

# R

**rack** /ræk/ *noun* a frame for holding things, often used for display purposes

**radio** /'reɪdiəʊ/ *noun* **1.** equipment used to broadcast speech, sounds and data over long distances **2.** broadcasting to the public using this equipment ○ *Radio is a powerful medium for information.*

**Radio Frequency Identification** /,reɪdiəʊ ˌfri:kwənsi aɪˌdentɪfɪ 'keɪf(ə)n/ *noun* full form of **RFID**

**radio phone** /'reɪdiəʊ fəʊn/ *noun* a mobile two-way communications system that can access the public telephone network

**radio station** /'reɪdiəʊ ˌsteɪʃ(ə)n/ *noun* the place from where a particular broadcasting company transmits its programmes

**ragged margin** /,ræɡɪd 'mɑːdʒɪn/ *noun* an uneven or unjustified right margin to a block of writing

**RAM** /ræm/ *abbreviation* random access memory

**RAM chip** /'ræm tʃɪp/ *noun* a chip that stores information allowing random access

**R&D** *abbreviation* research and development

**random** /'rændəm/ *adjective* done without any definite plan

**random-access** /,rændəm 'ækses/ *adjective* relating to the capability of a computer to obtain information from any memory location without having to begin its search at the memory's starting point and work through it in sequence

**random access memory** /,rændəm 'ækses ˌmem(ə)rɪ/ *noun* the primary working memory in a

computer, used for the temporary storage of programs and data and in which the data can be accessed directly and modified

**random error** /,rændəm 'erə/ *noun* a computer error which has no special reason

**random number** /,rændəm 'nʌmbə/ *noun* a number that cannot be predicted

**random sampling** /,rændəm 'sɑːmplɪŋ/ *noun* a system of compiling unbiased samples in a survey population

**Ranfurly Library Service** /,rænfɜːli 'laɪbrəri ˌsɜːvɪs/ *noun* ♦ **Book Aid International**

**range** /reɪndʒ/ *noun* a large free-standing bookcase in a library that is built to hold books on both sides

**rank** /ræŋk/ *verb* to put into order according to size or merit

**rapid** /'ræpɪd/ *adjective* very quick

**rare books** /,rɛə 'bʊks/ *plural noun* relatively modern books which are not in print and are not easy to find

**ratings** /'reɪtɪŋz/ *plural noun* a measurement of size of the audience for TV programmes

**raw data** /,rɔː 'deɪtə/ *noun* data that has not yet been processed and compiled by a computer

**re** /rɪː/ *preposition* used in business English to refer to something which is to be discussed ○ *Re your letter of 12th Sept, I can now tell you...*

**re-** /rɪː/ *prefix* used with verbs and nouns to indicate repetition ○ *They will re-order the book when it becomes available.*

**react to** /rɪ'ækt tu/ *verb* to act in response to an earlier event

**read** /ri:d/ *verb* to look at and understand what is written down

**readable** /'ri:dəb(ə)l/ *adjective* **1.** able to be read, also implies well written and interesting **2.** in a form which can be processed e.g. by a machine ○ *data in computer-readable form*

**reader** /'ri:də/ *noun* a person or device that reads written or printed texts

**readership** /'ri:dəʃɪp/ *noun* the number of people who read a publication

**reading age** /'ri:dɪŋ eɪdʒ/ *noun* a child's competence in reading, measured against the average competence of children of the same age

**reading group** /'ri:dɪŋ gru:p/ *noun* a group of people who meet regularly in a social situation to discuss a book, usually a book that the group has all read especially for that occasion

**reading list** /'ri:dɪŋ list/ *noun* a list of recommended books on a specific subject

**reading matter** /'ri:dɪŋ ,mætə/ *noun* anything which can be read

**reading room** /'ri:dɪŋ ru:m/ *noun* a room in a library where users can sit and read quietly

**Readme file** /'ri:dmɪ: faɪl/ *noun* a computer information file containing instructions about how to use a program or information on latest developments

**read only memory** /,ri:d ,əʊnli 'mem(ə)ri/ *noun* full form of **ROM**

**read/write head** /,ri:d 'raɪt ,hed/ *noun* a device in a disk drive that can read data on a disk or add data to a disk

**ready** /'redi/ *adjective* prepared and able to be used or to do something

**ready money** /,redi 'mʌni/ *noun* cash in notes and coins rather than cheques, cards or other electronic transfer forms

**ready reference** /,redi 'ref(ə)rəns/ *noun* easily accessible information

**realise** /'ri:əlaɪz/, **realize** *verb* **1.** to understand what is happening **2.** to make a physical representation of an idea as in a design

**Really Simple Syndication** /,ri:əli ,sɪmp(ə)l ,sɪndɪ'keɪʃ(ə)n/ *noun* full form of **RSS**

**real-time system** /'ri:əl taɪm ,sɪstəm/ *noun* a computer system where data is inputted directly into the computer which automatically processes it to produce information that can be used immediately

**ream** /ri:m/ *noun* 500 sheets of paper in a pack

COMMENT: For ordinary writing paper and handmade paper, a ream is 480 sheets, or 20 quires of 24 sheets each. For office paper or printing paper a ream is 500 sheets, or 20 quires of 25 sheets.

**reback** /rɪ:'bæk/ *verb* to take the leather back off the spine of an old book and replace it

**rebind** /rɪ:'baɪnd/ *verb* to remove an old binding from a book and replace it with another one ○ *The stock of paperback copies have been rebound in PVC.*

COMMENT: Rebinding means that the old covers have to be stripped off, new covers attached and the pages trimmed again. At least one or two millimetres will be lost at each of the three trimmed edges.

**recall** /rɪ'kɔ:l/ *noun* **1.** retrieval of a document from an information store **2.** the number of relevant records returned by a search, expressed as a percentage of the total number of relevant records in the database ■ *verb* **1.** to request the return of a library book **2.** to bring back data or text on to the screen of a computer

'Extensive print management facilities include the ability to recall and resize previous copy jobs without rescanning, and the practical function of being able to monitor and amend print queues according to priority.' [M2 Presswire]

**receive** /rɪ'si:v/ *verb* to accept things that are sent or given to you

**received opinion** /rɪ,sɪ:vd ə 'pɪnjən/ *noun* an opinion or method that is generally accepted as correct

**Received Pronunciation** /rɪ,sɪ:vd prə,nʌnsɪ'eɪʃ(ə)n/ *noun* the standard accent of spoken British English with no regional variations. Abbr **RP**

**recent** /'ri:s(ə)nt/ *adjective* happening only a short time earlier

**recently** /'ri:s(ə)ntli/ *adverb* not long ago ○ *her recently-published book*

**reception** /rɪ'sepʃən/ *noun* **1.** the quality of radio or TV signal received **2.** an area for receiving visitors to a building

**receptionist** /rɪ'sepʃənɪst/ *noun* a person who works in a reception area, greeting and advising people who arrive

**reciprocal** /rɪ'sɪprək(ə)l/ *adjective* agreed because it is mutually beneficial ○ *a reciprocal arrangement which meant they both made a profit*

**recode** /rɪ:'kəʊd/ *verb* to change the coding in a retrieval system so that it will work in another system

**recognise** /'rekəgnəɪz/, **recognize** *verb* to see something and remember that it has been seen before

**recognised fact** /,rekəgnəɪzd 'fækt/ *noun* a fact which is generally accepted as true

**recognition** /,rekəg'nɪʃ(ə)n/ *noun* a process that allows something to be recognised

**recommend** /,rekə'mend/ *verb* to advise that something is good or useful because you have experience of using it

**recondite** /rɪ'kɒndaɪt/ *adjective* **1.** requiring a high degree of scholarship or specialist knowledge to be understood **2.** dealing with material that is too difficult to be understood by those without special knowledge

**reconfigure** /,rɪ:kən'fɪgə/ *verb* to alter the structure of data within a system

**record** /'rekɔ:d/ *noun* **1.** a written account either on paper or in electronic format **2.** a measurement of some achievement which has not been surpassed ○ *We have broken all sales records with this title.* ■ *verb* to write down or preserve something on film or tape so that it can be used for later reference

**record analysis** /'rekɔ:d ə,næɪlɪsɪs/ *noun* an analysis of the information contained in a set of records

**record clerk** /'rekɔ:d klɜ:k/ *noun* a person who has the job of filing records

**record control** /'rekɔ:d kən,trəʊl/ *noun* a system for organising records so that they can be traced, referred to or disposed of as necessary

**record disposal** /'rekɔ:d dɪs ,pəʊz(ə)l/ *noun* the process of destroying records when they are no longer needed

**recorded information** /rɪ,kɔ:rdɪd ,ɪnfə'meɪʃ(ə)n/ *noun* information which has been recorded on tape or disk

**record inventory** /'rekɔ:d ,ɪnvɛnt(ə)rɪ/ *noun* a list of all the records held in a system

**record management audit** /'rekɔ:d ,mænɪdʒmənt ,ɔ:dɪt/ *noun* an official check on the efficiency and effectiveness of the record management within an organisation

**record management manual** /'rekɔ:d ,mænɪdʒmənt ,mænjuəl/ *noun* a book of instructions for users of the record management system

**record management programme** /'rekɔ:d ,mænɪdʒmənt ,prəʊgræm/ *noun* a company policy programme for the control of records

**record management software** /'rekɔ:d ,mænɪdʒmənt ,sɒftweə/ *noun* computer software which enables records to be stored and retrieved

**record office** /'rekɔ:d ,ɒfɪs/ *noun* a form of archive library

**record retrieval** /'rekɔ:d rɪ ,tri:v(ə)l/ *noun* the process of finding documents and making them available

'[Data management software] PImageX(TM) was developed specifically to increase efficiencies associated with underwriting and claim processing by reducing record retrieval turnaround times by as much as 40%.' [Market Wire]

**record retrieval management** /'rekɔ:d rɪ,tri:v(ə)l ,mænɪdʒmənt/ *noun* the organisation and control of record retrieval

**records** /'rekɔ:dz/ *plural noun* documents which give information ○ *The names and addresses of authors are kept in the company's records.* ○ *We find from our records that our invoice number 1234 has not been paid.*

**records information officer**

*'rekɔ:dz ,ɪnfəmeɪʃ(ə)n ,ɒfɪsə/ noun*  
**1.** an archivist who works in a records office **2.** a company information specialist who manages the record supply

**record storage** *'rekɔ:d ,stɔ:ri:dʒ/ noun* a system of storing records so that they can be retrieved easily

**record supply** *'rekɔ:d sə,plai/ noun* the provision of records as required

**record transfer** *'rekɔ:d ,trænsfɜ:/ noun* the process of transferring records from one system to another

**record transfer document** *'rekɔ:d ,trænsfɜ: ,dɒkjʊmənt/ noun* a form which gives details of the record to be transferred and is used for record control

**record update** *'rekɔ:d ,ʌpdeɪt/ noun* a system of keeping records up to date by changing data as necessary

**record vault** *'rekɔ:d vɔ:lt/ noun* a secure room where confidential records can be kept safely

**recover** *'rɪ'kʌvə/ verb* **1.** to replace a cover on a document or book which has been damaged **2.** to get back something that has been lost

'With a few mouse clicks, even non-technical end users can selectively restore a deleted file, recover a previous version of a file, or completely restore the hard drive to a pre-crash working state.' [M2 *Presswire*]

**recoverable** *'rɪ'kʌv(ə)rəb(ə)/ adjective* able to be retrieved after being lost

**recoverable error** *'rɪ'kʌv(ə)rəb(ə)l 'erə/ noun* a program error that can be corrected without causing a computer program to fail or data to be erased irretrievably. For example, if a user enters obviously wrong data, the program might request a different entry.

**recovery procedure** *'rɪ'kʌv(ə)rɪ prə'sɪ:dʒə/ noun* methods of finding what has been lost, especially when using a computer

**rectify** *'rektɪfaɪ/ verb* to correct a mistake

**recto** *'rektəʊ/ noun* the right-hand page of a book, usually given an odd number

**recur** *'rɪ'kɜ:/ verb* to happen again once or several times

**recurring subject** *'rɪ'kɜ:ɪŋ 'sʌbjekt/ noun* an item in a record system that appears many times

**redefine** *'rɪ:dɪ'faɪn/ verb* to change the function or value assigned to a variable

**redirect** *'rɪ:dəɪ'rekt/ verb* **1.** (*in computing*) to send a message to its destination by an alternative route **2.** to send mail to a new address after it has been delivered to the old one

**red tape** *,red 'teɪp/ noun* official rules and regulations which seem to have no obvious value

**reduce** *'rɪ'dju:s/ verb* to make something smaller in amount

**reduction** *'rɪ'dʌkʃən/ noun* the act of reducing something such as size or cost  
 ○ *They were able to make a 75% reduction of the document on the photocopier so fewer copies were needed and the cost was less.*

**redundancy** *'rɪ'dʌndənsɪ/ noun* words or symbols that do not add to meaning

**redundant** *'rɪ'dʌndənt/ adjective* **1.** no longer needed because it has been replaced by a more up-to-date version **2.** able to be removed from data without losing any information

**reel** *'ri:l/ noun* a circular holder around which tape can be wound

**reel off** *'ri:l 'ɒf/ verb* to repeat information quickly from memory

**reel to reel** *'ri:l tə 'ri:l/ adjective* playing data on one tape on to another without enclosing it in a cassette

**referee** *'rɪfə'reɪ/ noun* a person who provides information about whether somebody known to them is suitable for a particular job

**reference** *'ref(ə)rəns/ noun* **1.** a letter written by a person to support somebody's application for a job **2.** coded information which tells you where to find a document or stored item  
 ○ *our reference: PC/MS 1234* ○ *Please quote this reference in all correspond-*

*ence*. **3.** an acknowledgement of somebody else's work quoted in a written document **4.** a source of information, e.g. a dictionary or an encyclopedia ◦ *a reference book* **5.** a note directing a reader's attention to another source of information

**reference book** /'ref(ə)rəns bʊk/ *noun* an information book such as a dictionary, encyclopedia or directory in which you can look things up

**reference collection** /'ref(ə)rəns kəˌlekʃ(ə)n/ *noun* books in a library which can only be used within the library and cannot be borrowed

**reference database** /'ref(ə)rəns ˌdeɪtəbeɪs/ *noun* a large database which can be searched for information on a particular subject

**reference interview** /'ref(ə)rəns ˌɪntəvjuː/ *noun* a discussion between a user and the reference librarian to establish exactly what information is required

**reference librarian** /'ref(ə)rəns laɪˌbrɛəriən/ *noun* a qualified person who works in a reference library to control the retrieval systems and supply information

**reference library** /'ref(ə)rəns ˌlaɪbrəri/ *noun* a library where the books and documents can only be used within the building and cannot be borrowed

'Although copies of the sought-after video are not for sale, a copy is available to borrow from Crownhill Library. Copies are also held by the central reference library, and by local schools in the area.' [*Evening Herald*]

**reference manual** /'ref(ə)rəns ˌmænjuəl/ *noun* a book of instructions about how to use a machine which can be referred to when learning how to use the machine or when problems occur

**reference mark** /'ref(ə)rəns mɑːk/ *noun* a typographical symbol used to draw the attention of a reader to a note or bibliographical entry, e.g. an asterisk or number

**reference material** /'ref(ə)rəns məˌtɪəriəl/ *noun* books, documents and materials kept in a reference library or designated area

**reference number** /'ref(ə)rəns ˌnʌmbə/ *noun* a number or letter that identifies a document and makes it easier to find when it has been filed

**reference request form** /ˌref(ə)rəns rɪˈkwest ˌfɔːm/ *noun* a form which users fill in to give details of exactly which reference books or documents they require to be fetched from stock

**reference source** /'ref(ə)rəns sɔːs/ *noun* any source of information which can be searched

**reference tool** /'ref(ə)rəns tuːl/ *noun* an index or retrieval system which helps the user to search for information

**referral** /rɪˈfɜːrəl/ *noun* the act of sending something or somebody to a person who is better able to deal with them

**referral centre** /rɪˈfɜːrəl ˌsentə/ *noun* an organisation which directs researchers to information and appropriate sources but does not supply documents

**refer to** /rɪˈfɜː tuː/ *verb* **1.** to mention, deal with or write about something ◦ *She referred to an article which she had seen in the Times.* **2.** to pass a question on to someone else to decide

**reformat** /rɪˈfɔːmæt/ *verb* to format a computer floppy disk and so erase any data on it

**refresh** /rɪˈfreʃ/ *verb* to update an electronic device, especially a visual display unit or active memory chip, with data

**refusal** /rɪˈfjuːz(ə)l/ *noun* a deliberate statement that you will not do, say or allow something

**regenerate** /rɪˈdʒenəreɪt/ *verb* to reactivate something after a period of decline, so that it is improved

**register** /ˈredʒɪstə/ *noun* **1.** an official list of things such as names or events **2.** a ribbon attached to the binding of a book to act as a bookmark **3.** the fact of being correctly aligned with something else on a page ◦ *The text is in register with the image.* ◦ *The running heads are out of register.* ■ *verb* to make a record of something on an official list ◻ **to**

**register for** to put one's name on an official list for something

**registration** /,redʒɪ'streɪf(ə)n/ *noun* the act of recording something on an official list

**registration card** /,redʒɪ'streɪf(ə)n ,kɑ:d/ *noun* a card that is filled in with personal details to register for membership of something

**regress** /rɪ'gres/ *verb* to return to an earlier bad position

**regular** /'regjʊlə/ *noun* a person who frequently uses the same services ■ *adjective* happening at equal intervals

**regular edition** /'regjʊlə ɪ,dɪf(ə)n/ *noun* an ordinary edition, as opposed to a particular type such as a de luxe or book club edition

**regulate** /'regjuleɪt/ *verb* to control the behaviour of a situation or a machine

**reimburse** /,rɪ:ɪm'bɜ:s/ *verb* to pay back money spent by somebody else while they were doing something for you

**reinforced binding** /,rɪ:ɪnfɔ:st 'baɪndɪŋ/ *noun* a binding which is strengthened at the joints for heavy wear as in a library, or for a particularly heavy book

**reinstate** /,rɪ:ɪn'steɪt/ *verb* to give somebody back a job that has previously been taken away

**reissue** /rɪ:'ɪʃu:/ *noun* a book or document that is made available again after a period of time ■ *verb* to produce or publish again something that has not been available for a long time

**reject** *noun* /rɪ:'dʒekt/ a product that is not up to standard, so is sold cheaply or not at all ■ *verb* /rɪ'dʒekt/ to refuse to accept something

**rekey** /rɪ:'ki:/ *verb* to re-enter lost text or data into a computer, or input text or data in a different form, using a keyboard

**relate** /rɪ'leɪt/ *verb* to show the connection between two things

**related work** /rɪ,leɪtɪd 'wɜ:k/ *noun* a document which has some connection with another, e.g. a supplement or sequel

**relational** /rɪ'leɪf(ə)nəl/ *adjective* relating to a way of organising and presenting information in a database so that the user perceives it as a set of tables

**relational database** /rɪ,leɪf(ə)n(ə)l 'deɪtəbeɪs/ *noun* a database in which all the items of data can be interconnected. Data is retrieved by using one item of data to search for a related field.

**relational index** /rɪ,leɪf(ə)n(ə)l 'ɪndeks/ *noun* an index which shows the relationship between works by the use of symbols

**relationship** /rɪ'leɪf(ə)nʃɪp/ *noun* the way in which two things are connected or linked together

**relative** /'relətɪv/ *adjective* relating to the qualities of something by comparing it with something else

**relative clause** /'relətɪv kləʊz/ *noun* a clause that refers to and provides additional information about a preceding noun or pronoun, often beginning with a relative pronoun such as 'who', 'which' or 'that'

**relatively** /'relətɪvli/ *adverb* in comparison to other things ○ *A relatively small number applied this year compared to last year.*

**relay** /rɪ:leɪ/ *verb* to transmit, broadcast or repeat what has been said or written

**release** /rɪ'li:s/ *verb* to make something available

**relevance** /'reləv(ə)ns/ *noun* the relationship to the subject

'To the best of my knowledge no one has yet conducted tests on the recall and relevance ratios of Web site searches conducted using search engines, but it certainly seems that though with diligence and luck recall may be high, relevance is likely to be extremely low.' [*Information Technology and Libraries*]

**relevance ratio** /'reləv(ə)ns ,reɪʃɪəʊ/ *noun* the number of documents wanted in relation to the number retrieved which are relevant to the subject searched

**relevant** /'reləv(ə)nt/ *adjective* connected with and appropriate for what is being discussed or written about  
**reliability** /rɪ,laɪə'bɪlɪti/ *noun* the quality of being reliable

**reliable** /rɪ,laɪəb(ə)l/ *adjective* able to be trusted or depended on to function or behave as expected

**relocate** /,rɪ:ləʊ'keɪt/ *verb* to move data, people or an organisation from one place to another

**reluctant user** /rɪ,lʌktənt 'ju:zə/ *noun* somebody who is forced to use a service but does not want to ○ *Some children are reluctant users of the school library.*

**remainder** /rɪ'meɪndə/ *noun* **1.** something left when demand has fallen **2.** a book sold cheaply to clear stock ■ *verb* to deal with a book as a remainder

**remaindered publication** /rɪ,meɪndəd ˌpʌblɪ'keɪʃ(ə)n/ *noun* a book that will not be reprinted because demand has almost ceased and so the stock is sold cheaply

**remedial** /rɪ'mi:diəl/ *adjective* designed to correct a damaged situation or previous learning failure

**remedy** /'remədi/ *noun* a successful way of dealing with a difficult situation

**remote access** /rɪ,məʊt 'æksɛs/ *noun* access that is gained to a computer by means of a separate terminal

**remote control** /rɪ,məʊt kən'trəʊl/ *noun* a system of controlling a device from a distance by means of radio or electronic signals ○ *Using remote control she could listen to her answer-phone messages when she was away from the office.*

**removable** /rɪ'mu:vəb(ə)l/ *adjective* able to be taken away ○ *The records which were no longer needed were removable.*

**rename** /rɪ:'neɪm/ *verb* to give a different name to somebody or something ○ *They renamed all the computer files when they reorganised the system.*

**renew** /rɪ'nju:/ *verb* to extend the period of time for which a contract or a loan is valid ○ *They were told that they could not renew their books because*

*they had been reserved by another reader.*

**renumber** /'sɒnɪk/ *verb* to change the numbers on items or within a system

**repaginate** /rɪ:'pædʒɪneɪt/ *verb* to change the numbers on the pages in a document

**repetitive** /rɪ'petɪtɪv/ *adjective* repeated many times

**repetitive letter** /rɪ,petɪtɪv 'letə/ *noun* a standard letter which is reprinted with a different name and address each time

**replace** /rɪ'pleɪs/ *verb* **1.** to put something back where it was before **2.** to put a new item in the place of one that is broken, worn out or unsuitable ○ *The third paragraph should be deleted and replaced by the new text as shown.*

**replacement** /rɪ'pleɪsmənt/ *noun* a person or thing that takes the place of another ○ *The new library book was a replacement for the one that was lost.*

**replace mode** /rɪ'pleɪs məʊd/ *noun* an interactive computer mode in which new text entered replaces any previous text

**replicate** /'replɪkeɪt/ *verb* to make an exact copy of something such as an action or research method

**report** /rɪ'pɔ:t/ *noun* a formal document that discusses a particular subject or states exactly what happened

**report generator** /rɪ'pɔ:t ˌdʒenəreɪtə/ *noun* a word-processing facility for producing business reports on personal computers

**repository** /rɪ'pɒzɪt(ə)rɪ/ *noun* a book or archive store

**representations** /,reprɪzən 'teɪʃ(ə)nz/ *plural noun* a formal request, complaint or statement made to an official body

**representative** /,reprɪ'zentətɪv/ *noun* a person who acts on behalf of another or of a group

**reprint** *noun* /'rɪ:prɪnt/ copies of a book made from the original, but with a note in the publication details of the date of reprinting and possibly a new title page and cover design ■ *verb* /rɪ:'prɪnt/ to print more copies of a book after all the others have been sold

**reprinting** /rɪ:'prɪntɪŋ/ *adjective* relating to a note indicating that a book cannot be supplied because it is being reprinted

**reproduce** /,rɪ:'prɒdʒʊz/ *verb* to produce copies of an item

**reprographic equipment** /,rɪ:'prɒ'græfɪk ɪ,kwɪpmənt/ *noun* machines such as photocopiers used to produce copies of documents and materials

**reprography** /rɪ'prɒgrəfi/ *noun* the technique of producing copies

**request** /rɪ'kwest/ *verb* to ask formally for something

**request document** /rɪ'kwest ,dɒkjʊmənt/ *noun* **1.** a form which must be filled in asking for a restricted document **2.** a document that has been requested for use in a closed access system

**request form** /rɪ'kwest fɔ:m/ *noun* a form that is filled in to ask for an item which is not immediately available

**require** /rɪ'kwaɪə/ *verb* **1.** to need something **2.** to demand something from somebody □ **to be required to do** to have to do something because of a rule or regulation

**requirement** /rɪ'kwaɪəmənt/ *noun* something that is essential in order to do what you want

**requisite** /'rekwɪzɪt/ *adjective* necessary for a particular purpose ○ *They needed time to collect the requisite number of references.*

**re-run** /rɪ:'rʌn/ *noun* a film or programme that is shown again

**research** /rɪ'sɜ:tʃ/ *noun* work that is done to investigate something ■ *verb* to investigate a field of study and discover new facts about it

**research and development** /rɪ ,sɜ:tʃ ən dɪ'veləpmənt/ *noun* work in an organisation which researches new products or services and makes recommendations. Abbr **R&D**

**research assistant** /rɪ'sɜ:tʃ ə ,sɪstənt/ *noun* a person who helps a writer by doing research for him or her

**researcher** /rɪ'sɜ:tʃə/ *noun* a person who carries out research

**research establishment** /rɪ'sɜ:tʃ es,tæblɪʃmənt/ *noun* an institution devoted to the work of research in a particular subject area

**research tool** /rɪ'sɜ:tʃ tu:l/ *noun* a system of discovering or measuring facts, e.g. a questionnaire

'England's 149 public library authorities are being encouraged to save money by using a new online reference tool from the Museums, Libraries and Archives Council, the first initiative of its kind in the country.' [*Datamonitor NewsWire*]

**reserve** /rɪ'zɜ:v/ *noun* a supply of things kept for use if the regular supplies have been used before replacements can be obtained

**reserve collection** /rɪ'zɜ:v kə ,lekʃ(ə)n/ *noun* **1.** a set of books for which there is little demand and which are kept in a closed store **2.** a set of books for which there is heavy demand as in an academic library and which are put in a short loan collection for limited period loan

**reserved book** /rɪ'zɜ:vd bʊk/ *noun* a book that has been specially requested to be obtained as it is not available at the time of the request

**reset** /rɪ:'set/ *verb* to return a system to its original state so that it can start again

**resident font** /,rezɪd(ə)nt 'fɒnt/ *noun* font data which is always present in a printer or device and which does not have to be downloaded

**residual** /rɪ'zɪdʒʊəl/ *adjective* remaining after everything else has been used

**resist** /rɪ'zɪst/ *verb* to refuse to accept or do something and even try to prevent it happening

**resistance to change** /rɪ,zɪstəns tə 'tʃeɪndʒ/ *noun* a refusal to accept changes often in working conditions or practices

**resolution** /,rezə'lu:ʃ(ə)n/ *noun* **1.** a formal decision taken at a meeting by means of a vote **2.** the solving of a problem ○ *The resolution of her difficulties with the immigration authorities took a long time.*

**resource** /rɪ'zɔ:s/ *noun* information in a variety of formats which is useful and available

**Resource** /rɪ'zɔ:s/ *noun* **Museums, Libraries and Archives Council**

**resource-based learning** /rɪ,zɔ:s beɪst 'lɜ:nɪŋ/ *noun* a method of teaching in which the student is allowed free access to resources in order to solve problems or undertake research on set topics

**resource centre** /rɪ'zɔ:s ,sentə/ *noun* a collection of books and audio-visual materials which is organised for people to use in schools or universities

**respond** /rɪ'spɒnd/ *verb* to reply or react to something said or done

**response** /rɪ'spɒns/ *noun* a reaction or reply to an event, action or statement

**response rates** /rɪ'spɒns reɪts/ *plural noun* the percentage of people who reply to a questionnaire or survey

**responsibility** /rɪ,spɒnsɪ'bɪlɪti/ *noun* **have responsibility for** to have a duty to deal with a situation or person because of one's position

**responsible** /rɪ'spɒnsɪb(ə)l/ *adjective* involving important duties and the need to make decisions **be responsible to** to work under a controlling person or body and have to report to them

**restart** /rɪ:'stɑ:t/ *verb* to begin again, often used as an option in computer systems

**restore** /rɪ'stɔ:/ *verb* to return things to their previous state, position or owner

**restrict** /rɪ'strɪkt/ *verb* to limit something so that only a specific person or group can have access to it

**restricted** /rɪ'strɪktɪd/ *adjective* limited to particular uses or people

**restricted access** /rɪ'strɪktɪd ,ækses/ *adjective* only allowed to be seen or used by named individuals or groups **If the information is classified as restricted access, only members can use it.**

**result** /rɪ'zʌlt/ *noun* the outcome of an event or activity **The results of her exams were so good that she was given a scholarship for further study.**

**retailer** /rɪ:'teɪlə/ *noun* a person who sells goods to the public

**retainer** /rɪ'teɪnə/ *noun* a fee paid to somebody so that they will be available to work for you when required

**retention schedule** /rɪ'tenʃ(ə)n ,fedju:l/ *noun* a list of documents held for reference

**retouch** /rɪ:'tʌtʃ/ *verb* to improve a photograph, painting or surface by painting over parts of it

**retrain** /rɪ:'treɪn/ *verb* to teach somebody new skills, or learn new skills

**retrieval** /rɪ'tri:v(ə)l/ *noun* the process of finding items that have been stored

**retrieval system** /rɪ'tri:v(ə)l ,sɪstəm/ *noun* a system of organising items so that information can be found quickly and easily

'Utlesford District Council required a back-up and retrieval system to meet legislative demands regarding information management and to more cost-effectively and efficiently manage data. Data growth was outstripping capacity and the council needed to comply with government guidelines to make information available online.' [*Computer Weekly*]

**retrieve** /rɪ'tri:v/ *verb* to get something back from where it has been stored

**retrospective** /,retɹəʊ'spektɪv/ *adjective* concerned with things that take effect from an earlier date than when the decision is made **The changes in the salary structure will be retrospective to last April.**

**return** /rɪ'tɜ:n/ *noun* the act of giving something back **The date for the return of all the library books is next week.** **verb** to give something back or to change it so that it is in its earlier state again **to return the company to its former position by investing a large amount of capital**

**return key** /rɪ'tɜ:n ki:/ *noun* a key on a computer keyboard which gives the instruction for the machine to process the data entered

**return on investment** /rɪ,tɜ:n ɒn ɪn'vestmənt/ *noun* a profit made by

investing money in something which is financially successful. Abbr **ROI**

**retype** /ri:'taɪp/ *verb* to type a word, phrase or document again, usually in order to make changes or to correct errors

**revealing** /rɪ'vi:lɪŋ/ *adjective* giving away new, surprising or valuable information

**revert** /rɪ'vɜ:t/ *verb* to return to an earlier state or system ○ *Although they spoke slowly to the foreigner at first they soon reverted to their normal speed of talking.*

**review** /rɪ'vju:/ *noun* an evaluation of a book or other publication or a performance ■ *verb* to look again at a situation to assess what can be done

**review copy** /rɪ'vju: ,kɒpi/ *noun* a copy of a book given to a reviewer

**revise** /rɪ'vaɪz/ *verb* **1.** to change something so that it is more accurate **2.** to go over work done earlier in order to learn it more thoroughly

**revised edition** /rɪ'vaɪsd ɪ,dɪʃ(ə)n/ *noun* a book that has been reprinted with some changes, usually to bring it up to date

**revised plan** /rɪ,vaɪsd 'plæn/ *noun* a plan that has been changed after consideration in order to make it more suitable for the task to be done

**revision** /rɪ'vɪʒ(ə)n/ *noun* **1.** the improvement and correction of a text **2.** a change which is made to improve something **3.** the activity of re-learning work in order to do an examination

**reward** /rɪ'wɔ:d/ *noun* something given in return for doing a thing well

**rewrite** /ri:'raɪt/ *verb* to write something again with improvements

**RFID** /'ɑ:fɪd/ *noun* an electronic tracking chip which can be attached to books so that they can be automatically checked in and out. Full form **Radio Frequency Identification**

**rhetorical question** /rɪ,tɒrɪk(ə)l 'kwɛstʃən/ *noun* a question that is used as a statement and does not expect an answer

**rhyming dictionary** /'raɪmɪŋ ,dɪkʃ(ə)nəri/ *noun* a dictionary which

organises words in groups of rhymes so that they are useful for writers of poetry **right aligned** /,raɪt ə'laɪnd/ *adjective* with the right-hand margin straight

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

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

**right justify** /,raɪt 'dʒʌstɪfaɪ/ *verb* to use a computer program to ensure that the right-hand margins of text are straight

**rights** /raɪts/ *plural noun* the legal right to publish something such as a book, picture or extract from a text

**rigmarole** /'rɪgmərəʊl/ *noun* a long, complicated story or procedure ○ *She told me some rigmarole about having lost her ticket.*

**ring back** /,rɪŋ 'bæk/ *verb* to telephone somebody after they have telephoned you first

**ring binder** /'rɪŋ ,baɪndə/ *noun* a binder made of two hard covers with a ring attachment into which papers can be put, with holes punched in each sheet of paper to slip over the metal rings

**ring off** /,rɪŋ 'ɒf/ *verb* to finish a telephone call and replace the receiver

**ring up** /,rɪŋ 'ʌp/ *verb* to telephone somebody

**risk** /rɪsk/ *noun* the danger or chance of loss or injury □ **at your own risk** doing something with understanding of the danger and accepting responsibility for the outcome ■ *verb* to do something even though you know it may have dangerous or unpleasant results

**RLOGIN** /'ɑ:lɒɡɪn/ *noun* a gateway to Internet files. ◊ **Telnet**

**ro** *abbreviation* in Internet addresses, the top-level domain for Romania

**road atlas** /'rəʊd ,ætɪləs/, **road map** /'rəʊd mæp/ *noun* a map which shows the roads that are passable by motor traffic but does not include very small roads or paths

**road plan** /'rəʊd plæn/ *noun* a map showing all the roads in an area

**rogue site** /'rəʊg saɪt/ *noun* a website that acquires visitors by having a domain name similar to that of a popular site

**ROI** *abbreviation* return on investment

**role** /rəʊl/ *noun* a function or position within an organisation

**role playing** /'rəʊl ,pleɪɪŋ/ *noun* the activity of acting out the behaviour of somebody different from oneself as part of a training exercise

**roll call** /'rəʊl kɔ:l/ *noun* a way of checking the people present by calling out their names and waiting for them to answer

**rolling header** /'rəʊlɪŋ 'hedə/,

**rolling footer** /,rəʊlɪŋ 'fʊtə/ *noun* a title that is repeated at the top or bottom of every page in a document

**roll of film** /,rəʊl əv 'fɪlm/ *noun* a length of film wound round itself and ready for use in a camera

**ROM** /rɒm/ *noun* a computer system which allows data to be read but not edited. Full form **read only memory**. ◊

**CD-ROM** (NOTE: There is no plural for ROM, and it is often used without the article: **The file is stored in ROM.**)

**Roman** /'rəʊmən/ *adjective* referring to ancient Italy, and especially to the Latin script

**Romance language** /rə'mæns ,læŋgʷɪdʒ/ *noun* any of the European languages that are almost entirely based on Latin, including French, Italian, Spanish, Portuguese and Romanian

**romanisation** /,rəʊmənɪ'zeɪʃ(ə)n/, **romanization** *noun* transliterating a non-Western script into Roman characters

**romanise** /'rəʊmənɪz/, **romanize** *verb* to transliterate a non-Western script into Roman characters ◦ *a Romanised version of Chinese*

**Roman numerals** /,rəʊmən 'nɪjʊ:mərəlz/, **Roman figures** *noun* figures written I, II, III, IV, or i, ii, iii, iv, etc. (as opposed to Arabic numerals such as 1, 2, 3, 4)

**ROM cartridge** /'rɒm ,kɑ:trɪdʒ/ *noun* software stored in a ROM mounted in a cartridge that can be easily plugged into a computer

**roster** /'rɒstə/ ◊ **rota**

**rota** /'rəʊtə/ *noun* a list of people who take turns to do a job ◦ *According to the rota it will be my turn to work late at the library on Friday.*

**rotate** /rəʊ'teɪt/ *verb* **1.** to move in a circular way **2.** to take turns to do a job until everyone has had a turn before starting again with the first one

**rough trimmed** /,rʌf 'trɪmd/ *adjective* relating to an art book whose pages are not all trimmed to the same measure, e.g. where only the excessively long or wide pages are trimmed

**round off** /,raʊnd 'ɒf/, **round down** /,raʊnd 'daʊn/ *verb* to approximate a number to a slightly lower one, e.g. 1.2 becomes 1

**round up** /,raʊnd 'ʌp/ *verb* to approximate a number to a slightly higher one, e.g. 1.9 becomes 2

**roundup** /'raʊndʌp/ *noun* a summary of everything that has been said and shown before ◦ *The newscaster gave a roundup of the evening's news.*

**routeing** /'ru:tɪŋ/ *noun* distribution of written information among members of staff according to a routeing list

**routeing list** /'ru:tɪŋ lɪst/ *noun* a list of names attached to the front cover of a document which is passed round several people to be read

**routine** /ru:'ti:n/ *adjective* done every day as a regular part of one's job ■ *noun* a procedure which, if followed, helps to perform tasks in an efficient and organised way

'In practice, Knowledge Management encompasses both technological tools and organizational routines in overlapping parts. Knowledge Management is not just about creating a new department and implementing technology but rather about a change management process.' [M2 Presswire]

**row** /rəʊ/ *noun* a horizontal line in a table, as opposed to columns which are vertical

**royal** /'rɔɪəl/ *adjective* a traditional size of book and paper (25 x 20 inches)

COMMENT: The metric royal paper sizes are: royal octavo (234 x 156mm), royal

quarto (312 x 237mm); the quad royal sheet is (1272 x 960mm).

**RP** *abbreviation* **1.** reprinting **2.** Received Pronunciation

**RSS** *noun* a format which allows pieces of microcontent to be sent as an automatic feed from their source to another website or a handset device. Full form **Really Simple Syndication**

**RTF** *noun* a text file format which includes text commands that describe the page, type, font and formatting ◦ *The RTF format allows formatted pages to be exchanged between different word-processing software.* Full form **rich text format**

**.rtf** *suffix* a file extension for an RTF file  
**ru** *abbreviation* in Internet addresses, the top-level domain for Russian Federation

**rubber-stamp** /,rʌbə 'stæmp/ *verb* to agree to something without discussion or thought ■ *noun* a small block of rubber, metal or wood which is used in combination with ink to make a mark on something to show that it is official or to show ownership

**rubric** /'ru:brɪk/ *noun* a set of rules or instructions like those at the beginning of an examination paper

**rule** /ru:l/ *noun* a regulation telling what is and is not allowed

**ruled paper** /'ru:ld ,peɪpə/ *noun* paper that has lines printed on it for writing on

**ruler** /'ru:lə/ *noun* a long, flat object calibrated in inches or centimetres which is used for measuring or drawing straight lines

**ruling** /'ru:lɪŋ/ *noun* an official decision which must be obeyed

**run** /rʌn/ *verb* **1.** to take charge of and be responsible for an organisation or activity ◦ *The head librarian will be running the next course.* **2.** to make a machine work ◦ *They run the computer every day.* **3.** ◻ **to run risks** to do things even though you realise the result may be dangerous or not what you expect ■ *noun* ◻ **in the long run** over a long period of time ◻ **in the short run** in the near future

**run down** /,rʌn 'daʊn/ *verb* **1.** to reduce the amount of work done by a department or organisation **2.** to criticise somebody aggressively

**run-down** /,rʌn 'daʊn/ *adjective* in poor condition

**running title** /,rʌnɪŋ 'taɪt(ə)l/ *noun* a title that appears throughout a book or document at the top of each page

**rw** *abbreviation* in Internet addresses, the top-level domain for Rwanda