracts on behalf of an author

**literary forensics** /,lɪt(ə)rəri fə 'renzɪks/ *noun* the scientific examination of documents of disputed authenticity

**Literary Marketplace** /,lɪt(ə)rəri 'mɑ:kɪtpleɪs/ *noun* an American publication listing people such as publishers, agents and translators (NOTE: The British equivalent is the **Writers' and Artists' Yearbook**.)

**literary prize** /'lɪt(ə)rəri praɪz/ *noun* an award given for a piece of writing judged to have literary value

**literate** /'lɪt(ə)rət/ *adjective* able to read and write

**literature** /'lɪt(ə)rətʃə/ *noun* **1.** written works such as novels, plays and poetry, especially those considered to have artistic quality **2.** printed information on a specific subject

**literature search** /'lɪt(ə)rətʃə sɜ:tʃ/ *noun* a preliminary investigation when studying a subject to find all other related writing

**literature survey** /'lɪt(ə)rətʃə ,sɜ:vɪ/ *noun* a bibliography listing material on a given subject or sometimes in a given location

**lithography** /lɪ'thɒgrəfi/, **litho** *noun* a method of printing in which the ink sticks to greasy areas of treated metal, stone or film and is then transferred to paper

COMMENT: Lithography was invented in 1798, by a German artist, Alois Senefelder. It was originally the art of drawing a design on stone in greasy ink, then printing from it. The surface now used is a metal plate, but the principle is the same: this is that a greasy surface attracts ink, while a wet surface repels ink. The design is drawn on the surface with greasy ink, the surface is then rolled with a damp roller to wet it, and then the inking roller passes over it, leaving ink on the parts which are greasy and not leaving ink on those parts which are wet.

**lk** *abbreviation* in Internet addresses, the top-level domain for Sri Lanka

**LMS** *abbreviation* learning management system

**load** /ləʊd/ *verb* □ **to load a file** to call a computer file so that it can be seen on screen and worked with

**load sharing** /'ləʊd ʃeəriŋ/ *noun* the process of using more people to even out the workload

**loan** /ləʊn/ *noun* something that is lent and must be returned □ **on loan** being borrowed ○ *The book is on loan from the library.*

**loan collection** /'ləʊn kəˌleɪʃ(ə)n/ *noun* a collection of books and materials available for borrowing, as opposed to a reference collection which cannot be taken away from the library

**loan fee** /'ləʊn fiː/ *noun* a sum of money paid to borrow an item

**loan period** /'ləʊn ˌpɪəriəd/ *noun* a period of time before an item that has been borrowed must be returned

**LOC** *abbreviation* Library of Congress Catalog number

**local** /'ləʊk(ə)l/ *adjective* belonging or relating to the specific area where you live or work

**Local Area Network** /,ləʊk(ə)l ˌeəriə 'netwɜːk/ *noun* a system linking computers, terminals and printers, within a restricted geographical area, which share the same stored information in the network memory. Abbr **LAN**

**local collection** /'ləʊk(ə)l kəˌleɪʃ(ə)n/ *noun* books and documents about a specific area close to where the collection is held

**local directory** /'ləʊk(ə)l ˌdaɪreɪkt(ə)ri/ *noun* a collection of information about businesses and residents in a specified area arranged in alphabetical order of street names and also with classified trade entries

**Local Education Authority** /,ləʊk(ə)l ˌedʒu'keɪʃ(ə)n ɔːθɒrɪti/ *noun* an administrative body which controls the supply of education through schools and colleges in a local area of the UK. Abbr **LEA**

**local history** /,ləʊk(ə)l 'hɪst(ə)ri/ *noun* the history of a small area of a country

**local interest title** /,ləʊk(ə)l 'ɪnt(ə)rəst ˌtaɪt(ə)l/ *noun* a book

which is interesting to people living in a certain area, but less so to anyone else

**local map** /,ləʊk(ə)l 'mæp/ *noun* a map showing the area near to where you live or work

**local newspaper** /,ləʊk(ə)l 'njuːzpeɪpəl/ *noun* a newspaper that reports on local events and people

**local press** /,ləʊk(ə)l 'pres/ *noun* newspapers which cover news relevant to a local area and which are printed and sold in one small area of the country

**local radio** /,ləʊk(ə)l 'reɪdɪəʊ/, **local TV** /,ləʊk(ə)l tiː 'viː/ *noun* broadcasting stations which concentrate on the news and issues relevant to a small local area

**local record office** /,ləʊk(ə)l 'rekɔːd ˌɒfɪs/ *noun* an archive store that keeps information about the particular area in which it is situated

**locate** /ləʊ'keɪt/ *verb* **1.** to place or position something **2.** to find something

**locator** /ləʊ'keɪtə/ *noun* *US* a device that helps somebody locate something such as a table or index

**LOCIS** /'ləʊkɪs/ *abbreviation* Library of Congress Catalog

**lock** /lɒk/ *verb* to fasten something to prevent access □ **to lock a file** to prevent anyone from making changes to a computer file

**lockdown** /'lɒkdəʊn/ *noun* a procedure that prevents users of a computer network or intruders from the Internet from gaining access to files that are essential to the proper functioning of a computer system

**log** /lɒg/ *verb* to record something officially

**log book** /'lɒg bʊk/ *noun* **1.** a book in which entry and departure times to a particular place are recorded **2.** a book in which someone writes records of their activities especially related to travelling

**logic** /'lɒdʒɪk/ *noun* a way of thinking and reasoning which takes account of previous steps

**log in** /,lɒg 'ɪn/, **log on** /,lɒg 'ɒn/ *verb* to enter a password or code in order to gain entry to a computer system

**logistics** /lə'dʒɪstɪks/ *plural noun* the organisation of something very compli-

cated, especially of moving people and things from one place to another

**logo** /'ləʊɡəʊ/ *noun* a special design which identifies the products and publicity material of a company or organisation

**log off** /,lɒŋ 'ɒf/, **log out** /,lɒŋ 'aʊt/ *verb* to enter data in order to close down and leave a computer system

**long-distance** /,lɒŋ 'dɪstəns/ *adjective* relating to journeys, communications or places that are far apart

**long loan** /'lɒŋ ləʊn/ *noun* an extended period for borrowing library items

**long-term** /,lɒŋ 'tɜːm/ *adjective* concerning a long period of time ○ *long-term planning* ○ *The long-term plans include the development of a music library.*

**look up** /,lʊk 'ʌp/ *verb* to search for information, e.g. by consulting a reference book

**look-up** /'lʊk ʌp/ *noun* a computer procedure in which a term or value is matched against a table of stored information

**look-up table** /'lʊk ʌp ,teɪb(ə)/ *noun* a collection of stored results that can be accessed very rapidly by a program without the need to calculate each result whenever needed. Abbr **LUT**

COMMENT: For computer graphics a look-up table may be a table of pixel intensity or colour information which increases the range of values that can be displayed. Since the values are stored in a look-up table they do not have to be computed each time they are called up, and execution time is reduced.

**loop** /luːp/ *noun* a series of actions that are performed repeatedly until the procedure has been completed

**loose-leaf** /'luːs liːf/ *adjective* having pages which can be removed or replaced

**lossless compression** /,lɒsləs kəm'preʃ(ə)n/ *noun* an image compression technique that can reduce

the number of bits used for each pixel in an image without losing any information or sharpness

**lossy compression** /,lɒsi kəm'preʃ(ə)n/ *noun* an image compression technique that can reduce the number of bits used for each pixel in an image, but in doing so lose information

**loudspeaker** /,laʊd'spiːkə/ *noun* a device that turns electrical signals into recognisable sound

**low acid** /,ləʊ 'æsɪd/ *adjective* relating to paper that is mildly acidic in composition, but less prone to deterioration than standard acidic paper

**lower case** /,ləʊə 'keɪs/ *adjective* relating to small letters such as a, b, c, as opposed to upper case A, B, C

**low level language** /,ləʊ ,lev(ə)l 'læŋɡwɪdʒ/ *noun* a computer programming language that is similar to the machine language and difficult for non-expert users to understand

**lr** *abbreviation* in Internet addresses, the top-level domain for Liberia

**LR** *abbreviation* Library of Congress

**ls** *abbreviation* in Internet addresses, the top-level domain for Lesotho

**lt** *abbreviation* in Internet addresses, the top-level domain for Lithuania

**lu** *abbreviation* in Internet addresses, the top-level domain for Luxembourg

**lunar month** /,luːnə 'mʌnθ/ *noun* the period of time between one new moon and the next, usually about 28 days

**LUT** *abbreviation* look-up table

**luxury edition** /'lʌkʃəri ɪ,dɪʃ(ə)n/ *noun* an edition printed on fine paper with a superior binding

**lv** *abbreviation* in Internet addresses, the top-level domain for Latvia

**ly** *abbreviation* in Internet addresses, the top-level domain for Libya

**lyric** /'lɪrɪk/ *noun* a short poem expressing strong feelings in a songlike form