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OAI *abbreviation* Open Archives Initiative

obelus /'ɒbələs/ *noun* a printed mark (†) used in modern editions of ancient manuscripts to indicate that the passage marked is thought not to be genuine

obit /'əʊbɪt/ *verb* from the Latin word meaning 'died'; usually abbreviated to 'ob' ○ *ob.* 1791

obituary /ə'brɪtʃuəri/ *noun* a piece of writing about the character and achievements of somebody who has just died

objective /əb'dʒektɪv/ *noun* what somebody is trying to achieve by a particular course of action ■ *adjective* not concerned with thoughts or feelings

oblique /ə'blɪ:k/ *adjective* 1. indirect and difficult to understand 2. sloping at an angle to the right

obscene /əb'si:n/ *adjective* shocking or offensive, usually because of pictures or references to naked people, sexual acts or bodily functions

obscene publication /əb,sɪ:n ,pʌblɪ'keɪʃ(ə)n/ *noun* a book, film or any publication which offends against an accepted standard of decency

observation /,ɒbzə'veɪʃ(ə)n/ *noun* the act of watching somebody or something very carefully, especially for the purpose of research or study

obsolescent /,ɒbsə'les(ə)nt/ *adjective* becoming obsolete

obsolete /'ɒbsəli:t/ *adjective* no longer needed because something newer or more efficient has been invented or designed

obtainable /əb'teɪnəb(ə)l/ *adjective* easily available

obverse /'ɒbvɜ:s/ *noun* the opposite opinion in an argument or situation looked at from the opposite point of view

occasional publication /ə ,keɪʒ(ə)n(ə)l ,pʌblɪ'keɪʃ(ə)n/ *noun* a document that does not appear on a regular basis

occasional user /ə'keɪʒ(ə)n(ə)l ,ju:zə/ *noun* a person who does not use a service or system very often

occidental /,ɒksɪ'dent(ə)l/ *adjective* relating to the countries of Europe and America, commonly known as the Western world

occupation /,ɒkjʊ'peɪʃ(ə)n/ *noun* a job or profession

occupational hazard /,ɒkjʊpeɪʃ(ə)n(ə)l 'hæzəd/ *noun* something unpleasant or even dangerous that somebody may encounter as a result of doing their job

OCLC *abbreviation* Online Computer Library Center

OCR *abbreviation* 1. optical character reader 2. optical character recognition

octavo /ɒk'tɑ:vəʊ/ *noun* a page made when a sheet of paper is folded three times, giving a 16-page section. Also called **eighthvo**. Abbr **8vo**

octodecimo /,ɒktəʊ'desɪməʊ/ *noun* a book size of about 10 x 16 cm/4 x 4 ¼ in, or a book of this size. Abbr **18mo**

odd number /,ɒd 'nʌmbə/ *noun* a number which cannot be divided by 2 to give a whole number ○ 5 and 7 are odd numbers.

OED *abbreviation* Oxford English Dictionary

offcut /'ɒfkʌt/ *noun* scrap paper left over when a sheet is trimmed to size

off-duty /ɒf 'dju:ti/ *adjective* not at work for a period of time. Compare **on-duty**

office automation /ɒfɪs ɔ:tə 'meɪʃ(ə)n/ *noun* the use of machines and computers to carry out office tasks

officialese /ə,fɪʃ'ə:li:z/ *noun* unclear, pedantic and verbose language considered characteristic of official documents

official name /ə,fɪʃ(ə)l 'neɪm/ *noun* the legal name for something

official publication /ə,fɪʃ(ə)l ɒʌblɪ 'keɪʃ(ə)n/ *noun* a document produced and published by official bodies, often kept by libraries as reference material

official title /ə,fɪʃ(ə)l 'taɪt(ə)l/ *noun* a title used by the cataloguer and appearing on the title page

offline /ɒf'laɪn/ *adjective* relating to a processor, printer or terminal that is disconnected from the network or central computer, usually temporarily ○ *Before changing the paper in the printer, switch it offline.*

offline newsreader /ɒf'laɪn 'nju:zri:də/ *noun* a piece of software that allows a user to read newsgroup articles when the computer is not connected to the Internet

offline printing /ɒf'laɪn 'prɪntɪŋ/ *noun* a printout operation that is not supervised by a computer

offline processing /ɒf'laɪn 'prəʊsesɪŋ/ *noun* processing by devices not under the control of a central computer (NOTE: The opposite is **on-line processing**.)

offset litho /ɒf'set 'laɪθəʊ/ *noun* a printing process where the ink sticking to the image areas on film is transferred to rubber rollers for printing on to paper

off the record /ɒf ðə 'rekɔ:d/ *phrase* used to indicate that something that is said should not be recorded or made public

OHP *abbreviation* overhead projector

OK /əʊ'keɪ/, **okay** *interjection* an informal word meaning 'correct' or 'yes', sometimes used as a computer prompt to ask if you want to continue

old stock /ɔ:ld 'stɒk/ *noun* books or documents that have been withdrawn from public use and either disposed of or kept in reserve

Olympic Games /ə,ɪlɪpɪk 'geɪmz/ *plural noun* international sports competitions at a very high level held every four years in a different country

om *abbreviation* in Internet addresses, the top-level domain for Oman

omission factor /əʊ'mɪʃ(ə)n ,fæktə/ *noun* the number of relevant documents missed in a search

omission marks /əʊ'mɪʃ(ə)n mɑ:ks/ *plural noun* three dots (...) used in a quotation to show that something in the original has been left out

omit /əʊ'mɪt/ *verb* **1.** to leave something out or not put something in **2.** to fail to do something ○ *He omitted to transfer the new books to the acquisitions register, so no-one knew they had arrived.*

omnibus /'ɒmnɪbəs/ *noun* a collection of stories or articles by one or more authors bound into one book

omnibus edition /'ɒmnɪbəs ɪ ,dɪʃ(ə)n/ *noun* an edition of a series of books or short stories in one volume

OMR *abbreviation* **1.** optical mark reader **2.** optical mark recognition

on /ɒn/ *preposition* **1.** placed on top of something **2.** done by a machine or instrument ○ *work on a computer* **3.** serving as a member of a council or committee ○ *She was on three committees.* **4.** □ **on approval** relating to goods that are kept for a short time by a customer without payment, so that they can decide to buy or return them □ **on demand** providing something only when it is asked for □ **on disk** held on a computer floppy disk which can be transferred to other machines □ **on hand** readily and immediately available □ **on screen** displayed on a computer screen rather than printed out □ **on site** in the building where the user is working

on-duty /ɒn 'dju:ti/ *adjective* at work, usually for a set period of time. Compare **off-duty**

one-off /ɒn 'ɒf/ *noun* something that happens or is made only once

onerous /'əʊnərəs/ *adjective*
involving difficult or unpleasant work

one to one /,wʌn tə 'wʌn/ *adverb*
working or talking with one person only

online /'ɒnlaɪn/ *adjective* **1.**
connected to a mainframe computer
often by a remote terminal ○ *The sales
office is online to the warehouse.* ○ *We
get our data online from the stock
control department.* **2.** relating to data
or information that is available when a
terminal is connected to a central
computer via a modem

online catalogue /'ɒnlaɪn
'kætəlɒɡ/ *noun* access to a library's
catalogue online, usually including a
search facility

'Minister for Communications,
Information Technology and the Arts,
Helen Coonan, launched the new
online catalogue Libraries Australia at
Parliament House yesterday, which
allows people to search for
information across national, state and
university libraries as well as most
public, research, government, health
and other specialist libraries.'
[*Canberra Times*]

**Online Computer Library
Center** /,ɒnlaɪn kəm'pjʊ:tə 'laɪbrəri
'sentəl/ *noun* a computer library service
which provides its members with
library resources electronically. Abbr
OCLC

online database /,ɒnlaɪn
'deɪtəbeɪs/ *noun* an interactive search,
retrieve and update of database records
using an online terminal

online editing /,ɒnlaɪn 'edɪtɪŋ/
noun text editing by an editor or sub-
editor on a terminal linked directly to
the main computer

online information retrieval
/,ɒnlaɪn ɪnfə'meɪʃ(ə)n rɪ'tri:vəl/
noun a system that allows an operator of
an online terminal to access, search and
display data held in a main computer

online processing /,ɒnlaɪn
'prəʊsesɪŋ/ *noun* processing by devices
connected to and under the control of
the central computer, in which the user
remains in contact with the central
computer while the processing is being
carried out

**Online Public Access Cata-
logue** /,ɒnlaɪn ˌpʌblɪk ˌæksɪs
'kætəlɒɡ/ *noun* an electronic system
for cataloguing library stock which can
be used at a computer terminal to search
for specific items. Abbr **OPAC**

online search /,ɒnlaɪn 'sɜ:tʃ/ *noun*
a search of catalogues and databases for
bibliographic records by direct
computer contact with national, interna-
tional or inter-library databases

online storage /,ɒnlaɪn 'stɔ:ɪrɪdʒ/
noun data stored on a computer

online system /,ɒnlaɪn 'sɪstəm/
noun a computer system that allows
users who are online to transmit and
receive information

online transaction processing
/,ɒnlaɪn træn'zækʃən ˌprəʊsesɪŋ/
noun interactive processing in which a
user enters commands and data on a
terminal that is linked to a central
computer, with results being displayed
on-screen

ONS *abbreviation* Office of National
Statistics

on-screen /,ɒn 'skri:n/ *adjective*
with information being displayed on a
screen ○ *The text is edited on-screen.*

on-the-job /,ɒn ðə 'dʒɒb/ *adjective*
done while you are working ○ *on-the-
job training*

onus /'əʊnəs/ *noun* a duty or responsi-
bility to do something ○ *The onus was
on me to finish the job.*

op *abbreviation* opus

OP *abbreviation* out of print

OPAC /'əʊpæk/ *abbreviation* Online
Public Access Catalogue

opaque /ə'pæɪk/ *adjective* difficult to
see through or understand

op. cit. /,ɒp 'sɪt/ *abbreviation* 'in the
work cited', short for 'opere citato',
used in references after an author's
name to refer to a book by the same
person which has already been cited

open access /,əʊpən 'æksɪs/ *noun*
a system of organising a collection
where users can find what they want for
themselves ○ *People have open access
to the books in a public library.*

Open Archives Initiative /,əʊpən
'aɪ:kɑ:ɪvz ɪ,nɪʃətɪv/ *noun* a body that

promotes standards in archiving which allow systems to operate successfully together and exchange information. Abbr **OAI**

open back file /,əʊpən 'bæk ,faɪl/ *noun* a box file in the shape of a book for holding pamphlets and papers, with a back which can be easily opened

open day /'əʊpən deɪ/ *noun* a special day when the public are allowed to visit an institution

open entry /,əʊpən 'entri/ *noun* a catalogue entry which leaves room for additions ○ *The library did not have all the items in the set, so it used an open entry to allow for additions later.*

opening hours /'əʊp(ə)nɪŋ ,aʊəz/ *plural noun* the hours during which a company, organisation or service is open to the public

open question /,əʊpən 'kwɛstʃ(ə)n/ *noun* a question that can be answered by different opinions or views

open-source /,əʊpən 'sɔ:s/ *adjective* relating to software or information that is free to be accessed, distributed, copied and used by any person without licensing or copyright restrictions

Open University /,əʊpən ,ju:nɪ 'vɜ:sɪti/ *noun* an institution of higher education in the UK which does most of its teaching by distance learning materials and the use of the national broadcasting networks. Abbr **OU**

OpenURL /,əʊpən ju: a:r 'el/ *noun* a computer language which identifies the person trying to access a document online and uses metadata to take them to the most appropriate format or version of that document

operate /'ɒpəreɪt/ *verb* to work or make something work

operating instruction /'ɒpəreɪtɪŋ ɪn,stri:kʃən/ *noun* a command which explains how to work a machine

operating system /'ɒpəreɪtɪŋ ,sɪstəm/ *noun* basic software which controls the running of a computer

operating time /'ɒpəreɪtɪŋ taɪm/ *noun* the time required to carry out a task

operational /,ɒpə'reɪʃ(ə)nəl/ *adjective* in working order

operational indicators /,ɒpəreɪʃ(ə)nəl 'ɪndɪkeɪtəz/ *plural noun* statistics which indicate how a system or organisation is functioning

operator /'ɒpəreɪtə/ *noun* a mathematical symbol, term or other entity that performs or describes an operation, e.g. a multiplication or subtraction sign

opinion /ə'pɪnjən/ *noun* a belief, view or judgement

op. no. *abbreviation* opus number

oppose /ə'pəʊz/ *verb* **1.** to express strong disagreement **2.** to contrast one thing to another deliberately in order to emphasise a particular point of view □ **as opposed to** contrasting two things when you want to emphasise the first one

opposite number /,ɒpəzɪt 'nʌmbə/ *noun* a person who does the same job as you in a different department or institution

optical bar reader /,ɒptɪk(ə)l 'bɑ: ,rɪdə/ *noun* an optical device that reads data from a barcode. Also called **optical wand**

optical character reader /,ɒptɪk(ə)l 'kærɪktə ,rɪdə/ *noun* a device that scans printed or written characters, recognises them and converts them into machine-readable codes for processing in a computer. Abbr **OCR**

optical character recognition /,ɒptɪk(ə)l 'kærɪktə ,rekəgnɪʃ(ə)n/ *noun* a technique for machine reading which uses special forms of type. Abbr **OCR**

optical disk /'ɒptɪk(ə)l dɪsk/ *noun* a rigid computer storage disk with data stored as tiny pits in the plastic coating, readable by laser beam

optical information system /,ɒptɪk(ə)l ɪnfə'meɪʃ(ə)n ,sɪstəm/ *noun* an encoded format for information storage, e.g. CD-ROM

optical mark reader /,ɒptɪk(ə)l 'mɑ:k ,rɪdə/ *noun* a device that can recognise marks or lines on a special form such as an order form or a ques-

tionnaire, and inputs them into a computer. Abbr **OMR**

optical mark recognition /,ɒptɪk(ə)l mɑ:k ,rɛkəg'nɪʃ(ə)n/ *noun* a process that allows certain marks or lines on special forms to be recognised by an optical mark reader, and input into a computer. Abbr **OMR**

optical scanner /,ɒptɪk(ə)l 'skænə/ *noun* a piece of equipment that converts an image into electrical signals which can be stored in and displayed on a computer

optical storage /,ɒptɪk(ə)l 'stɔ:rɪdʒ/ *noun* data storage using visual mediums such as microfiche or optical disk

optical wand /'ɒptɪk(ə)l wɒnd/ *noun* same as **optical bar reader**

optimisation /,ɒptɪmaɪ'zeɪʃ(ə)n/, **optimization** *noun* making the best possible use of a situation or asset

optimism /'ɒptɪmɪz(ə)m/ *noun* a feeling or belief that the future will be successful

option /'ɒpʃən/ *noun* **1.** something that can be chosen **2.** freedom to choose something

opus /'əʊpəs/ *noun* a work of music or art, often abbreviated and used with an opus number to indicate the chronology of the work within a composer's total work ◦ *Beethoven Op 23* Abbr **op**

opus number /'əʊpəs ,nʌmbə/ *noun* a number which identifies when a work was written or, sometimes, published. Abbr **op. no.**

ORACLE /'ɒrəkl(ə)l/ *noun* a teletext system used by the UK Independent Broadcasting Authority

oracy /'ɔ:rəsi/ *noun* the ability both to convey thoughts and ideas orally in a way that others understand and to understand what others say

ORBIT Infoline /'ɔ:brɪt ,ɪnfəʊləɪn/ *noun* a database host specialising in patents, science, engineering, health and safety

order /'ɔ:də/ *verb* **1.** to arrange things according to a system **2.** to ask for something to be brought or sent to you which you will then pay for ◊ **in order** **1.** in sequence **2.** working properly

Ordnance Survey map /,ɔ:dnəns 'sɜ:veɪ ,mæp/ *noun* a detailed map of Britain or Ireland known as the Ordnance Survey, originally used for military purposes. Abbr **O.S.**

org *abbreviation* in Internet addresses, the generic top-level domain for noncommercial organisations

organisation /,ɔ:gənaɪ'zeɪʃ(ə)n/, **organization** *noun* **1.** a company or group of people doing things together **2.** the structure of something, especially the way in which different parts are related to each other

organisational culture /,ɔ:gənaɪ ,zeɪʃ(ə)n(ə)l 'kʌltʃəl/ *noun* the expectations and conventions in the management of an organisation

organisational learning /,ɔ:gənaɪ ,zeɪʃ(ə)n(ə)l 'lɜ:nɪŋ/ *noun* learning which is structured so that it is highly efficient

oriental /,ɔ:ri'ent(ə)l/ *adjective* of the East, especially China, Japan and nearby countries

orientation /,ɔ:ri'ent(ə)l/ *noun* **1.** the direction of a page, either landscape (long edge horizontal) or portrait (long edge vertical) **2.** information or training that is necessary in order to understand a new subject, job, activity or situation

oriented /'ɔ:ri'entɪd/ *adjective* relating to the direction of the interests of a person or organisation

origin /'ɒrɪdʒɪn/ *noun* **1.** the place or time of the beginning of something **2.** a country, place or social class of a person's parents or ancestors

original /ə'ɒrɪdʒənl(ə)l/ *noun* **1.** the first document from which copies have been made **2.** a piece of writing or music that is genuine and not a copy

orphan /'ɔ:f(ə)n/ *noun* the first line of a paragraph when it is printed by itself at the bottom of a column or page

orthodox /'ɔ:θədɒks/ *adjective* believed or accepted by most people

-ory /əri/ *suffix* forming adjectives with the sense of 'the nature of' ◦ *advisory*

OS *abbreviation* out of stock

O.S. *abbreviation* Ordnance Survey

-ose /əʊz/ *suffix* forming adjectives with the sense of 'characterised by' ◦ *grandiose*

OU *abbreviation* Open University

out- /aʊt/ *prefix* used with verbs to show that you can do the action better than another person ◦ *They were outbid at the auction by someone with more money.*

outcome /'aʊtkaʊm/ *noun* the result of an action or process

outlay /'aʊtleɪ/ *noun* an amount of money spent, especially at the beginning of a project

outlet /'aʊtlət/ *noun* the market for a product, shop or organisation which sells commodities

outline /'aʊtlaɪn/ *noun* **1.** the edge round an image **2.** a rough draft or summary ■ *verb* to describe the main features of something

outnumber /aʊt'nʌmbə/ *verb* to have more people or things than another group

out of date /,aʊt əv 'deɪt/ *adjective, adverb* no longer in general use or past the date for legal use ◦ *Their computer system is years out of date.* ◦ *They are still using out-of-date equipment.*

out of print /,aʊt əv 'prɪnt/ *adjective* relating to a book of which the publisher has no copies left and which is not going to be reprinted. Abbr **OP**

out of stock /,aʊt əv 'stɒk/ *adjective* relating to a publication of which the supplier or retailer has no copies at present. Abbr **OS**

output /'aʊtpʊt/ *noun* the amount that a person, organisation or machine produces ■ *verb* to print work done on a computer

output device /'aʊtpʊt dɪ'vaɪs/ *noun* a device such as a monitor or printer, which allows information in a computer to be displayed to the user. Compare **input device**

outside broadcast /,aʊtsaɪd 'brɔ:dkɑ:st/ *noun* a programme made for radio or television outside the studio

outside supplier /,aʊtsaɪd sə 'plɑɪə/ *noun* a person who provides information from outside a company or organisation

outsource /'aʊtsɔ:s/ *verb* to send work out to be done by freelance workers outside the company or organisation

outstanding /aʊt'stændɪŋ/ *adjective* **1.** excellent **2.** still to be done or completed ◦ *Outstanding invoices must be paid by the end of the year.*

outweigh /aʊt'weɪ/ *verb* to be more important or significant than something else

overall /,əʊvər'ɔ:l/ *adjective* including everything in general but not considering the details ◦ *an overall view*

overcharge /,əʊvə'tʃɑ:dʒ/ *verb* to ask for more money than is reasonable for a product or service

overdue /,əʊvə'dju:/ *adjective* past the due date ◦ *overdue library books*

overdue notice /,əʊvə'dju: nəʊtɪs/ *noun* a written request to a reader to return books or materials that are overdue

overhead projector /,əʊvəhed prə 'dʒektə/ *noun* a machine for displaying an image of transparent artwork on a screen, usually for the purposes of teaching or presentations. Abbr **OHP**

overink /,əʊvər'ɪŋk/ *verb* to cover in too much ink so that the printing image is unclear

overlap /'əʊvələp/ *noun* the point at which things start to be duplicated ◦ *There was an overlap of ten minutes between the two periods of library duty.*

overlapping cover /,əʊvələpɪŋ 'kʌvə/ *noun* a paper cover which is not cut flush, but projects beyond the text pages

overlay /'əʊvəleɪ/ *noun* a transparent sheet used with overhead transparencies to add information at a specific time and place

overleaf /,əʊvə'lɪf/ *adverb* to the other side of the page

overseas /,əʊvə'si:z/ *adjective* used in the UK to describe people from other countries ◦ *They are not called overseas students now but international students.*

oversee /,əʊvə'si:/ *verb* to supervise a person or task

oversight /'əʊvəsait/ *noun* an omission or a careless mistake because of failure to notice something

oversize /,əʊvə'saɪz/ *adjective* books and other printed materials that are larger than the standard book sizes and are often stored in a special area

overstock /,əʊvə'stɒk/ *verb* to keep more books, documents or information than is necessary for the users being served

overtime /'əʊvətʌɪm/ *noun* time that is worked in addition to contracted hours and for which you are usually paid extra

overworked /,əʊvə'wɜ:kɪt/ *adjective* working too hard or for too long

overwrite /,əʊvə'raɪt/ *verb* to replace an electronic file containing data or a computer program in memory or on a disk with a new file of the same name

own brand /,əʊn 'brænd/ *adjective* relating to goods packaged and marketed under a name belonging to the company selling them

ownership /'əʊnəʃɪp/ *noun* the position of owning something ◦ *The ownership of information is a difficult matter to determine.*

Oxford English Dictionary /,ɒksfəd ,ɪŋɡlɪʃ 'dɪkʃ(ə)nəri/ *noun* a complete collection of words and definitions for the English language, also available on CD-ROM. Abbr **OED**