

P

p *abbreviation* page ○ *Table 6 is on p23 and tables 7–9 are on pp24 & 25.* (NOTE: The plural is **pp**.)

pa *abbreviation* in Internet addresses, the top-level domain for Panama

pack /pæk/ *noun* a packet of information containing items such as leaflets or maps relevant to a particular topic ■ *verb* to put things into containers or parcels so that they can be sent to another address

packet /'pækɪt/ *noun* a small parcel
packet switched data service /'pækɪt swɪtʃɪd 'deɪtə/, **packet switched network** /,pækɪt ,swɪtʃɪd 'netwɜ:k/ *noun* a service which transmits data in packets of set length. Abbr **PSN**

packet switching /'pækɪt ,swɪtʃɪŋ/ *noun* a method of dividing data into small packets for transmission between terminals and networks

packing list /'pækɪŋ lɪst/, **packing slip** /'pækɪŋ slɪp/ *noun* a note sent with goods to say that the goods have been checked against the order

pad /pæd/ *noun* several pieces of paper joined together at one edge so that each piece can be torn off after use

PAD /pæd/ *noun* a device for making up the packets in a packet switching system. Full form **Packet Assembler/Disassembler**

padded envelope /,pædɪd 'envələʊp/ *noun* an envelope that has a soft lining to protect goods sent through the post

padding /'pædɪŋ/ *noun* unnecessary information put into a speech or written document to increase the length

page /peɪdʒ/ *noun* **1.** one side of a sheet of paper in a book, newspaper or magazine **2.** a computer text which will fill one sheet of paper when printed out **3.** a document or item of information on the Internet available through the World Wide Web ■ *verb* to call for somebody over the public address system in a large building such as a hotel or airport

page break /'peɪdʒ breɪk/ *noun* a line on a screen of word-processed text which shows where the end of the printed page will occur

page layout /'peɪdʒ ,leɪaʊt/ *noun* a word-processing facility which allows the text to be formatted in different ways

page preview /'peɪdʒ ,pri:vju:/ *noun* a word-processing facility which allows the shape of the text to be seen before printing

pager /'peɪdʒə/ *noun* a small device carried in the pocket which allows someone to be called from a telephone in a central office by using a radio signal

paginal /'pædʒɪn(ə)l/ *adjective* exactly duplicating a previous edition or version, so that the same text appears on the same page in both

paginate /'pædʒɪneɪt/ *verb* to number the pages of a book or document

pagination /,pædʒɪ'neɪf(ə)n/ *noun* a system of numbering the pages in a document

COMMENT: Page numbers usually start with a series of roman numerals (i, ii, iii, etc.) for the prelims, and then change to Arabic numerals for the main text pages. The main text is paginated from page 1 again, with the result that the last folio in

a book is rarely the same number as the actual extent.

paleography /ˌpæli'ɒgrəfi/ *noun* the study of ancient writing and documents

palimpsest /'pælmsest/ *noun* a manuscript in which the first text has been partly erased and replaced by the second text

pamphlet /'pæmflet/ *noun* a small thin book, with at least 6 but not more than 48 pages and a paper cover, used to convey information

pamphlet box /'pæmflet bɒks/ *noun* a box specially designed to hold pamphlets within a storage system

p&p *abbreviation* postage and packing

panel /'pæn(ə)/ *noun* **1.** a rectangular piece of paper on the spine of a book, giving the title and author **2.** a list of works by the same author printed on the page facing the title page

panellist /'pænəlɪst/ *noun* a person who sits with a group of other people to perform a group task ○ *The librarian was one of the interview panellists.*

paper /'peɪpə/ *noun* **1.** a material made of cellulose fibres derived mainly from wood pulp, which is processed into thin sheets and used for writing, printing and drawing **2.** same as **news-paper** **3.** part of a written examination **4.** a long essay on an academic subject

COMMENT: The first paper was made from old cloth, torn up, and mixed with water. Good quality paper is still made in this way, though most papers are now made from wood. The base material is wood which has been debarked, then shredded. If it is ground fine to make pulp it is called mechanical pulp; if it is mixed with various chemical substances to remove impurities and soften the tissues to form pulp, it is called chemical pulp. The pulp is laid on a wire mesh which retains the solid fibres and lets the water drain away. After most of the water has been removed, the paper is put through rollers which dry and calender it. Paper is made in many different qualities, each of which is suitable for a certain printing process, or for writing and drawing. Note that the paper usually constitutes the highest cost in book manufacture, especially where long printruns are concerned.

paperback /'peɪpəbæk/ *noun* a book with a paper or light card cover ■ *adjective*

with a thin flexible cover, instead of a hard cover

paperback original /ˌpeɪpəbæk ə 'rɪdʒɪn(ə)/ *noun* a book which is published first as a paperback and which later may be issued in a hard-cover edition

paperbased record /ˌpeɪpəbeɪst 'rekɔ:d/ *noun* a record kept on paper or card rather than on a computer

paper-bound /'peɪpə baʊnd/, **paper-covered** /'peɪpə ˌkʌvəd/ *adjective* denoting a book bound with a paper cover

paper deterioration /'peɪpə dɪ ˌtɪəriəreɪʃ(ə)n/ *noun* the effect of age or damage on paper which causes it to discolour, tear or become brittle

paperless office /ˌpeɪpələs 'ɒfɪs/ *noun* an office that uses only electronic means of working, without any hard copy of materials

'The number of digital documents printed is increasing despite predictions of the paperless office, according to a new survey. Research firm Ovum revealed that 74% of firms said they were required to keep documents in hard copy format.' [Printing World]

papers /'peɪpəz/ *plural noun* official documents, e.g. passport, identity card and visa

paper trail /'peɪpə treɪl/ *noun* a sequence of documents that can be used by an investigator as a record of somebody's actions or decisions

paperweight /'peɪpəweɪt/ *noun* **1.** a small heavy object, often decoratively designed, which can be placed on piles of paper to stop them blowing away **2.** the weight of a quantity of paper, used to describe its quality

COMMENT: In Britain, the weight of paper is calculated in grams per square metre (gsm). In the USA, it is expressed as the weight of 500 sheets of paper (i.e. a ream) of a standard 25 x 38 inch size, measured in pounds.

paperwork /'peɪpəwɜ:k/ *noun* the routine part of a job which involves tasks such as dealing with letters and writing reports

paradigm /'pærədəɪm/ *noun* a model or typical example of something

paragraph /'pærəgrɑ:f/ *noun* a section of writing which contains one main idea, always starts on a new line, and is often indented

parallel edition /,pærəleɪl rɪ'dɪʃ(ə)n/ *noun* a publication in which different editions of the same work are published side by side, especially the same text in different languages

parallel processing /,pærəleɪl 'prəʊsesɪŋ/ *noun* computer operations that occur simultaneously

parallel publishing /'pærəleɪl ,pʌblɪʃɪŋ/ *noun* the simultaneous production of a text in printed and electronic format

parameter /pə'ræmɪtə/ *noun* a limit which affects how something is done or made

paraphrase /'pærəfreɪz/ *verb* to summarise a person's ideas in one's own words

parchment /'pɑ:tʃmənt/ *noun* writing material made from the thinly stretched skin of sheep or goats

parentheses /pə'renθəsi:z/ *plural noun* punctuation signs () used to show that part of the text is an incidental comment or providing an explanation (often incorrectly called 'brackets')

parents' association /'peərənts ə ,səʊsɪeɪʃ(ə)n/ *noun* a group of parents who meet to discuss issues of importance to their children's schools

parliament /'pɑ:ləmənt/ *noun* a group of people who are elected to represent the citizens, and can make or change the laws of a country

parliamentary directory /,pɑ:ləmənt(ə)rɪ daɪ'rekt(ə)rɪ/ *noun* a list of the members of parliament with details about their careers

parliamentary paper /,pɑ:ləmənt(ə)rɪ 'peɪpə/ *noun* a policy statement issued by parliament either as a proposal for law or for consultation

parliamentary publication /,pɑ:ləmənt(ə)rɪ ,pʌblɪ'keɪʃ(ə)n/ *noun* information or a report published by the government, e.g. by HMSO in the UK

parliamentary record /,pɑ:ləmənt(ə)rɪ 'rekɔ:d/ *noun* a record of what is said in the debates in parliament, published in the UK as Hansard

participant /pɑ:'tɪsɪpənt/ *noun* somebody who takes part in an activity or event

participate /pɑ:'tɪsɪpeɪt/ *verb* to take part or become involved in something

partition /pɑ:'tɪʃ(ə)n/ *noun* a screen or temporary wall used to separate one part of a room from another

partnership /'pɑ:tənʃɪp/ *noun* a relationship in which people or organisations work together with equal status

'The Vital Link is run by The Reading Agency and have been working in partnership with the National Literacy Trust and the National Reading Campaign to produce and disseminate teaching and learning resources based on the Quick Reads books for World Book Day.' [Government Contracting Opportunities]

part order /,pɑ:t 'ɔ:də/ *noun* one or some of the items in a group of things ordered together

part-time /,pɑ:t 'taɪm/ *adjective* working for only a part of full working hours

partwork /'pɑ:twɜ:k/ *noun* a long work published in smaller parts at regular intervals

party line /,pɑ:ti 'laɪn/ *noun* 1. a telephone line shared with other subscribers
2. a policy followed by political parties

pass /pɑ:s/ *noun* a complete run of a computer, printing machine or typesetting machine ○ *The first pass from the computer will not include the typesetting codes.*

password /'pɑ:swɜ:d/ *noun* a secret word or phrase that allows somebody to use a computer system or get into a building

paste /peɪst/ *verb* to place text, data or an image into a document electronically

patch /pætʃ/ *noun* the process of making small additions to a PostScript file without altering the original code underneath

patent /'pætənt/ *noun* an official right given to the inventor or originator of a product to control its manufacture and sale for a period of time ■ *verb* to register an invention with the patent office

patentee /,pætən'ti:/ *noun* the person in whose name a patent is registered

patent file /'pæt(ə)nt faɪl/ *noun* patent specifications and drawings indexed by subject, country and number or name of patentee

patent office /'pætənt ,ɒfɪs/ *noun* a government office in the UK which controls the issuing of patents

Patents Information Network Bulletin /,pæt(ə)nts ,ɪnfə'meɪʃ(ə)n ,netwɜ:k ,bʊlətɪn/ *noun* the electronic information service of the Science Reference and Information Service of the British Library. Abbr **PIN Bulletin**

path /pɑ:θ/ *noun* a particular course of action ○ *Here are many paths to success.*

patron /'peɪtrən/ *noun* a person or group that encourages and supports an activity, sometimes with money

pattern /'pæt(ə)n/ *noun* a particular way something is done or organised ○ *The work patterns need to be changed.*

pay /peɪ/ *noun* money received in return for work ■ *verb* **1.** to give somebody money in exchange for goods or services **2.** to be profitable ○ *These days there is a move towards making some library services pay.*

pay factor /'peɪ ,fæktə/ *noun* the effect of wages on the demand for work

payment /'peɪmənt/ *noun* a sum of money given to somebody in return for goods or services

payment date /'peɪmənt deɪt/ *noun* the date by which a bill must be paid

payphone /'peɪfəʊn/ *noun* a public telephone in which the user can pay for calls by coins or cards

payroll /'peɪrəʊl/ *noun* a list of employees who are paid wages or salaries by a company

PC *abbreviation* **1.** personal computer **2.** politically correct

PDA *abbreviation* personal digital assistant

PDF /,pi: di: 'ef/ *noun* a data file generated from PostScript that is platform independent, application independent and font independent ○ *Acrobat is Adobe's suite of software used to generate, edit and view PDF files.* Full form **Portable Document Format**

pe *abbreviation* in Internet addresses, the top-level domain for Peru

peak /pi:k/ *adjective* relating to the highest point or maximum value of a variable

peak demand /,pi:k dɪ'mɑ:nd/ *noun* the highest level of demand from users for services

peak time /'pi:k taɪm/, **peak period** /'pi:k ,piəriəd/ *noun* the time of day when most people do something

pedagogy /'pedəgədʒi/ *noun* the science or profession of teaching

peer /piə/ *noun* a person of the same age or social status

peerage /'piəri:dʒ/ *noun* a book listing the members of the nobility and giving information about their families

peg /peg/ *verb* to fix the value or level of something and prevent it from changing

pending /'pendɪŋ/ *adjective* awaiting attention, about to be dealt with soon

'We believe that with the continued importance of controlling and managing global content in a multinational business, our GIM solution is instrumental... SDL PhraseFinder 2005 leverages patent-pending technology to quickly and effectively identify terminology being used by an organisation.' [*Company News Feed*]

pending file /'pendɪŋ faɪl/ *noun* a file for keeping papers about matters which cannot be dealt with immediately

PEN International /,pen ,ɪntə 'næʃ(ə)nəl/ *noun* an international fellowship of writers in any genre which aims to promote freedom of expression and international cultural understanding

pen name /'pen neɪm/ *noun* a name taken by an author which is not his or her real name

People's Network /'pi:p(ə)lz ,netwɜ:k/ *noun* an online public library service managed by the Museums, Libraries and Archives Council

per /pɜ:, pə/ *preposition* used to express ratio ○ *The rent was £250 per month.* ○ *The speed limit is 50 km per hour.* □ **per annum** each year ○ *She earns £25,000 per annum.* □ **per capita, per head** for each person ○ *What is the average per capita income?* □ **per cent** relating to a number which represents a part of a hundred ○ *10 per cent (10%) means 10 in every 100.*

percentage point /pə'sentɪdʒ pɔɪnt/ *noun* 1 per cent

perception /pə'sepʃən/ *noun* 1. ability to notice things that are not obvious 2. an opinion about somebody or something

perfect /pə'fekt/ *verb* to improve something until it is completely correct ■ *adjective* without any mistakes

perfect binding /,pɜ:fɪkt 'baɪndɪŋ/ *noun* same as **adhesive binding**

perfecter /pə'fektə/, **perfecting press** *noun* a printing machine which prints on both sides of a sheet of paper

perforate /'pɜ:fəreɪt/ *verb* to make holes in something so that it can be torn easily ○ *Sheets of stamps are perforated.*

perforated edge /,pɜ:fəreɪtɪd 'edʒ/ *noun* an irregular edge left after tearing perforated paper

perforating stamp /'pɜ:fəreɪtɪŋ stæmp/ *noun* a device that punches a mark by making a pattern of holes through the pages of a book

perforations /,pɜ:fə'reɪʃ(ə)nz/ *plural noun* a series of very small holes made in paper to help to tear it in a straight line

perform /pə'fɔ:m/ *verb* to do a task or action

performance indicator /pə 'fɔ:məns ,ɪndɪkətə/ *noun* a record that shows how well or badly an organisation is functioning

performance measurement /pə 'fɔ:məns ,meʒəmənt/ *noun* the idea that skills and knowledge can be measured in terms of the value that they represent to a company

period /'pɪəriəd/ *noun* 1. a particular length of time 2. *US* a full stop ■ *interjection* used to emphasise that there is no more to be said about a subject

periodic /,pɪəri'ɒdɪk/ *adjective* happening occasionally but fairly regularly. Also called **periodical**

periodical /,pɪəri'ɒdɪk(ə)l/ *noun* a magazine or journal, especially a serious academic one ■ *adjective* same as **periodic**

periodical control /,pɪəri'ɒdɪk(ə)l kən,trəʊl/ *noun* a system for organising journals in a library

periodical index /,pɪəri'ɒdɪk(ə)l ,ɪndeks/ *noun* 1. an index to one or more volumes of a periodical 2. a cumulative subject index issued at stated intervals

periodic transfer /,pɪəri'ɒdɪk 'trænsfɜ:/ *noun* the regular movement of records or data at specific time intervals ○ *Periodic transfer of records was done monthly.*

period of notice /,pɪəriəd əv 'nəʊtɪs/ *noun* time which must be worked after giving notice of leaving a job

peripheral /pə'rɪf(ə)rəl/ *adjective* not essential, attached to the edge of something else

peripherals /pə'rɪf(ə)rəlz/ *plural noun* items of hardware such as terminals, printers, monitors, etc. which are attached to a main computer system

perk /pɜ:k/ *noun* a privilege or advantage additional to what is usual or expected ○ *A perk of writing book reviews is that you can keep the review copy.* (NOTE: **Perk** is short for 'perquisite'.)

permanence /'pɜ:mənəns/ *noun* the ability of paper not to yellow or become brittle with age

permanent /'pɜ:mənənt/ *adjective* expected to last for ever or for a very long time

permanent paper /,pɜ:mənənt 'peɪpəl/ *noun* acid-free paper

permeate /'pɜ:miət/ *verb* to spread through and affect every part

permit *noun* /'pɜ:mɪt/ an official document allowing somebody to do a

particular thing ◦ *You have to have a permit to study in this library.* ■ *verb* /pə'mɪt/ to allow something to be done

permitted term /pə,mɪtɪd 'tɜ:m/ *noun* a term that is used according to indexing conventions and must follow specific order rules

permutation /,pɜ:mjʊ'teɪf(ə)n/ *noun* one of a set of ways in which things can be arranged ◦ *There were so many permutations to the combination for the lock that it was very secure.*

persist /pə'sɪst/ *verb* to continue doing something even though it is very difficult or time-consuming

persistent /pə'sɪstənt/ *adjective* continuing to exist for a very long time

persistent identifier /pə,sɪst(ə)nt aɪ'dentɪfəɪə/ *noun* an Internet link to a resource which will work even if the resource is moved to a different location

personal /'pɜ:s(ə)n(ə)l/ *adjective* belonging to you

personal attention /,pɜ:s(ə)nəl ə'tenʃ(ə)n/ *noun* the action of dealing with a matter by oneself

personal computer /,pɜ:s(ə)n(ə)l kəm'pjʊ:tə/ *noun* a small computer designed mainly for home or light business use. Abbr **PC**

personal development /,pɜ:s(ə)n(ə)l dɪ'veləpmənt/ *noun* the process of gaining additional knowledge, skills and experience in order to develop your own talents and fulfil your own potential

personal digital assistant /,pɜ:s(ə)n(ə)l ,dɪdʒɪt(ə)l ə'sɪstənt/ *noun* a small hand-held computer with facilities for taking notes, storing information such as addresses, and keeping a diary, usually operated using a stylus rather than a keyboard. Abbr **PDA**

personal environment /,pɜ:s(ə)nəl en'veaɪrənmənt/ *noun* everything around you that affects your daily life

Personal Identification Number /,pɜ:s(ə)n(ə)l aɪ'dentɪfɪ'keɪʃ(ə)n ,nʌmbə/ *noun* a short code given to people for use with credit and debit cards. Abbr **PIN**

personalised /'pɜ:s(ə)nəlaɪzɪd/, **personalized** *adjective* printed with a person's name and/or address

personalised stationery /,pɜ:s(ə)nəlaɪzɪd 'steɪʃ(ə)nəri/ *noun* letters, paper or cards printed with your address and sometimes your name

personal knowledge management /,pɜ:s(ə)nəl 'nɒlɪdʒ ,mænɪdʒmənt/ *noun* a conceptual framework to organise personal knowledge so that it can be systematically applied and built upon. Abbr **PKM**

personnel /,pɜ:sə'nel/ *plural noun* the people who work for an organisation

pf *abbreviation* in Internet addresses, the top-level domain for French Polynesia

pg *abbreviation* in Internet addresses, the top-level domain for Papua New Guinea

ph *abbreviation* in Internet addresses, the top-level domain for Philippines

phase /feɪz/ *noun* a particular stage in the development of something ■ *verb* to do something in stages

phased changeover /,feɪzɪd 'tʃeɪndʒ,əʊvə/ *noun* a change which takes place in stages over a period of time

phase in /,feɪz 'ɪn/ *verb* to introduce something gradually

phase out /,feɪz 'aʊt/ *verb* to stop using something gradually

PhD *abbreviation* Doctor of Philosophy

phone /fəʊn/ *noun* an electronic device which enables two people who each have one to talk to each other over a distance ■ *verb* to use a phone to contact another person

phone back /,fəʊn 'bæk/ *verb* to make a telephone call to somebody who has just called you

phone book /'fəʊn bʊk/ *noun* a book which lists names of people or companies with their addresses and telephone numbers

phone card /'fəʊn kɑ:d/ *noun* an electronically coded card which enables the user to pay for calls on a public phone without using coins

phone number /'fəʊn ˌnʌmbə/ *noun* a set of figures which identifies the phone line that is being used

phonetics /fə'netɪks/ *noun* the study of speech sounds

phonetic script /fə'netɪk 'skɪpt/ *noun* a system of writing the sounds of language by using one symbol for each sound

photocopier /'fəʊtəʊkɒpiə/ *noun* a machine that copies documents by photographing them very quickly

photocopy /'fəʊtəʊkɒpi/ *noun* an exact copy of a document produced by a photocopier, in black and white or colour ■ *verb* to make a copy of a document by using a photocopier

photograph /'fəʊtəgrɑ:f/ *noun* a picture formed by exposing light-sensitive paper to light using a camera

photograph directory /'fəʊtəgrɑ:f daɪ'rekt(ə)ri/ *noun* a list of photographs held by a special photo library, often catalogued by subject

photographic /,fəʊtə'græfɪk/ *adjective* used to describe anything to do with photography or photographs

photography /fə'tɒgrəfi/ *noun* the art or skill of producing photographs including use of a camera and the processing of the films

photogravure /,fəʊtəʊgrə'vjuə/ *noun* a printing method in which the paper is pressed directly on to the printing plate

photoprint /'fəʊtəʊprɪnt/ *noun* the final proof of a typeset copy

photostat /'fəʊtəʊstæt/ *noun* same as **photocopy**

phototext /'fəʊtəʊtekst/ *noun* characters and text produced by a phototypesetter

phototypesetter /,fəʊtəʊ'taɪpsetə/ *noun* a person who works with a computer and light-sensitive film to produce text ready for printing

COMMENT: The phototypesetter, rather like a large laser printer, normally uses the PostScript page description language and can generate type at 2,540 dpi; if the device is capable of outputting text and half-tone images, it is normally called an image setter.

PHP *noun* a programming language used for creating websites

physical /'fɪzɪk(ə)l/ *adjective* something that can be seen or touched, as opposed to a theoretical idea

physical record /,fɪzɪk(ə)l 'rekɔ:d/ *noun* a manual form of a record rather than electronic

pica /'paɪkə/ *noun* a measurement of typeface equal to 12 point

pick up /,pɪk 'ʌp/ *verb* **1.** to learn a skill or an idea easily **2.** to improve ○ *The working conditions for the library staff picked up last month.*

PICS /pɪks/ *noun* a file format used to import a sequence of PICT files on an Apple Macintosh

PICT /pɪkt/ *noun* on an Apple Macintosh, a graphics file format that stores images in the QuickDraw vector format. Full form **picture**

picture /'pɪktʃə/ *noun* a drawing, painting or photograph

picture file /'pɪktʃə faɪl/ *noun* a collection of small pictures and cuttings, usually arranged by subject

picture library /'pɪktʃə ,laɪbrəri/ *noun* a storage system for pictures, which can be borrowed

'The Google deal allows customers to buy and rent selected video clips from ITN Archive, which contains 680,000 hours of news footage. ITN wants to develop its archive business. The model would be picture libraries such as US group Getty Images, whose annual turnover is £415 million.' [The Mail on Sunday]

picture processing /,pɪktʃə ,prəʊsesɪŋ/ *noun* analysis of the information contained in an image, usually by computer, providing recognition of objects in the image

picture researcher /'pɪktʃə rɪ ,sɜ:tʃə/ *noun* somebody who looks for pictures relevant to a particular topic, so that they can be used as illustrations in a book, newspaper or TV programme

pie chart /'paɪ tʃɑ:t/ *noun* a statistical diagram where the ratios are shown as sections of a circle

pigeonhole /'pɪdʒənhəʊl/ *noun* a small open section in a wall-mounted

rack used as a temporary storage space or for delivery of personal mail

pilot /'paɪlət/ *verb* to use a small-scale test to investigate whether a larger-scale operation will work ■ *adjective* done as a small test of a potential larger project
○ *A pilot scheme in a temporary building was used to see if a library was needed in the area.*

pin /pɪn/ *noun* a sharp piece of metal used for holding material or paper together

PIN /pɪn/, **PIN number** *abbreviation* Personal Identification Number

PIN Bulletin /'pɪn ˌbʊlətɪn/ *abbreviation* Patents Information Network Bulletin

ping /pɪŋ/ *noun* the length of time, in milliseconds, that it takes to send a message to an intranet, Internet or web address and receive a reply ■ *verb* to send a packet of data to an intranet, Internet or web address to check whether it is accessible or is responding

pipeline /'paɪplaɪn/ *noun* a system for the spreading of information □ **in the pipeline** something which has already been started but has not yet produced an answer or result

piracy /'paɪrəsi/ *noun* the act of illegally copying a piece of work under copyright

pirate /'paɪrət/ *verb* to copy a patented or copyright work and sell it

COMMENT: The items most frequently pirated are books which can easily be printed from photocopied originals, music from CDs, or computer programs on magnetic disks which are relatively simple to copy.

pirate copy /,paɪrət 'kɒpi/ *noun* an illegal copy of a patented or copyright work

pixel /'pɪksəl/ *noun* the smallest unit of display on a computer screen whose colour or brightness can be controlled
○ *The picture was made up of several hundred pixels of different colours.* Full form **picture element**

COMMENT: In high resolution display systems the colour or brightness of a single pixel can be controlled; in low resolution systems a group of pixels are controlled at the same time.

pk *abbreviation* in Internet addresses, the top-level domain for Pakistan

PKM *abbreviation* personal knowledge management

pl *abbreviation* in Internet addresses, the top-level domain for Poland

place name /'pleɪs 'neɪm/ *noun* the name by which a location is identified □ **dictionary of place names** an alphabetical list of places often with historical notes about their names

plagiarise /'pleɪdʒəraɪz/, **plagiarize** *verb* to copy somebody else's work and publish it as one's own

plagiarism /'pleɪdʒərɪz(ə)m/ *noun* the practice of copying and publishing somebody else's work as one's own

plagiarist /'pleɪdʒərɪst/ *noun* a person who copies other people's work without admitting what they have done

plaintext /,pleɪn'tekst/ *noun* a term used in word processing to mean text that is in the standard font for that document without different types such bold-face and italics

plan /plæn/ *noun* **1.** a carefully worked out method of achieving objectives **2.** a map ■ *verb* □ **to plan for** to make plans for a future event

planning /'plænɪŋ/ *noun* the process of working out in detail how to do something before starting to do it

planning department /'plænɪŋ dɪ ˌpɑːtmənt/ *noun* a local government department which decides how land in a given area will be used and what buildings may be put on it

plasticise /'plæstɪsaɪzd/, **plasticize** *verb* to put a plastic cover over a book jacket for protection

plate /pleɪt/ *noun* an illustration in a book often on better quality paper than the text

plate camera /'pleɪt ˌkæm(ə)rə/ *noun* a camera that uses glass plates instead of film

platen /'pleɪt(ə)n/ *noun* a roller which supports the paper in a printer

playback /'pleɪbæk/ *noun* the operation of a machine to reproduce sound or video pictures previously recorded

Play Matters /ˌpleɪ 'mætəz/ *noun* the working title of the UK National Association of Toy and Leisure Libraries

plenary /'pli:nəri/ *adjective* attended by everyone who should be there ○ *The conference ended with a plenary session for all the participants.*

plot /plɒt/ *noun* a secret plan ■ *verb* to mark co-ordinates and draw a graph using them

plotter /'plɒtə/ *noun* a computer device that draws straight lines between two co-ordinates

COMMENT: Plotters are used for graph and diagram plotting and can plot curved lines as a number of short straight lines.

PLR *abbreviation* LIBRARIES Public Lending Right

plug /plʌg/ *noun* a device with metal pins which can be inserted into an electrical socket to provide power for a machine ■ *verb* to publicise a product or event in order to encourage people to buy or watch it

plug board /'plʌg bɔ:d/ *noun* a board with several electrical sockets so that they are all connected to the same power supply

plug compatible /ˌplʌg kəm'pætɪb(ə)l/ *adjective* computer or peripheral which can be used with another system simply by plugging it in with a special plug

plural /'pluərəl/ *adjective* a grammatical term to describe words which refer to two or more things

pm *abbreviation* in Internet addresses, the top-level domain for St-Pierre and Miquelon

p-mail /'pi: ,meɪl/ *noun* same as **snail mail**

pn *abbreviation* in Internet addresses, the top-level domain for Pitcairn Island

pocket edition /'pɒkɪt ɪ,dɪʃ(ə)n/ *noun* a book small enough to be carried in a pocket

podcast /'pɒdkɑ:st/ *noun* a service that allows subscribers to download a feed such as a radio show from the Internet on to their personal handset, e.g. an iPod

poem /'pəʊɪm/ *noun* a piece of imaginative writing which is arranged in a particular pattern of lines and sounds

poet /'pəʊɪt/ *noun* a person who writes poems

Poet Laureate /,pəʊɪt 'lɔ:riət/ *noun* a poet appointed by the British Queen to write poems for official occasions

point /pɔɪnt/ *noun **1.** a place or position in time ○ *starting point* □ **to be on the point of** to be just about to start doing something □ **up to a point** partly but not completely ○ *It is true up to a point.* **2.** an idea or opinion ○ *He made a good point in the discussion.* ■ *verb* □ **to point out, to point to** to use a finger or stick to draw attention to something*

pointer /'pɔɪntə/ *noun* a stick used to indicate something

point of presence /ˌpɔɪnt əv 'prezəns/ *noun* a location where a user can connect to a network, e.g. a place where subscribers can dial in to an Internet service provider

point of sale /ˌpɔɪnt əv 'seɪl/ *noun* the place where things sold in a shop are paid for. Abbr **POS, p.o.s.**

point size /'pɔɪnt saɪz/ *noun* the size of printed letters

COMMENT: In the UK and the USA, point sizes are based on the pica system; one point equals 0.3515mm (or 0.01384 inch); 12 points being one sixth of an inch, or 4.21mm or one pica em. In Europe, point size is based on the Didot point: one point equals 0.3759mm (or 0.0148 inch), and 12 points are one cicerò.

policy /'pɒləsi/ *noun* a set of plans used as a basis for decisions

political /pə'litɪk(ə)l/ *adjective* concerned with the government or state

political correctness /pə'litɪk(ə)l kə'rektnəs/ *noun* the use of language and behaviour that is not offensive or demeaning to any person or group of people

politically correct /pə'litɪkli kə'rekt/ *adjective* designed not to offend any category of person. Abbr **PC**

politics /'pɒlɪtɪks/ *noun* the art or science of government

poll /pəʊl/ *noun* **1.** a survey in which a selected sample of people are asked

their opinions about something **2.** the voting at a political election

polling station /'pəʊlɪŋ ,steɪf(ə)n/ *noun* a place where people go to vote at an election

polysemy /pə'lisəmi/ *noun* the quality of words having two or more overlapping meanings

polyurethane binding /,pɒlijʊəriθeɪn 'baɪndɪŋ/ *noun* a strong adhesive binding used for heavy reference books offering good open-flat qualities. Abbr **PUR**

popular edition /,pɒpjʊləɪ 'dɪf(ə)n/ *noun* a book with poorer paper and a lighter cover than the norm, sold at a cheaper price

population coverage /,pɒpjʊ 'leɪf(ə)n ,kʌvərɪdʒ/ *noun* a selection of a survey population which considers all the different aspects to be covered

pop-up /'pɒp ʌp/ *adjective* containing cut-out figures that rise up as a page is opened ■ *noun* a book or card that contains pop-up figures

pop-up book /'pɒp ʌp ,bʊk/ *noun* a book, usually for children, in which the pictures are cut out from the page so that they stand up when the book is opened

COMMENT: Used mainly for children's books, but also for some adult or more serious educational material.

pornography /pɔ:'nɒgrəfi/ *noun* publications of an obscene nature, usually in a sexual sense

port /pɔ:t/ *noun* a socket or other physical connection allowing data transfer between a computer's internal communications channel and another external device

portable /'pɔ:təb(ə)l/ *adjective* easily carried ■ *noun* an easily carried machine such as a small computer or television

portal /'pɔ:t(ə)l/ *noun* a website that provides links to information and other websites

portfolio /pɔ:t'fəʊliəʊ/ *noun* **1.** a collection of original works **2.** an area of responsibility held by a government minister **3.** a thin, flat case for carrying drawings and papers

portrait /'pɔ:trɪt/ *noun* a painting, drawing or photograph of a person

POS, p.o.s. *abbreviation* point of sale

position /pə'zɪf(ə)n/ *noun* a person's job or status within a company

positive discrimination /,pɒzɪtɪv dɪs,krɪmɪ'neɪf(ə)n/ *noun* a policy which deliberately treats one group of people better than others because they have previously been unfairly treated

positive feedback /,pɒzɪtɪv 'fi:dbæk/ *noun* comments which indicate that what has been proposed, done or made is liked by the customers

'The new system allows users to search the site for their own purposes, rather than browse through all the collections – we have already had positive feedback from users and are looking forward both to having the full range of items available online, and to further developments that the system will enable us to achieve.'
[M2 Presswire]

post /pəʊst/ *verb* **1.** to send letters and parcels through the mailing system **2.** to add the accession number to an index entry

post- /pəʊst/ *prefix* combining with nouns, adjectives and dates to indicate that something has happened after the stated time ○ *post-war* ○ *post-audit*

postage and packing /,pəʊstɪdʒ ən 'pækɪŋ/ *noun* the cost of wrapping goods and paying for them to be delivered. Abbr **p&p**

postage stamp /'pəʊstɪdʒ stæmp/ *noun* a small official piece of paper which is stuck on to a letter or parcel to show that the cost of the postage has been paid

postal survey /'pəʊst(ə)l ,sɜ:veɪ/ *noun* a survey that is conducted by sending questionnaires through the post

postcard /'pəʊstkɑ:d/ *noun* a card, often with a picture on one side, which can be written on and sent to somebody without an envelope

postcode /'pəʊstkəʊd/ *noun* a system of letters and numbers used by the post office to identify towns and roads to aid the delivery of letters

post-coordinate indexing system /,pəʊstkəʊdɪnət 'ɪndeksɪŋ ,sɪstəm/ *noun* a system in which information is organised under simple main headings but with devices whereby the user can combine them to produce compound subjects

postdated /pəʊst'deɪtɪd/ *adjective* dated later than the day of issue ○ *The cheque was postdated to the end of the month.*

poster /'pəʊstə/ *noun* a large notice or advertisement stuck to a wall or board

COMMENT: The standard format for a single sheet poster is double crown (30 x 20 inches).

postgraduate /pəʊst'grædʒuət/ *noun* **1.** a student who already has a first degree and is studying or doing research at a higher level **2.** *US* a graduate

posthumous /'pɒstjʊməs/ *adjective* published or printed after the author's death

posting /'pəʊstɪŋ/ *noun* a message sent to and displayed on an online facility such as an Internet newsgroup or bulletin board

postings list /'pəʊstɪŋz lɪst/ *noun* an alphabetical list of descriptors with the identification numbers of documents using them

post office /'pəʊst ,ɒfɪs/ *noun* a national organisation which controls the postal services within a country

postpone /pəʊst'pəʊn/ *verb* to rearrange for something to be done at a later date or time

postscript /'pəʊstskɪpt/ *noun* an addition to the end of something such as a book, story or document

PostScript /'pəʊstskɪpt/ a trade name for a standard page description language developed by Adobe Systems. PostScript offers flexible font sizing and positioning and it is most often used in DTP systems, high-quality laser printers and phototypesetters. ○ *If you do a lot of DTP work, you will benefit from a PostScript printer.*

potboiler /'pɒtbɔɪlə/ *noun* a work written purely to earn money with no literary merit

potential /pə'tenʃəl/ *noun* having the possibility to develop into something better ○ *The library needed a lot of work but had the potential to become a very efficient service.* ■ *adjective* capable of becoming something better in the future ○ *There is a large potential market for electronic information.*

powered /'paʊəd/ *adjective* worked by electricity or another source of energy ○ *gas-powered central heating*

Powerpoint /'paʊəpɔɪnt/ a trade name for a piece of software developed by Microsoft that allows users to create multimedia presentations

power supply /'paʊə sə,plai/ *noun* a supply of electricity to a building or work site

pp *abbreviation* pages

pr *abbreviation* in Internet addresses, the top-level domain for Puerto Rico

practical /'præktɪk(ə)/ *noun* a lesson or examination in which you are asked to do tasks rather than just read or write about them

practice /'præktɪs/ *noun* **1.** a repeated performance of something in order to learn to do it well **2.** a regular or standard course of action ○ *It is standard practice to keep reference books in a separate area of the library.* ♢

in practice

pre- /pri:/ *prefix* combining with adjectives to indicate something done before

precede /pri'si:d/ *verb* to happen before something else happens

preceding record /pri'si:dɪŋ 'rekɔ:d/ *noun* a record that comes before the current one

precise /pri'saɪs/ *adjective* exact and accurate

PRECIS indexing /'preɪsɪ ,ɪndeksɪŋ/ *noun* a technique for subject indexing originally developed for the British National Bibliography. Full form **PREserved Context Index System**

precision /pri'sɪʒ(ə)n/ *noun* **1.** accuracy, exactness **2.** the number of relevant records returned by a search, expressed as a percentage of the total number of records returned

precision equipment /prɪ,sɪʒ(ə)nɪ 'kwɪpmənt/ *noun* machines that are made to very accurate specifications

Pre-coordinate Indexing System /,prɪkəʊdɪnɪt 'ɪndeksɪŋ ,sɪstəm/ *noun* a system whereby the terms are combined at the indexing stage, used by the British National Bibliography

pref. *abbreviation* preface

preface /'prefəs/ *noun* an author's note which comes before the introduction and after any dedication

COMMENT: A preface is usually written by the author, and explains briefly why the book has been written and who the readers are expected to be. A foreword, on the other hand, can be written by the author, but is more usually by another person, often a famous person whose name might be expected to increase the sales of the book.

prefatory note /'prefæt(ə)rɪ nəʊt/ *noun* a note addressed to the reader, printed at the beginning of a book

preferment /prɪ'fɜ:mənt/ *noun* promotion to a better job

preferred order /prɪ,fɜ:d 'ɔ:də/ *noun* a set order in which the items in a classification scheme are arranged

preferred term /prɪ,fɜ:d 'tɜ:m/ *noun* a term used in a catalogue to gather together all synonymous and otherwise scattered entries ○ *Publications is the preferred term for books, documents, monographs, etc.*

prefix /'prɪ:fɪks/ *noun* a word or letters added to the front of another word, which can change its meaning, e.g. 'undone', 'misread'

prejudice /'predʒʊdɪs/ *noun* an unfair and often negative feeling based on incomplete knowledge and information

prelims /'prɪ:lɪmz/ *plural noun* the initial pages of a book, including the title page and table of contents, which precede the main text. Also called **front matter**

premise /'premɪs/ *noun* something that is supposed to be true and is therefore used as the basis for an argument

premises /'premɪsɪz/ *plural noun* land and buildings occupied by a business

pre-paid /prɪ:'peɪd/ *adjective* paid for in advance of delivery

preparation /,prepə'reɪʃ(ə)n/ *noun* work done beforehand in order to be ready for something ○ *They made careful preparation for the open day.*

preparation of text /,prepə'reɪʃ(ə)n əv 'tekst/ *noun* the process of making text ready for printing by editing and checking it

prepare /prɪ'peə/ *verb* to make something ready for use or for consideration ○ *The librarians were asked to prepare a report for the management meeting.*

preposition /,prepə'zɪʃ(ə)n/ *noun* the grammatical term for words such as 'by', 'with', 'on', 'under', which indicate place or direction

pre-printed form /,prɪ: ,prɪntɪd 'fɔ:m/, **pre-printed stationery** /,prɪ: ,prɪntɪd 'steɪʃ(ə)n(ə)rɪ/ *noun* a form or notepaper that has some information already printed on it

prepublication /prɪ:,pʌblɪ 'keɪʃ(ə)n/ *adjective* relating to or occurring in the period before a book or other work is published

pre-recorded /,prɪ:rɪ'kɔ:dɪd/ *adjective* recorded at an earlier time ○ *A message on a telephone answering machine is pre-recorded.*

pre-requisite /prɪ:'rekwɪzɪt/ *noun* something that must be done before something else ○ *A reasonable standard of English is a pre-requisite to studying in an English-speaking country.*

prescribed text /prɪ'skraɪbd 'tekst/ *noun* an educational book which has been listed as required for a course of study or for an exam

prescription /prɪ'skrɪpʃən/ *noun* an instruction or plan for what needs to be done in a particular situation

prescriptive /prɪ'skrɪptɪv/ *adjective* giving rules and regulations for what should or should not be done

presell /,prɪ: 'sel/ *verb* to sell a book before its official publication date

present /'prez(ə)nt/ *noun* something given to a person as a gift ■ *verb* to

introduce a person, idea or piece of information ■ *adjective* existing or happening now ○ *the present situation*

presentation /,prez(ə)n'teɪʃ(ə)n/ *noun* a talk about a specific subject given to provide information

preservation /,prezə'veɪʃ(ə)n/ *noun* the provision of suitable environmental conditions to ensure the condition of library stock

PREserved Context Index System /pɹɪ,zɜːvd ,kɒntent 'ɪndeks ,sɪstəm/ *noun* ▶ **PRECIS indexing**

pre-set /pɹi:'set/ *adjective* set to specific levels before using ○ *The temperature of the heating in the library was pre-set to a comfortable level.*

press /pres/ *noun* **1.** a double-sided bookcase of not fewer than four tiers **2.** newspapers and the people who write for them ■ *verb* **1.** to put pressure on something ○ *Press the button to make it work.* **2.** to try to persuade somebody to do or say something

press coverage /'pres ,kʌv(ə)rɪdʒ/ *noun* the amount of space or time given in newspapers or TV and radio news bulletins to one topic

press cutting /'pres ,kʌtɪŋ/ *noun* one item cut from a newspaper

press guide /'pres gaɪd/ *noun* a reference book which lists the main newspaper publications throughout the world

pressmark /'presmɑːk/ *noun* same as **shelf mark**

press release /'pres rɪ,lɪ:s/ *noun* a statement given by an organisation to the media to explain a situation from their point of view

Prestel /'prestel/ a trade name for a teletext system used in the UK marketed by British Telecom

prevent /pɹɪ'vent/ *verb* to make sure something does not happen

prevention /pɹɪ'venʃən/ *noun* an action which stops something from happening

preventive maintenance /pɹɪ ,ventɪv 'meɪntənəns/ *noun* regular checks and repairs to small faults so that they do not develop into large problems

preview /'pɹi:vjuː/ *noun* the opportunity to see something before it is released to the general public

previous /'pɹi:vɪəs/ *adjective* existing or happening before or earlier

price /praɪs/ *noun* the amount of money needed to buy an item

price bracket /'praɪs ,brækt/ *noun* a limited range of prices ○ *The goods were in the cheaper price bracket.*

price label /'praɪs ,leɪb(ə)/ *noun* a piece of paper or card attached to something to show its price

price list /'praɪs lɪst/ *noun* a list of the prices of everything in stock

pricing strategy /'praɪsɪŋ ,strætədʒi/ *noun* company policy about how much to charge for goods or services in order to make a reasonable profit

prima /'pɹi:mə/ *noun* the first word of the next page printed at the bottom of a page

primary /'praɪməri/ *adjective* first, original, basic or most important

primary colour /'praɪməri ,kʌlə/ *noun* one of the three colours, red, yellow and blue, from which all other colours can be made

primary education /,praɪməri ,edʒʊ'keɪʃ(ə)n/ *noun* the first period of schooling usually up to the age of 11 years

primary operator /,praɪməri 'ɒpəreɪtə/ *noun* the first person to operate a machine

primary record /,praɪməri 'rekɔːd/ *noun* one of the first records on a subject

primary sampling /,praɪməri 'sɑːmplɪŋ/ *noun* the first selected population for a survey

primary school /'praɪməri sku:l/ *noun* a school for young children usually for about the first six years of schooling

primary school textbook /,praɪməri sku:l 'tekstbʊk/ *noun* a textbook used in schools teaching children up to about 11 years old

primary source /,praɪməri 'sɔːs/ *noun* the original document from which information is extracted

primary user /,praɪməri 'ju:zə/ *noun* the first person to use a service

prime /praɪm/ *adjective* relating to the most important or typical example of something ■ *verb* to give somebody information about something

primer /'praɪmə/ *noun* **1.** a simple instruction book or manual **2.** a basic or simple school book for children

prime time /'praɪm taɪm/ *noun* the time of day when most people are expected to be watching television or listening to the radio

print /prɪnt/ *verb* to produce a book, magazine, newspaper or leaflet by a mechanical process

printed catalogue card /,prɪntɪd 'kætəlɒg ,kɑ:d/ *noun* a pre-printed card containing the bibliographical details of a book for inclusion in a library catalogue

printed ephemera /,prɪntɪd ɪ 'femərə/ *plural noun* items such as theatre programmes, leaflets and advertising fliers which would normally be read and thrown away

printed index /,prɪntɪd 'ɪndeks/ *noun* an alphabetical list of words used in a text

printed matter /'prɪntɪd ,mætə/ *noun* anything that is printed and can be read

printer /'prɪntə/ *noun* **1.** a machine that converts electronic data into readable form on paper **2.** a person or company that prints books, newspapers or other printed matter

printer buffer /'prɪntə ,bʌfə/ *noun* a temporary store for character data waiting to be printed, used to free the computer before the printing is completed so making the operation faster

printer's imprint /,prɪntəz 'ɪmprɪnt/ *noun* a special mention of the name and address of the printer on the inside of a book or periodical

printing history /'prɪntɪŋ ,hɪst(ə)rɪ/ *noun* details of the printing of a book such as the date of the original printing and dates of reprints, usually listed on the bibliographic page after the title page

printing press /'prɪntɪŋ pres/ *noun* a machine which presses paper on to type and prints text

print out /,prɪnt 'aʊt/ *verb* to print information from a computer through a printer

printout /'prɪntaʊt/ *noun* a hard copy of a computer file

print run /'prɪnt rʌn/ *noun* the number of copies of a book printed at one time

print spooling /'prɪnt ,spu:lɪŋ/ *noun* the automatic printing of a number of different documents in a queue at the usual speed of the printer, while the computer is doing some other task

print style /'prɪnt staɪl/ *noun* the typeface and fonts used in any particular document

prior /'praɪə/ *adjective* **1.** having happened previously ○ *unable to go due to a prior engagement* **2.** being given priority over something else

priority /praɪ'brɪti/ *noun* something that must be dealt with first

privacy /'prɪvəsi/ *noun* the state of being left alone to do things

privacy of information /,prɪvəsi əv ,ɪnfə'meɪʃ(ə)n/ *noun* the act of keeping documents secret so that only authorised people are allowed to read them

'New rules for a passenger data collection scheme operated by US authorities may carry a nasty sting for travellers. The scheme – Advance Passenger Information System (Apis) – threatens to cause big delays at check-in and raises ethical questions about a passenger's right to privacy of information.' [*Financial Times*]

private /'praɪvət/ *adjective* for the use of one person or group only

private sector /'praɪvət ,sektə/ *noun* services or industries that are owned by individuals or groups rather than by the state

pro *abbreviation* professional practice

probability /,prɒbə'bɪlɪti/ *noun* the likelihood of something happening, often expressed as a fraction or percentage

probe /prəʊb/ *verb* to investigate a situation by asking a lot of questions

problematic /,prɒblə'mætɪk/ *adjective* relating to a situation that involves difficulties and needs a solution

problem solving learning /,prɒbləm ,sɒlvɪŋ 'lɜ:niŋ/ *noun* a method of teaching which sets problems for students to solve so that they learn how to reason

procedural knowledge /prə 'si:dʒərəl ,nɒlɪdʒ/ *noun* informal knowledge of how to perform tasks based on experience. Compare **propositional knowledge**

procedural memory /prə'si:dʒərəl ,mem(ə)ri/ *noun* human memory of learned skills and how to perform tasks. Compare **declarative memory**

procedure /prə'si:dʒəl/ *noun* a method of doing something which is generally accepted as being efficient

proceedings /prə'si:dɪŋz/ *plural noun* a published record of a meeting of a society or institution

proceeds /'prəʊsi:dz/ *plural noun* money that is made by an activity or event

process /'prəʊses/ *verb* **1.** to manipulate something into the required format **2.** to perform the necessary routines to a book before it can be borrowed, e.g. classifying, cataloguing, stamping, labelling and numbering

process colours /'prəʊses ,kʌləz/ *plural noun* in printing, cyan, magenta and yellow

processing /'prəʊsesɪŋ/ *noun* the sorting of information

processor /'prəʊsesəl/ *noun* a computer that is able to manipulate data according to given instructions. ♦ **word processor**

produce /prə'dju:s/ *verb* to make, create or show something ○ *He produced evidence to support his argument.*

product /'prɒdʌkt/ *noun* **1.** something that is made to be sold often in large quantities **2.** the result of previous actions or discussions

product development /,prɒdʌkt dɪ'veləpmənt/ *noun* the process of

improving a product to meet the needs of the market

production /prə'dʌkʃən/ *noun* the creation of something □ **on production** of when something is shown ○ *Goods can only be exchanged on production of a receipt.*

productivity /,prɒdʌk'tɪvɪti/ *noun* the rate at which goods are manufactured

product life /'prɒdʌkt laɪf/ *noun* the length of time that a product is likely to be saleable

profession /prə'feʃ(ə)n/ *noun* a job that requires advanced education or training

professional /prə'feʃ(ə)nəl/ *noun* a person who works in one of the professions ■ *adjective* **1.** relating to work requiring a high level of training and done to a very high standard **2.** done for money rather than as a hobby

professional and reference publishing /prə,feʃ(ə)nəl ən 'ref(ə)rəns ,pʌblɪʃɪŋ/ *noun* the publishing of special books for the professions and also reference titles

professional ethics /prə,feʃ(ə)nəl 'eθɪks/ *noun* the conduct and behaviour expected of members of a professional organisation

professional judgement /prə ,feʃ(ə)nəl 'dʒʌdʒmənt/ *noun* the ability of somebody who has special knowledge or skill to assess a situation and recommend a course of action

professional organisation /prə ,feʃ(ə)nəl ,ɔ:ɡənə'zeɪʃ(ə)n/ *noun* a group of people in the same profession who act to support other employees and to set standards for the way they work ○ *The Library Association is a professional organisation for all information employees.*

professional publishing /prə ,feʃ(ə)nəl 'pʌblɪʃɪŋ/ *noun* the publishing of books on law, accountancy and other professions

profit /'prɒfɪt/ *noun* the amount of money that somebody gains when they sell something for more than they paid for it ■ *verb* □ **to profit by, from** to gain advantage or benefit from something

proforma /prəʊ'fɔ:mə/ *noun* a standard layout of a form

proforma invoice /prəʊ,fɔ:mə 'ɪnvɔɪs/ *noun* an invoice sent to the purchaser of mail order goods which must be paid before the goods can be despatched

program /'prəʊgræm/ *noun* a set of instructions for a computer ■ *verb* to write a program for a computer

programmed learning /,prəʊgræmd 'lɜ:nɪŋ/ *noun* a learning method based on self-instructional materials that are designed to allow pupils to progress at their own pace, step by step, through structured sequences

programmer /'prəʊgræmə/ *noun* a person who designs and writes instructions for a computer

programming engineer /'prəʊgræmɪŋ ˌendʒɪniə/ *noun* an engineer in charge of programming a computer system

programming language /'prəʊgræmɪŋ ˌlæŋgwɪdʒ/ *noun* software that allows somebody to write instructions for a computer which it can then translate into a workable program

COMMENT: Programming languages are grouped into different levels: the high-level languages such as BASIC and PASCAL are easy to understand and use, but offer slow execution time since each instruction is made up of a number of machine code instructions; low-level languages such as ASSEMBLER are more complex to read and program in but offer faster execution time.

progress /prə'gres/ *verb* to improve or become more advanced

prohibit /prəʊ'hɪbɪt/ *verb* to forbid something by law

project /'prɒdʒekt/ *noun* 1. a detailed study of a subject written up by a student 2. a planned course of action ○ *They were involved in a large building project.* ■ *verb* to plan ahead

projection /prə'dʒekʃən/ *noun* a forecast of a future amount from a set of data

project leader /,prɒdʒekt 'li:də/,
project manager /,prɒdʒekt 'mænɪdʒə/ *noun* the person in charge of a project

projector /prə'dʒektə/ *noun* a mechanical device that displays films or slides on a screen

project team /'prɒdʒekt ti:m/ *noun* a group of people working together on a project

PROLOG /'prəʊlɒg/ *noun* a computer language used in the development of expert systems

prologue /'prəʊlɒg/ *noun* 1. the introduction to something such as a play, book, film or long poem 2. events which lead up to more serious consequences

promote /prə'məʊt/ *verb* 1. to advance somebody to a higher position within an organisation 2. to encourage something to develop or succeed

promotion /prə'məʊʃ(ə)n/ *noun* 1. the act of upgrading somebody to a higher position 2. a marketing activity to persuade people to buy goods or use a service ○ *The library had a special children's book promotion during the school holidays.*

prompt /prɒmpt/ *adjective* done on time, without delay ■ *noun* a symbol on a computer screen to remind the user to do something

pronunciation /prəˌnʌnsi'eɪʃ(ə)n/ *noun* the way in which the sounds of a language are spoken and stressed

proof /pru:f/ *noun* 1. facts or evidence to show that something is true 2. a sample printed page made from type, for approval before mass printing

-proof /pru:f/ *suffix* added to nouns to show that something cannot be damaged ○ *The table surface was heat-proof so hot pans could be put on it.*

proof correction mark /,pru:f kə 'rekʃ(ə)n ˌmɑ:k/ *noun* a special mark written on a proof text to show where and how it should be corrected

proofread /'pru:fri:d/ *verb* to read a text and mark any errors for correction before it is printed

proofreader /'pru:fri:də/ *noun* a person whose job is to proofread texts

propaganda /,prɒpə'gændə/ *noun* information that is often untrue and biased, published and disseminated to influence people

proper noun /ˌprɒpə 'naʊn/ *noun* the grammatical term for a word that is the name of a person, place or institution and should be written with a capital letter

proportional /prə'pɔːʃ(ə)nəl/ *adjective* in proportion to the other parts

proportional spacing /prə ,pɔːʃ(ə)nəl 'speɪsɪŋ/ *noun* a printing system where each letter takes the space proportional to the character width, so 'm' takes more space than 'i'

proposal /prə'pəʊz(ə)/ *noun* a suggestion or plan, often written down and put forward as a discussion document

proposed system /prə ,pəʊzd 'sɪstəm/ *noun* a system that has been designed and suggested for use but is not yet installed

propositional knowledge /ˌprɒpə 'zɪʃ(ə)nəl ,nɒlɪdʒ/ *noun* formal knowledge of hard facts which can be described as true or false. Also called **declarative knowledge**. Compare **procedural knowledge**

'Propositional knowledge is the formulation of 'if ... then' statements based on the assumption that given causes have given predictable effects; that events have predictable, single and identifiable outcomes. Our thinking today is, in general, based on propositional knowledge; education and teaching methods are dominated by this paradigm also.' [*Management Learning*]

prospectus /prə'spektəs/ *noun* a document produced by an academic institution giving details about it for the information of potential students

protect /prə'tekt/ *verb* to keep something safe and free from damage

protection /prə'tekʃən/ *noun* the act of keeping something free from harm or damage

protective /prə'tektɪv/ *adjective* designed to keep things free from harm
○ *The books were covered in protective plastic.*

protect literature /'prəʊtest ,lɪt(ə)rətʃə/ *noun* literature written and

published to protest against something, usually a political situation

protocol /'prəʊtəkəl/ *noun* **1.** a set of rules allowing unrelated information systems to communicate with each other **2.** a system of rules about the correct way to behave in formal situations

protocol converter /'prəʊtəkəl kən,vɜːtə/ *noun* a device used for converting protocols from one computer system to another, e.g. for converting data from a microcomputer to a phototypesetter

protocol standards /'prəʊtəkəl ,stændədz/ *plural noun* standards laid down to allow data exchange between any computer system conforming to the standard

prototype /'prəʊtətaɪp/ *noun* the first model of something that is completely new

provenance /'prɒvənəns/ *noun* the place of origin of something

provenance order /'prɒvənəns ,ɔːdə/ *noun* a document which proves that the origin of an item is genuine
○ *When genuine antiques are sold they require a provenance order or certificate.*

provide /prə'vaɪd/ *verb* to make something available

provider company /prə'vaɪdə ,kʌmp(ə)ni/ *noun* a company which provides public Internet access links via the telephone network see also

province /'prɒvɪns/ *noun* a sphere of knowledge or activity

provisional /prə'vɪʒ(ə)n(ə)l/ *adjective* **1.** only for a short time **2.** likely to be changed

proximity operator /prɒk'sɪmɪtɪ ,ɒpəreɪtə/ *noun* a Boolean operator that directs the search engine making a text search to locate pages in which the words it is looking for are near one another in any direction

pseudo- /sjuːdəʊ/ *prefix* used with nouns and adjectives to describe things that are not really what they claim to be

pseudonym /'sjuːdənɪm/ *noun* a name used by a writer which is not his or her real name

pseudonymous /sju:'dɒnɪməs/ *adjective* written by an author under a pseudonym

PSN *abbreviation* packet switched network

PSTN *abbreviation* Public Switched Telephone Network

pt *abbreviation* in Internet addresses, the top-level domain for Portugal

pub. *abbreviation* 1. published 2. publisher 3. publishing

publ. *abbreviation* 1. publication 2. published 3. publisher

public /'pʌblɪk/ *adjective* open for anyone to use

public address system /,pʌblɪk ə 'dres ,sɪstəm/ *noun* a loudspeaker and microphone which enables a speaker to be heard by a large group of people

public archives /,pʌblɪk 'ɑ:kɑ:vz/ *plural noun* historical records which are accessible by the general public from a records office

publication /,pʌblɪ'keɪf(ə)n/ *noun* 1. a book, newspaper or magazine which can be sold 2. a leaflet which is given out to provide information 3. the act of printing and distributing a book, newspaper or magazine 4. the act of releasing information to the general public in printed form

publication data /,pʌblɪ'keɪf(ə)n ,deɪtə/ *noun* information about a book such as the date, publisher and ISBN, printed on the back of the title page

publication date /,pʌblɪ'keɪf(ə)n ,deɪt/ *noun* the year when a book was published. Also called **date of publication**

public domain /,pʌblɪk dəʊ'meɪn/ *noun* information that is unrestricted and accessible by the general public

publicise /'pʌblɪsaɪz/, **publicize** *verb* to make something widely known to the general public

publicity /pʌ'blɪsɪti/ *noun* advertisements and information materials which make something generally known

publicity handout /pʌ'blɪsɪti ,hændaʊt/ *noun* an information sheet which is given to members of the public

publicity matter /pʌ'blɪsɪti ,mætə/ *noun* advertisements or printed publicity material

Public Lending Right /,pʌblɪk 'lendiŋ ,raɪt/ *noun* the right of authors to receive a small fee every time their books are borrowed from public libraries in the United Kingdom. Abbr **PLR**

public librarian /,pʌblɪk laɪ 'breəriən/ *noun* a trained information employee in the public library service

public library /,pʌblɪk 'laɪbrəri/ *noun* a library that serves the general public in a city, town or village

public record office /,pʌblɪk 'rekɔ:d ,ɒfɪs/ *noun* a collection of historical archives organised for retrieval and use by the public

public sector organisation /,pʌblɪk ,sektə ,ɔ:gənə'zeɪʃ(ə)n/ *noun* a company or organisation that is owned by the government rather than a private body

public service announcement /,pʌblɪk 'sɜ:vɪs ə ,naʊnsmənt/ *noun* a government information announcement usually broadcast nationally

public service broadcasting /,pʌblɪk ,sɜ:vɪs 'brɔ:dkɑ:stɪŋ/ *noun* radio and television programmes that are accessible by everyone, as opposed to satellite and cable channels which require a subscription to be paid

public service provider /,pʌblɪk ,sɜ:vɪs prə'vaɪdə/ *noun* an electronic host providing interactive access to Telnet, e-mail and Usenet news

public speaking skills /,pʌblɪk 'spi:kɪŋ ,skɪlz/ *plural noun* the ability to speak well and retain the interest of large groups of people

Public Switched Telephone Network /,pʌblɪk ,swɪtʃt 'telɪfəʊn ,netwɜ:k/ *noun* a form of automatic telephone exchange interconnecting worldwide. Abbr **PSTN**

publish /'pʌblɪʃ/ *verb* to arrange to have a book or article printed and usually distributed for sale

publisher /'pʌblɪʃə/ *noun* a person or company that publishes books, magazines and newspapers

publisher's binding /'pʌblɪʃəz ,baɪndɪŋ/ *noun* a binding style where the book is cased, with a plain cloth binding

publishing /'pʌblɪʃɪŋ/ *noun* the trade, profession or activity of preparing and producing material in printed or electronic form for distribution to the public

publishing house /'pʌblɪʃɪŋ haʊs/ *noun* a company that publishes books, magazines and newspapers

pull-down menu /'pʊl daʊn ,menju:/ *noun* a list of options in a computer program which can be displayed on screen over work that is already being done

pull-out /'pʊlaʊt/ *noun* **1.** inserted pages in a magazine which can be easily removed and retained for reference **2.** a folded insert in a book or magazine which when opened out makes a large sheet, used e.g. for maps

pulp /pʌlp/ *noun* material produced from rags or ground wood, mixed with water, used for making paper ■ *verb* **1.** to take torn rags or ground wood and mix this with water and chemicals to produce smooth pulp for making paper **2.** to take printed paper or waste paper and produce pulp from it for making paper again ○ *The unsold copies in the warehouse were sent away to be pulped.*

pulp board /'pʌlp bɔ:d/, **pulp card** /'pʌlp kɑ:d/ *noun* thin board made from paper pulp, used for the cover boards of a book

pulp fiction /,pʌlp 'fɪkʃən/ *noun* cheap fiction which is considered by critics to have no literary value

punch /pʌntʃ/ *verb* **1.** to hit something hard **2.** to make holes in something so that it can be inserted into a ring file

punched card /,pʌntʃt 'kɑ:d/ *noun* a card with holes in them in patterns which contain instructions or data for computers

punched card reader /,pʌntʃt 'kɑ:d ,ri:də/ *noun* a device that trans-

forms data on a punched card to a form that can be recognised by a computer

punched tape /,pʌntʃt 'teɪp/ *noun* a strip of paper tape that contains holes to represent data, formerly used in phototypesetting, but now replaced by magnetic tapes and disks

punctuation /,pʌŋktʃu'eɪʃ(ə)n/ *noun* a system of symbols which enable a reader to make sense of written texts, e.g. full stops, commas, question marks

punctuation mark /,pʌŋktʃu'eɪʃ(ə)n mɑ:k/ *noun* a printed or written symbol, which cannot be spoken, but which divides up the text and helps to make its meaning clearer

COMMENT: The main punctuation marks are the question mark and exclamation mark; inverted commas (which show the type of text being written); the comma, full stop, colon and semicolon (which show how the words are broken up into sequences); the apostrophe (which shows that a letter or word is missing); the dash and hyphen and brackets (which separate or link words).

PUR *abbreviation* polyurethane binding

purchase /'pɜ:tʃɪs/ *verb* to buy something

purchaser /'pɜ:tʃɪsə/ *noun* a buyer

purchaser of information services /,pɜ:tʃɪsə əv ,ɪnfə'meɪʃ(ə)n ,sɜ:vɪsɪz/ *noun* a person who pays for information to be provided

purport /pə'pɔ:t/ *verb* to claim to be or have something ○ *The service purports to have a full range of business information.*

push button /'pʊʃ ,bʌt(ə)n/ *noun* a switch which is worked by pushing

PVC *noun* a plastic material often used for covers of reference books because it can stand a great deal of handling. Full form **polyvinyl chloride**

pw *abbreviation* in Internet addresses, the top-level domain for Palau

py *abbreviation* in Internet addresses, the top-level domain for Paraguay