

S

sa *abbreviation* in Internet addresses, the top-level domain for Saudi Arabia

sabbatical /sə'bætɪk(ə)l/ *noun* a period of time during which a teacher or lecturer is allowed to leave their duties for the purpose of study or travel

saddle stitch /'sæd(ə)l stɪtʃ/ *noun* in bookbinding, a method of binding the pages of a small book or magazine together by folding it in half and stitching along the line of the fold

safe deposit box /,seɪf dɪ'pɒzɪt ˌbɒks/ *noun* a box for the safe keeping of personal documents, usually stored in a bank

safety measure /'seɪftɪ ˌmeʒə/ *noun* a regulation to ensure that activities do not endanger anyone

saga /'sɑ:gə/ *noun* **1.** a long story about a particular time in history or group of people **2.** a story written between the 12th and 14th century about the Norwegian Vikings

salary /'sæləri/ *noun* money that is paid, usually monthly, to somebody for their job

sales /seɪlz/ *plural noun* the quantity of a product or service that is sold ◦ *Sales of information are becoming more common nowadays.*

sales department /'seɪlz dɪ ˌpɑ:tmənt/ *noun* a department in a company which organises the sales of its products

sales force /'seɪlz fɔ:s/ *noun* a group of sales people working for one company

sales literature /'seɪlz ˌlɪt(ə)rətʃə/ *noun* printed information such as leaflets or prospectuses which helps sales

Salon du Livre /,sælɒn du 'li:vʀə/ *noun* a book fair in a French-speaking country, e.g. the Paris Salon du Livre

sample /'sɑ:mpəl/ *noun* a small quantity of a product used to show what it is like

sans serif /,sænz 'serɪf/ *noun* a style of printing letters with all lines of equal thickness and no serifs

satellite /'sætələɪt/ *noun* a device sent into space to collect information or to be part of a communications system

satire /'sætəɪə/ *noun* writing which aims to make readers or an audience recognise the foolishness of people, organisations or events in an amusing way

satirical /sə'tɪrɪk(ə)l/ *adjective* using satire

satisfaction /,sætɪs'fækʃən/ *noun* a feeling of contentment that comes from having what you want

satisfactory /,sætɪs'fækt(ə)rɪ/ *adjective* acceptable or good enough for a purpose

saving /'seɪvɪŋ/ *noun* a reduction in the amount of time or money needed to accomplish a purpose

sb *abbreviation* in Internet addresses, the top-level domain for Solomon Islands

SBN *abbreviation* Standard Book Number

sc *abbreviation* **1.** single column **2.** in Internet addresses, the top-level domain for Seychelles

scale /skeɪl/ *noun* **1.** a set of marks or standards for measuring things **2.** the size or level of something in relation to

what is usual ○ *Scale of development was very difficult to estimate.*

scan /skæn/ *verb* **1.** to look at something very quickly in order to see what it is about **2.** to examine periodicals routinely in order to keep users informed of new material **3.** to use a machine to read coded data ■ *noun* examination of an image or object to obtain data

scanner /'skænə/ *noun* a machine that converts documents, drawings or photographs into machine-readable form

COMMENT: A scanner can be a device using photoelectric cells as in an image digitiser, or a device that samples data from a process. One type of scanner reads the barcode on the product label using a laser beam and photodiode; another can read text and by recognising characters, stores them as data on a computer; yet another type will scan colour originals and carry out colour separations.

scanning /'skæniŋ/ *noun* the action of examining and producing data from the shape of an object or drawing

scatter /'skætə/ *verb* to distribute things widely and without any order

scatter graph /'skætə grɑ:f/ *noun* a diagram of individual points or values plotted on a two-axis graph

scavenging /'skævɪndʒɪŋ/ *noun* the act of searching through and accessing database material without permission

scenario /sɪ'næriəʊ/ *noun* the way in which a situation is likely to develop ○ *The planners took account of the worst possible scenario.*

schedule /'fedʒu:l/ *noun* **1.** a written list of information, e.g. prices, conditions, dates and times **2.** a detailed written programme of events and times ■ *verb* to include an activity in a plan or list

schema /'ski:mə/ *noun* an outline of a process, plan or database structure

scholarly books /'skɒləli bʊks/ *plural noun* books published on university and academic subjects

scholarly press /'skɒləli pres/ *noun* a publishing company which publishes scholarly books

school /sku:l/ *noun* **1.** a faculty, department, or institution that offers specialised instruction in an academic subject **2.** all the staff and students of an educational institution **3.** a place or period of activity regarded as providing knowledge or experience ■ *verb* to train somebody in a particular skill or area of expertise in a thorough and detailed way **school book** /'sku:l bʊk/ *noun* an educational book, a book published for use in schools

school edition /'sku:l ɪ,dɪf(ə)n/ *noun* an edition of a book specially made for sale to schools

school librarian /,sku:l laɪ 'breəriən/ *noun* a specially-qualified librarian employed to run the resource centre or library in a school

school library /,sku:l 'laɪbrəri/ *noun* **1.** a small library specially designed and stocked to cater for the needs of the pupils and staff of a school **2.** a library which is part of a school

'Inspectors said lack of funds meant many school libraries were unable to deliver the wide range of up-to-date books needed to support children's learning across the curriculum. "Reading is the cornerstone of learning but children need books to read. The school library is often a primary source of reading material for youngsters, as well as a vital learning resource".' [*The Independent*]

School Library Association /,sku:l 'laɪbrəri ə,səʊsiəf(ə)n/ *noun* a sub-section of the Library Association specially for the support of school librarians. Abbr **SLA**

School Library Service /,sku:l 'laɪbrəri ,sɜ:vɪs/ *noun* part of the public library service which supports school libraries and teachers. Abbr **SLS**

school of librarianship /,sku:l əv laɪ'breəriənʃɪp/ *noun* a department in an institute of higher education which trains librarians and information specialists

science /'saɪəns/ *noun* knowledge which can be tested and proved usually according to natural laws

science fiction /,saɪəns 'fɪkʃən/ *noun* fiction books based on imagina-

tive ideas about the future on this and other planets

scissors and paste job /,sɪzəz ən 'peɪst dʒɒb/ *noun* a book or article made almost entirely of passages from other works

SCONUL *abbreviation* Standing Conference on National and University Libraries

SCOOP /sku:p/ *abbreviation* Standing Committee on Official Publications

scope /skəʊp/ *noun* the area covered by an activity or piece of work

SCOPE /skəʊp/ *abbreviation* Systematic Computerised Processing in Cataloguing

score /skɔ:/ *noun* a printed version of a musical work

Scottish Vocational Qualification /,skɒtɪʃ vəʊ,keɪf(ə)nəl ,kwɒlɪfɪ 'keɪf(ə)n/ *noun* a work-related qualification gained in Scotland after a period of post-school training. Abbr **SVQ**

scrapbook /'skræpbʊk/ *noun* a book of large blank pages into which cuttings, pictures and photographs can be stuck

scratch pad /'skrætʃ pæd/ *noun* an area of computer memory used for temporary storage of data

screen /skri:n/ *noun* a flat surface capable of displaying pictures and words ■ *verb* to investigate or check people or things for a specific fault or danger ○ *The information was screened to check that it was completely accurate.*

screen editor /'skri:n ,edɪtə/ *noun* software that allows the user to edit text on screen, with one complete page of information being displayed at a time

screenful /'skri:nfʊl/ *noun* one complete frame of information displayed on a computer monitor

script /skript/ *noun* **1.** the written text of a play or film **2.** handwriting which is made to look like printing

scroll /skrəʊl/ *noun* a roll of paper or parchment containing writing ■ *verb* to move text up or down a computer screen one line at a time □ **to scroll downwards** to move down the text on screen

towards the end of a document □ **to scroll upwards** to move up the text on screen towards the beginning of a document

scrub /skrʌb/ *verb* to wipe information off a disk, or remove data from a store ○ *Scrub all files referring to 1994 taxes.*

sd *abbreviation* in Internet addresses, the top-level domain for Sudan

SD disk *abbreviation* single density disk

se *abbreviation* in Internet addresses, the top-level domain for Sweden

seal /si:l/ *verb* to close something so that it is airtight and cannot be opened easily ○ *Once an envelope is sealed it should only be opened by the addressee.*

search /sɜ:tʃ/ *verb* to look through a document in order to find a specific item or word ■ *noun* the process of identifying a character, word or section of data in a document or file

search and replace /,sɜ:tʃ ən rɪ 'pleɪs/ *noun* a facility on a word processor which allows the user to find words or strings of characters and change them

search directory /'sɜ:tʃ daɪ ,rekt(ə)rɪ/ *noun* a website in which links to information are organised into a categorical, alphabetical hierarchy to provide the broadest response to a query

search engine /'sɜ:tʃ ,endʒɪn/ *noun* software that carries out a search of a database when a user asks it to find information. On the Internet there are many search engines that list all the websites and allow a user to find a website by searching for particular information.

search routine /'sɜ:tʃ ru:tɪ:n/ *noun* software which allows the user to search for an item in a database

search skills /'sɜ:tʃ skɪlz/ *plural noun* the ability to search efficiently through a database, reference or library for specific information

search strategy /'sɜ:tʃ ,strætədʒɪ/ *noun* a plan for searching a database for information using specific keywords in order to maximise the use of computer time

search term /'sɜ:tʃ tɜ:m/ *noun* a word or phrase input into a database to find the relevant records

'Hopkins said web sites can increase the number of hits they receive from a search term in several ways, including increasing site content relating to that term or product and spending more on being listed as a sponsored link to that term on other sites, as well as search engines such as Google.' [*Retail Week*]

seasonal analysis /,si:z(ə)n(ə)l ə 'nælisɪs/ *noun* a method of analysing data which takes into account the seasonal variations throughout the year

second /'sekənd/ *noun* **1.** something that is counted as number two in a series **2.** a sixtieth part of a minute ■ *verb* to support a person or proposal

secondary /'sekənd(ə)ri/ *adjective* second in importance

secondary education /,sekənd(ə)ri ,edʒu'keɪʃ(ə)n/ *noun* the period of schooling between primary school and further or higher education, usually from about 11 to 16 or 18 years of age

secondary entry /,sekənd(ə)ri 'entri/ *noun* a catalogue entry which is not the main entry

secondary school /'sekənd(ə)ri sku:l/ *noun* a school that provides education after primary school

secondary source /,sek(ə)ndəri 'sɔ:s/ *noun* a reference that has already been quoted in another document

second best /,sekənd 'best/ *adjective* considered to be slightly inferior, not the best of its kind

second-class /,sekənd 'klɑ:s/ *adjective* less expensive or less comfortable than the best category ○ *The price of a second-class ticket is half that of a first class.*

secondhand /,sekənd'hænd/ *adjective* relating to something that has been previously owned by somebody else

second language /,sekənd 'læŋgwɪdʒ/ *noun* a language that somebody speaks quite fluently and uses for work but which is not their mother tongue

secondment /sɪ'kɒndmənt/ *noun* a limited period of time working at something away from one's usual duties

secret /'si:kɹət/ *noun* a piece of information that is known only to a few people and is intentionally withheld from general knowledge

section /'sekʃən/ *noun* **1.** part of a book which is made from one sheet of paper ○ *The book is printed in 32-page sections.* ◊ **signature** **2.** a supplement to a newspaper or magazine ○ *The paper has a special travel section on Saturdays.*

sector /'sektə/ *noun* a division of a group or area which is also part of a larger one

secure server /sɪ,kjuə 'sɜ:və/ *noun* an Internet server that allows for the encryption of data and thus is suitable for use in e-commerce

Secure Sockets Layer /sɪ,kjuə 'sɒkɪts ,leɪə/ *noun* a secure format for sending documents which are encrypted and decrypted using two special keys. Abbr **SSL**

secure system /sɪ,kjuə 'sɪstəm/ *noun* a system that cannot be accessed without the permission of the owner

security /sɪ'kjʊərɪti/ *noun* measures taken to make a place or person safe from attack or danger

security barrier /sɪ'kjʊərɪti ,bæriə/ *noun* a device which prevents users leaving a library with materials that have not been checked out

security device /sɪ'kjʊərɪti dɪ ,vaɪs/ *noun* something that ensures the safety of a place or person ○ *A password is a security device which protects computer files.*

security system /sɪ'kjʊərɪti ,sɪstəm/ *noun* a system of alarms and guards which protects a building or organisation from burglars

see /si:/ *verb* an indexing command referring the user to a different entry □

see also an indexing command referring the user to additional entries for comparison or added information

seek /si:k/ *verb* to look hard for something or somebody □ **seek to do something** to attempt to do something

segment /'seɡmənt/ *noun* one part of the total which can be treated separately
select /sɪ'lekt/ *verb* to find and choose specific information or data

select committee /sɪ'lekt kə'mɪti/ *noun* a government committee chosen to do a particular task in a limited time

selection /sɪ'leljən/ *noun* a range of products and services available and chosen

selective /sɪ'lektɪv/ *adjective* choosing what to do, say or buy with great care

self-cover /,self 'kʌvə/ *noun* a cover which is printed on the same paper as the text of the book, used for brochures and small books

self-financing /,self faɪ'nænsɪŋ/ *adjective* not dependent on any outside source of funds

self-help /,self 'help/ *noun* provision of support through informal groups of people with similar experiences

self-study /,self 'stʌdi/ *noun* a form of education in which people can study at their own pace and in their own homes, often using courses or information available on the Internet

self-wrapper /,self 'ræpə/ *noun* same as **self-cover**

selling rights /'selɪŋ raɪts/ *plural noun* the legal right to sell specific goods or services

semantics /sɪ'mæntɪks/ *noun* a branch of linguistics which deals with the meanings of words

Semantic Web /sɪ,mæntɪk 'web/ *noun* a diagrammatic representation of all pieces of data and links between them on the World Wide Web

semester /sɪ'mestə/ *noun* one division of the academic year in colleges and universities

semi- /semi/ *prefix* combining with nouns and adjectives to form words which describe something that is only in a part state

semicolon /,semi'kəʊlən/ *noun* a punctuation sign (;) used to join rather than separate two parts of a sentence, as in 'the safe that had been broken into was on one side of the room; the other safe appeared to be intact'

semiliterate /,semi'lit(ə)rət/ *adjective*
1. unable to read or write properly
2. US having only limited understanding of a particular subject, especially a technical one

seminar /'seminɑː/ *noun* a meeting of a group of people called together to discuss a particular topic

semiotics /,semi'ɒtɪks/ *noun* the science of signs

semi-structured /,semi 'strʌktʃəd/ *adjective* partly controlled by a structure and partly free

semi-structured interview /,semi 'strʌktʃəd 'ɪntəvjuː/ *noun* an interview which is conducted partly with pre-written questions and partly giving the opportunity to talk freely

semi-structured questionnaire /,semi 'strʌktʃəd ,kwɛstʃə'neə/ *noun* a set of questions some of which are closed and some of which require open answers

send /send/ *verb* to arrange or cause something to be transported from one place to another, either physically as by post or electronically as in e-mail

sense /sens/ *noun* the possible meaning of words or phrases ■ *verb* to become aware of something either personally or through a machine

senseless /'sensləs/ *adjective* having no apparent meaning

sensible /'sensɪb(ə)/ *adjective* able to think and behave in a logical and common-sense manner

sensitive /'sensɪtv/ *adjective* strongly able to be aware of feelings

sensitive subject /,sensɪtv 'sʌbjekt/ *noun* a topic that is liable to cause strong feelings when discussed

sensitivities /,sensɪ'tɪvɪtɪz/ *plural noun* subjects that are likely to cause argument so must be approached very carefully

sentence /'sentəns/ *noun* a group of words which is complete in itself, containing a subject and a verb

separate /'sepəreɪt/ *verb* to cause two things to be apart and unconnected

separator /'sepəreɪtəl/ *noun* a piece of card or plastic that keeps things apart

○ *The file had different colour separators for each division.*

sequel /'si:kwəl/ *noun* a book or film which continues the storyline of a previous one with the same characters

sequence /'si:kwəns/ *noun* an arrangement which follows a consecutive order

sequential /sɪ'kwɛnʃ(ə)l/ *adjective* in which things follow each other in a pre-arranged order

sequential access /sɪ'kwɛnʃ(ə)l 'æksɛs/ *noun* the state of information only being able to be accessed in a given order

'...no one is seriously expecting a tape replacement, in large part because tape volumes continue to vastly outstrip any competitive technologies. For all its sequential-access inconvenience and sheer old-fashioned aura, tape has remained the reliable performer at the end of the enterprise data chain.' [*Computing*]

sequential access storage /sɪ'kwɛnʃ(ə)l 'æksɛs ,stɔ:riɪdʒ/ *noun* a storage medium whose data is accessed sequentially

serial /'sɪəriəl/ *noun* **1.** a journal or magazine that is published at regular intervals **2.** a story published in regular instalments ■ *adjective* referring to a series

Serial Line Internet Protocol /,sɪəriəl laɪn 'ɪntənɛt ,prəʊtəkɒl/ *noun* a dial-up phone link to the Internet. Abbr **SLIP**

serial number /'sɪəriəl ,nʌmbə/ *noun* a number given to an item which identifies it by its position in a sequence

serial processing /,sɪəriəl 'prəʊsɛsɪŋ/ *noun* the organisation of journals so that they can be retrieved easily

serials crisis /'sɪəriəlz ,kraɪsɪs/ *noun* the problems facing a library when subscriptions to academic journals become too costly to maintain

serials department /'sɪəriəlz dɪ ,pɑ:tmənt/ *noun* a section of a library with responsibility for organising the journals and periodicals purchased by the organisation

series /'sɪəri:z/ *noun* a group of related items ordered in a sequence, e.g. the volumes in a set of books ○ *'At Lady Molly's' is the seventh title in the 'Dance to the Music of Time' series.*

series authority file /,sɪəri:z ə:'θɔ:riti ,faɪl/ *noun* a list of series headings used in a catalogue with the references made to them from other forms

series title /'sɪəri:z ,taɪt(ə)l/ *noun* the title given to a series of books, each one of which has its own separate title

serif /'serɪf/ *noun* **1.** a small decorative line added to letters in some fonts. ◊

sans serif **2.** a font which uses serifs, such as Times New Roman

server /'sɜ:və/ *noun* a computer with a large storage capacity which provides a function to a network of terminals

server farm /'sɜ:və fɑ:m/ *noun* a business consisting of a group of Internet servers, all of which are linked to one another and are engaged in web hosting

service /'sɜ:vɪs/ *noun* work which supports another person's or organisation's activities ■ *verb* to clean, adjust and repair a machine so that it keeps running

service agreement /'sɜ:vɪs ə ,grɪ:mənt/, **service contract** /'sɜ:vɪs ,kɒntrækt/ *noun* an arrangement with the suppliers of a machine that they will maintain it regularly and repair it if it goes wrong

service point /'sɜ:vɪs pɔɪnt/ *noun* a place in a library or information centre at which the public is served

service provider /'sɜ:vɪs prə ,vaɪdə/ *noun* a company that provides people and businesses with access to the Internet, usually charging a monthly fee

set /set/ *noun* a group of related items

setting /'setɪŋ/ *noun* **1.** the time and place where the action of a book or film happens **2.** the position of the controls on a machine ○ *There are two settings: fast and slow.*

sextodecimo /,sɛkstəʊ'desɪməʊ/ *noun* a size of book page traditionally created by folding a single sheet of standard-sized printing paper four times, giving 16 leaves or 32 pages

sg *abbreviation* in Internet addresses, the top-level domain for Singapore

SGML /,es dʒi: em'eɪ/ *noun* a hardware-independent standard which defines how documents should be marked up to indicate bolds, italics, margins and so on. Full form **standard generalized markup language**. ♦ **HTML, XML**

sh *abbreviation* in Internet addresses, the top-level domain for St Helena

shade /ʃeɪd/ *noun* a variation in the colour or black and white texture of printing produced by adding black ■ *verb* to colour in a section of a drawing by adding a darker colour or a textured pattern

shadow /'ʃædəʊ/ *verb* to follow somebody closely throughout their working day in order to study what they do

share /ʃeə/ *noun* one of the parts into which the capital of a company is divided, which can be bought by investors ■ *verb* to own or use something together with somebody else

shared resources /,ʃeərd rɪ 'zɔ:stɪz/ *plural noun* working materials which are used by several groups, e.g. schools or companies

'For example, the secondary school can now share the skills of its ICT technicians and admin staff with hard-pressed primary colleagues in activities such as preparing lessons and materials, and creating pupil displays. Such shared resources will free up teachers to be more productive and give them greater control over their working week.' [*The Guardian*]

sheaf /ʃi:f/ *noun* a bundle of long or thin things ○ *He was carrying a sheaf of papers.*

sheet /ʃi:t/ *noun* a large flat piece of material or paper

sheet feed /'ʃi:t fi:d/ *noun* a device that feeds single sheets of paper into a printer one at a time

shelf /ʃelf/ *noun* a horizontal piece of wood or metal attached to a wall, or in a bookcase or cupboard (NOTE: The plural is **shelves**.)

shelfback /'ʃelfbæk/ *noun* the spine of a book

shelf label /'ʃelf ,leɪb(ə)/ *noun* a written notice attached to a library shelf which indicates the classification of the books stored there

shelf life /'ʃelf laɪf/ *noun* the period of time that an item is likely to last before it needs replacing

shelf list card /'ʃelf lɪst ,kɑ:d/ *noun* a card which lists the items held on a particular shelf

shelf mark /'ʃelf mɑ:k/ *noun* the classification or call number of a book

shelf number /'ʃelf ,nʌmbə/ *noun* a number allocated to a shelf to assist the retrieval of books

shift /ʃɪft/ *noun* a period of time spent at work at any time during a 24-hour period ○ *Librarians often have to work an afternoon and evening shift.*

shift key /'ʃɪft ki:/ *noun* a key on a keyboard which raises a letter to a capital or combines with other command keys for word-processing and computing functions

ship /ʃɪp/ *verb* to transport goods by sea

shipment /'ʃɪpmənt/ *noun* a quantity of goods, usually of the same kind, sent together to a destination by any form of transport, not just by sea ○ *The shipment of library equipment has just arrived at the airport.*

shoot /ʃu:t/ *verb* to use a camera to take photographs or make a film

short /ʃɔ:t/ *adjective* having only a few words or pages

shorten /'ʃɔ:t(ə)n/ *verb* to reduce the length of something

shorthand /'ʃɔ:thænd/ *noun* a system of signs and symbols which enables spoken words to be written down very quickly

short-handed /,ʃɔ:t 'hændɪd/, **short-staffed** /,ʃɔ:t 'stɑ:ft/ *adjective* without enough people to do the work required

shorthand typist /,ʃɔ:thænd 'tɑ:pɪst/ *noun* a person who takes down dictation in shorthand and then transcribes it into typewritten form

shortlist /'ʃɔ:tɪlɪst/ *noun* a small group chosen from a larger group, from which the final choice is made ◦ *Five titles were on the shortlist for the Booker Prize.* ■ *verb* to choose a few names of people or titles of books from a longer list, as a first step towards deciding on a person for a job or the winner of a competition ◦ *Shortlisted candidates will be asked for an interview.*

short loan /'ʃɔ:t ləʊn/ *noun* a restricted period for borrowing library items

short loan collection /,i:ʃɔ:t 'ləʊn kə,'leɪkʃ(ə)n/ *noun* books and materials in a library which are in heavy demand so can only be borrowed for a very limited time

short run /'ʃɔ:t rʌn/ *noun* a print run of only a small number of copies

short-term /,i:ʃɔ:t 'tɜ:m/ *adjective* only relevant to the near future

short-term planning /,i:ʃɔ:t tɜ:m 'plænɪŋ/ *noun* decisions about what will be done in the near future

shot /ʃɒt/ *noun* a photograph or still frame from a film

shoulder /'ʃəʊldə/ *noun* the edge of the spine of a book, which sticks out slightly

show /ʃəʊ/ *verb* to take something to somebody and enable them to see it

show of hands /,i:ʃəʊ əv 'hændz/ *noun* a method of counting votes by counting the number of raised hands

shred /ʃred/ *verb* to cut something into long thin strips

shredder /'ʃredə/ *noun* a machine that cuts paper into very small pieces, usually long thin strips, used to destroy confidential documents

shut down /,i:ʃʌt 'daʊn/ *verb* **1.** to close a factory, shop or organisation permanently or temporarily **2.** to close down a computer or engine temporarily

si *abbreviation* in Internet addresses, the top-level domain for Slovenia

side /saɪd/ *noun* one surface of something flat such as a tape or piece of paper ◦ *It is possible to record on both sides of this tape.*

side by side /,saɪd baɪ 'saɪd/ *adjective* next to each other

side with /'saɪd wɪθ/, **side against** /'saɪd ə,ɡenst/ *verb* to support or oppose somebody in an argument

sign /saɪn/ *noun* a piece of wood, plastic or metal with words or pictures on it giving information ■ *verb* to write one's signature on a document ◻ **to sign for** to put your signature on an official document to say that you have received something ◻ **to sign in** write your name on a list to say that you have arrived ◻ **to sign on** to agree to a contract

signal /'sɪɡn(ə)l/ *noun* a way of sending a message over a distance by physical or electronic methods

signatory /'sɪɡnət(ə)ri/ *noun* a person who has the legal right to sign an official document

signature /'sɪɡnɪtʃə/ *noun* **1.** a way of writing your name which is special to you and can be recognised as yours by other people **2.** a special authentication code such as a password which a user gives to prove their identity before accessing a system or before the execution of a task **3.** a sentence or paragraph used to end e-mail messages and comments posted on the Internet. Normally a signature should be short – no more than four lines – and might include a short advertisement for your services and your e-mail address. **4.** a printed sheet, folded into 16, 32 or 64 pages (NOTE: The folded set of printed pages is technically speaking a 'section', while the 'signature' is the identifying number or letter on it. However, 'signature' is commonly used to mean the set of pages themselves.)

COMMENT: Note that the folded set of printed pages is technically speaking a 'section' while the 'signature' is the identifying number or letter on it; 'signature' is however commonly used to mean the set of pages themselves.

signed edition /'saɪnd ɪ,dɪʃ(ə)n/ *noun* a copy of a book autographed by the author

significance /sɪɡ'nɪfɪkəns/ *noun* the importance, special meaning or value of something

significant /sɪɡ'nɪfɪkənt/ *adjective* of particular importance

sign language /'saɪn 'læŋɡwɪdʒ/ *noun* communication, or a system of communication, by gestures as opposed to written or spoken language, especially the highly developed system of hand signs used by or to people who are hearing-impaired

silverfish /'sɪlvəfɪʃ/ *noun* a small silvery wingless insect with three long tail bristles and two long antennae, which feeds on the starch of books

Silver Platter Information /,sɪlvə 'plætə ɪnfəmeɪʃ(ə)n/ *noun* an organization set up specifically to provide information by using CD-ROM technology with microcomputers

similar /'sɪmlə/ *adjective* having features that are almost the same as something else

Simple Mail Transfer Protocol /,sɪmp(ə)l 'meɪl trænsfɜː prəʊtəkɒl/ *noun* a standard protocol which allows electronic mail messages to be transferred from one system to another, normally used as the method of transferring mail from one Internet server to another or to send mail from a computer to a server. Abbr **SMTP**

simplify /'sɪmplɪfaɪ/ *verb* to make something less complex

simulate /'sɪmjəleɪt/ *verb* to copy actions, feelings or objects to produce something that looks similar or acts in the same way

simultaneous /,sɪm(ə)l'teɪniəs/ *adjective* happening at the same time

sine loco /,saɪni 'lɒkəʊ/ *phrase* a Latin phrase used in catalogue entries to signify no place of publication. Abbr **s.l.**

sine nomine /,saɪni 'nɒmɪneɪ/ *phrase* a Latin phrase used in catalogue entries to signify no known publisher. Abbr **s.n.**

single density disk /,sɪŋɡ(ə)l ,densɪti 'dɪsk/ *noun* a standard magnetic disk able to store data. Abbr **SD disk**

single out /,sɪŋɡ(ə)l 'aʊt/ *verb* to select one person or thing from a group

single-sided disk /,sɪŋɡ(ə)l ,saɪdɪd 'dɪsk/ *noun* a computer disk which can only be used to store data on one side

single user /,sɪŋɡ(ə)l 'juːzə/ *adjective* to be used by one person

singular /'sɪŋɡjʊlə/ *adjective* **1.** a grammatical term to describe words which refer to just one thing **2.** unusual or eccentric

SIS *abbreviation* strategic information services

site engineer /'saɪt endʒɪnɪə/ *noun* an engineer who is allocated to a particular site to maintain the equipment and machines

site licence /'saɪt ,laɪs(ə)ns/ *noun* an official permit to an institution and its staff to use particular software

situations vacant column /,sɪtʃueɪʃ(ə)nz 'veɪk(ə)nt ,kɒləm/ *noun* a list of job advertisements printed in a newspaper

sixteenmo /'sɪksstiːnməʊ/ *noun* **1.** a book that is printed in 32-page sections **2.** an American book size about 6 or 7 inches high ▶ abbr **16mo**

16mo *abbreviation* sixteenmo

64mo *abbreviation* sixty-fourmo

sixty-fourmo /,sɪkssti 'fɔːməʊ/ *noun* a size of book page traditionally created by folding a single sheet of standardized printing paper six times, giving 64 leaves or 128 pages. Abbr **64mo**

size /saɪz/ *noun* **1.** the physical dimensions of something, which tell how big or small it is, usually indicated by its height and width **2.** a mixture of gelatine, alum and formaldehyde used to coat paper surfaces ■ *verb* to calculate the size of something □ **to size up** to study a person or situation and assess the best way of dealing with it

sj *abbreviation* in Internet addresses, the top-level domain for Svalbard and Jan Mayen Islands

sk *abbreviation* in Internet addresses, the top-level domain for Slovakia

skeleton key /'skelɪt(ə)n kiː/ *noun* a key that will open many different locks

skeleton service /'skelɪt(ə)n ,sɜːvɪs/ *noun* a service run by the minimum number of people possible

skeleton staff /'skelɪt(ə)n stɑ:f/ *noun* the smallest number of staff able to do the work

skill /skɪl/ *noun* a special ability, knowledge or training that enables somebody to do something well

skilled staff /,skɪld 'stɑ:f/ *plural noun* people who work with special knowledge in a particular job

skip /skɪp/ *verb* **1.** to miss something out **2.** to decide deliberately not to do something or go somewhere

skiver /'skaɪvə/ *noun* leather made by splitting a sheepskin, used as a cover material for de luxe books

sl *abbreviation* in Internet addresses, the top-level domain for Sierra Leone

s.l. *abbreviation* sine loco

SLA *abbreviation* School Library Association

slang /slæŋ/ *noun* words and expressions which are very informal and likely to change in meaning every so often

slash /slæʃ/ *noun* an oblique stroke used in typing (/) (**NOTE:** In printing it is more often called a **solidus**.)

slashed zero /,slæʃd 'ziərəʊ/ *noun* a printed sign (Ø) which puts an oblique stroke through zero to distinguish it from the letter O

sleeve /sli:v/ *noun* **1.** an envelope-type cover for disks, often with information or pictures on it **2.** a book jacket

slew /slu:/ *noun* rapid uncontrolled movement of paper in a printer when it is not connected to the feeder

slide /slɑɪd/ *noun* **1.** a picture on positive transparent photographic film mounted in a frame **2.** an individual computer screen which can be produced as output in different formats

slide carousel /'slɑɪd ,kærəsel/ *noun* a container that allows slides to be fed into a projector

slide mount /'slɑɪd maʊnt/ *noun* a frame around a slide which makes it easier to handle and store

slide projector /'slɑɪd prə,dʒektə/ *noun* a device that shines light through photographic slides in order to project them on to a screen

slide storage /'slɑɪd ,stɔ:ɪrɪdʒ/ *noun* a system of storage slides which keeps them clean, safe and easily retrievable

slide tape package /'slɑɪd teɪp ,pækɪdʒ/ *noun* a synchronised programme of slides and audio tape

slide viewer /'slɑɪd ,vju:ə/ *noun* a small portable box which enables slides to be viewed against a light source

SLIP /slɪp/ *abbreviation* Serial Line Internet Protocol

slipcase /'slɪpkets/ *noun* a card box for an expensive book, which is open at one side so that the spine of the book is visible

slip pages /'slɪp ,peɪdʒɪz/, **slip proofs** /'slɪp pru:fs/ *plural noun* draft copies of text for printing which are printed on separate sheets of paper

slip-up /'slɪp ʌp/ *noun* a small unintentional mistake

slow fires /,sləʊ 'faɪəz/ *plural noun* an informal term to describe the gradual self-destruction of books made with acidic paper

slow motion /,sləʊ 'məʊʃ(ə)n/ *noun* the act of playing back a film or video at a slower speed than when it was recorded

SLS *abbreviation* School Library Service

sm *abbreviation* in Internet addresses, the top-level domain for San Marino

small ad /'smɔ:l æd/ *noun* a short advertisement in a newspaper or magazine, usually advertising personal sales or wants

small caps /,smɔ:l 'kæps/ *noun* a printing style which uses capital letters that are the same size as lower case letters

small-scale /'smɔ:l skeɪl/ *adjective* limited in size and extent *o* *The library's evening activities were kept small-scale to reduce costs.*

smart card /'smɑ:t kɑ:d/ *noun* a plastic card with an electronic strip which can be read to identify the user on such things as credit cards

SMS /,es em 'es/ *noun* a service that allows short text messages to be sent, e.g. between mobile phones and pagers.

Full form **short message service, short messaging service**

SMTP *abbreviation* Simple Mail Transfer Protocol

sn *abbreviation* in Internet addresses, the top-level domain for Senegal

s.n. *abbreviation* sine nomine

snail mail /'sneɪl meɪl/ *noun* mail sent through the postal service, as distinct from faster electronic mail. Also called **p-mail**

snap decision /,snæp dɪ'snɪʒ(ə)n/ *noun* a decision taken quickly without much thought

snapshot /'snæpʃɒt/ *noun* a personal photograph taken quickly

so *abbreviation* in Internet addresses, the top-level domain for Somalia

social bookmarking /,səʊʃ(ə)l 'bʊkmɑ:kɪŋ/ *noun* personalised meta-data added to recommended web resources by users, as a 'bookmark' to help others in the field find it

'Yahoo! last year also acquired del.icio.us, a social-bookmarking website that lets users share their favourite sites, music and other findings – allowing others to effectively look over their shoulders to find interesting stuff. "We're applying the wisdom of the crowds to find information", says Bradley Horowitz, Yahoo!'s head of search technology. "It's collaborative".' [*Time Magazine*]

social capital /,səʊʃ(ə)l 'kæpɪt(ə)l/ *noun* the idea of the social networks created by and available to a person or company being a form of exploitable resource

social skills /'səʊʃ(ə)l skɪlz/ *plural noun* ability to communicate with other people at all levels of society

social trend /,səʊʃ(ə)l 'trend/ *noun* the general direction of change in social behaviour

socket /'sɒkɪt/ *noun* a device with holes for a plug which connects a machine to the electricity supply

softback /'sɒftbæk/ *noun* PUBL same as **paperback** ■ *adjective* same as **paperback**

soft copy /,sɒft 'kɒpi/ *noun* text on screen as opposed to hard copy printed on paper

softcover /'sɒftkʌvə/ *noun* PUBL same as **paperback** ■ *adjective* same as **paperback**

software /'sɒftweə/ *noun* computer programs which instruct the hardware what to do

software development /'sɒftweə dɪ'veləpmənt/ *noun* the process of writing programs to implement an original idea

software documentation /'sɒftweə ,dɒkjʊmentɪʃ(ə)n/ *noun* instruction manuals which explain how to install and use computer programs

software engineer /'sɒftweə endʒɪnɪə/ *noun* a person who can write computer programs to fit specific applications

software installation /'sɒftweə ,ɪnstəleɪʃ(ə)n/ *noun* the process of putting a program on to a computer so that it can be used

software licence /'sɒftweə ,laɪs(ə)ns/ *noun* a contract between the producer and the purchaser of software about the use and copying of the program

software maintenance /'sɒftweə ,meɪntənəns/ *noun* modifications made to a program to keep it up to date

software package /'sɒftweə ,pækɪdʒ/ *noun* a complete set of instruction manuals and installation disks which enable a program to be used

software piracy /'sɒftweə ,paɪəsi/ *noun* the illegal copying of software

'Software piracy is one of the copyright sins. With many computer users in the habit of downloading music and films from the internet for free, cyber criminals are increasingly pushing pirated programs at a hungry audience... we have twice as many applications on our PCs today than we did three years ago.' [*The Guardian*]

software producer /'sɒftweə prə ,dju:sə/ *noun* a publisher of computer programs for sale

software specification /'sɒftweə ,spesɪfɪkeɪʃ(ə)n/ *noun* detailed infor-

mation about a piece of software's abilities, functions and methods

solidus /'sɒlɪdəs/ *noun* an oblique stroke used in printing (/)

solution /sə'lu:ʃ(ə)n/ *noun* the answer to a problem

solve /sɒlv/ *verb* to find the answer to a problem or difficulty

sophisticated /sə'fɪstɪkətɪd/ *adjective* complex and technically advanced

sort /sɔ:t/ *verb* to put things in order ○ *The data can be sorted by name or number.*

sort code /'sɔ:t kəʊd/ *noun* a combination of numbers which identifies the user

sorting office /'sɔ:tɪŋ ,ɒfɪs/ *noun* the part of a post office where items to be delivered are sorted according to their destinations

sound /saʊnd/ *noun* a noise that can be heard ■ *adjective* strong, reliable or in good condition

sound effects /'saʊnd ɪ'fekts/ *plural noun* sounds produced artificially to make a play or film seem more realistic

soundproof /'saʊndpru:f/ *adjective* preventing sound from passing in or out

sound track /'saʊnd træk/ *noun* a track on the edge of a film on which the speech and music is recorded and synchronised with the pictures

source /sɔ:s/ *noun* the place where something originally comes from

source language /'sɔ:s ,læŋgwɪdʒ/ *noun* the original language of a text which is being translated into another language

source term /'sɔ:s tɜ:m/ *noun* the first word looked up in an index search from which the searcher is directed to other terms

space /speɪs/ *noun* a gap or empty place intended for the storage of data ■ *verb* to arrange things with regular gaps in between them □ **to space out** to organise a series of things or events so that there are gaps or periods of time in between them

space bar /'speɪs bɑ:z/, **space key** *noun* a long bar at the bottom of a

keyboard on a typewriter or computer which makes a single space into the text when pressed

spacing /'speɪsɪŋ/ *noun* the way in which gaps are inserted ○ *The spacing of words on that line is rather uneven.*

span /spæn/ *noun* a period of time

span of concentration /ɪ'spæn əv ,kɒnsən'treɪʃ(ə)n/ *noun* a period of time for which a person is able to concentrate on doing something ○ *The average span of concentration on one activity for children is said to be only 15 minutes.*

spare /speə/ *adjective* extra to requirements and available for use

spare part /ɪ'speə 'pɑ:t/ *noun* a component for a machine that can be bought separately to replace one that is broken or worn out

spatial /'speɪʃ(ə)l/ *adjective* relating to space and shapes

spatial ability /'speɪʃ(ə)l ə,bɪlɪti/ *noun* the ability of a person to visualise the relationships between shapes

speaker /'spi:kə/ *noun* somebody who makes a speech. ○ **loudspeaker**

special interest group /ɪ'speʃ(ə)l 'ɪntrəst ,gru:p/ *noun* a community of people who have an interest in one specific area of study and development, e.g. computer-human interaction

specialise /'speʃəlaɪz/, **specialize** *verb* to study something in great depth so that you become an expert in that field

specialist /'speʃəlaɪst/ *noun* an expert in one particular area of knowledge or skill

special librarian /ɪ'speʃ(ə)l laɪ 'brɛəriən/ *noun* a qualified librarian employed in a special library

special library /ɪ'speʃ(ə)l 'laɪbrəri/ *noun* a library that is stocked to provide information in a particular area of study ○ *Research & Development departments of large firms often have their own special libraries.*

special offer /ɪ'speʃ(ə)l 'ɒfə/ *noun* goods or services being sold at a specially low price usually for a short period of time

specifications /,spesɪfɪ'keɪʃ(ə)nz/ *plural noun* detailed instructions about work to be done or products to be supplied

specific entry /spə,sɪfɪk 'entri/ *noun* a catalogue entry under the actual subject rather than a broader term

specify /'spesɪfaɪ/ *verb* to state in detail what is required

specimen /'spesɪmɪn/ *noun* **1.** a small example of something which gives an idea of what the whole thing will look like **2.** one example of a species which shows what they all look like

specimen pages /,spesɪmɪn 'peɪdʒɪz/ *plural noun* printed pages produced by the printer for the publisher to show the proposed type style

specimen storage /'spesɪmɪn ,stɔ:ɪrɪdʒ/ *noun* a system of organising the storing of physical objects so that they can be studied

speculate /'spekjuleɪt/ *verb* to form a conjecture on the basis of incomplete facts or information

speculation /,spekju'leɪʃ(ə)n/ *noun* **1.** a conclusion, theory or opinion based on incomplete facts or information **2.** reasoning based on incomplete facts or information

speech recognition /'spi:tʃ ,rekəgnɪʃ(ə)n/ *noun* the ability of a machine to recognise the patterns of individual human voices, sometimes used in security systems

speech synthesiser /'spi:tʃ ,sɪnθəsəɪzə/ *noun* a machine which takes information from a computer in electronic form and makes it recognisable as spoken words ○ *The blind student needed a speech synthesiser attached to his computer so that he could hear the written words.*

speed-read /'spi:d ri:d/ *verb* to read something very fast using a learned technique of skimming the text

spellcheck /'speltʃek/ *verb* to check the spelling in a text by comparing it with a dictionary held in the computer

spellchecker /'speltʃekə/, **spelling checker** /'spelɪŋ ,tʃekə/ *noun* **1.** a program which looks at the words of a

text in a computer, checks them against a dictionary of correctly spelled words, and indicates the words that are incorrect **2.** a dictionary of correctly spelled words, held in a computer, and used to check the spelling of a text

spellcheck facility /'speltʃek fə ,sɪləti/ *noun* a software facility on a word-processing program which enables the user to check spellings against an inbuilt dictionary

speller /'spelə/ *noun* a book for teaching or improving spelling

spelling error /'spelɪŋ ,erə/ *noun* a mistake made in spelling a word

spend /spend/ *verb* to exchange money for goods or time on activities

spider /'spaɪdə/ *noun* a computer program that searches the Internet for newly accessible information to be added to the index examined by a standard search tool

spike /spaɪk/ *noun* a sharp piece of metal which when mounted on a base can be used for temporary storage of papers needing attention

spine /spain/ *noun* the edge of a book which is all that can be seen when a book is upright on a shelf

spine label /'spain ,leɪb(ə)/ *noun* a label put on the spine of a book to indicate its library location

spine lettering /'spain ,let(ə)rɪŋ/ *noun* the printing of the title and other details on the spine of a book

spine number /'spain ,nʌmbə/ *noun* a call or class number put on the spine of a library book

spine title /'spain ,taɪt(ə)/ *noun* the name of a book written down its spine

spinner /'spɪnə/ *noun* a display rack for books, which turns round

spiral binding /'spairəl ,baɪndɪŋ/ *noun* a type of binding for collections of papers which uses a coiled wire inserted into specially punched holes

spiral bound book /,spairəl baʊnd 'bʊk/ *noun* a book in a spiral binding

splice /splais/ *verb* to join two pieces of magnetic tape or film together

splicing tape /'splaisɪŋ teɪp/ *noun* non-magnetic, transparent tape used to join two pieces of tape together

split catalogue /,splɪt 'kætəlɒɡ/ *noun* a catalogue in which the entries are divided by category and give separate alphabetical lists for details such as title, author and subject

split screen /'splɪt skri:n/ *noun* a system where more than one text can appear on a screen at the same time, such as the text being worked on and a second text which can be called up for reference

split site /,splɪt 'saɪt/ *adjective* referring to a school, college or university with buildings separated on different sites

sponsor /'spɒnsə/ *noun* a person or organisation that pays all or part of the expenses for an event or period of study ■ *verb* to pay to support an activity or person

spool /spu:l/ *noun* a round object on to which tape or film can be wound ■ *verb* to transfer data from a disc to a tape

spreadsheet /'spredʃi:t/ *noun* a computer program that allows the calculation of numbers in both columns and rows

spring back /'sprɪŋ bæk/ *noun* a binding for account books and other bound stationery which allows the pages to lie flat when open

sprinkled edge /'sprɪŋk(ə)ld ,edʒ/ *noun* the edge of a book which has been sprayed with splashes of ink for decoration

sprocket /'sprɒkɪt/ *noun* a tooth on the edge of a wheel to pick up what passes over it

sprocket holes /'sprɒkɪt həʊlz/ *plural noun* a series of holes at the edge of paper which control its feed through a printer

SQL /,es kju: 'el/ *noun* a standardised language that is close to the structure of natural English, used for obtaining information from databases. Full form **structured query language**

square bracket /,skweə 'brækɪt/ *noun* either of a pair of symbols, [], used in keying, printing and writing especially to indicate the insertion of special commentary, e.g. that made by an editor

sr *abbreviation* in Internet addresses, the top-level domain for Suriname

SSL *abbreviation* Secure Sockets Layer

SSN *abbreviation* Standard Serial Number

st *abbreviation* in Internet addresses, the top-level domain for São Tomé and Príncipe

stable /'steɪb(ə)l/ *adjective* steady and unmoving

stack /stæk/ *noun* **1.** a pile of things one on top of another ○ *a stack of order forms* **2.** a large and ordered collection of books kept in another area for reference

staff /stɑ:f/ *plural noun* people who work for a company or organisation ■ *verb* to provide the staff for a company or organisation

staff levels /'stɑ:f ,lev(ə)lz/ *plural noun* the number of people who are employed to work for a company or organisation ○ *They were criticised for having inadequate staff levels.*

staff profile /,stɑ:f 'prəʊfaɪl/ *noun* records which show details of staff qualifications and work experience

staffroom /'stɑ:fru:m/ *noun* a common room where staff can meet informally

staffroom library /'stɑ:fru:m ,laɪbrəri/ *noun* a collection of books on work-related subjects kept in the staffroom for use by members of staff

stage /steɪdʒ/ *noun* one step in a process

stakeholder /'steɪkhəʊldə/ *noun* somebody who has a vested interest in a company's success, e.g. shareholders, directors, employers or suppliers

stamp /stæmp/ *noun* something which marks another object to show that it has been processed ■ *verb* to use a rubber stamp to mark something ○ *The books are stamped with the date for return.*

stamp of approval /,stæmp əv ə 'pru:v(ə)l/ *noun* a mark of approval given either verbally or by a physical mark

stand-alone /'stænd ə,ləʊn/ *noun* a computer that can be used by itself without the help of larger networks

“Our topic maps solution is a stand-alone system that can be fully integrated with an organisation’s existing applications, regardless of where on the network they are”, explains Kal Ahmed, founder of NetworkedPlanet. “It... removes the laborious task of manually searching through systems and folders to locate a particular document”. [M2 *Presswire*]

standard /'stændəd/ *noun* a level by which people or the quality of work can be judged ■ *adjective* normal or usual ○ *They received the standard letter of reply just like everyone else.*

standard author /,stændəd 'ɔ:θə/ *noun* an author of literary merit who is part of the literature of a country

Standard Book Number /,stændəd 'bʊk ,nʌmbə/ *noun* an older form of the International Standard Book Number. Abbr **SBN**

standard deviation /,stændəd ,di:vi'eɪʃ(ə)n/ *noun* a statistical term to show how far things are different from the normal

standard format /,stændəd 'fɔ:mæt/ *noun* the most commonly used format for such things as documents, used many times without any change to the text

standardisation /,stændədəɪ 'zeɪʃ(ə)n/, **standardization** *noun* the process of making sure that everything fits a standard or is produced in the same way ○ *standardization of cover design in a series*

standardise /'stændədəɪz/, **standardize** *verb* to make sure that everything conforms to the same standard

standard letter /,stændəd 'letə/ *noun* a letter which is sent to several different addresses without any change in the text

Standard Serial Number /,stændəd 'sɪəriəl ,nʌmbə/ *noun* an older form of the International Standard Serial Number. Abbr **SSN**

standby /'stændbaɪ/ *noun* something that is kept ready for use in case of need

standing committee /'stændɪŋ kə ,mɪti/ *noun* a permanently established administrative body which supports the work of a large organisation

Standing Committee on Official Publications /,stændɪŋ kə ,mɪti ɒn ə ,fɪʃ(ə)l ,pʌblɪ'keɪʃ(ə)nz/ *noun* an organisation that was set up in order to improve access to official publications. Abbr **SCOOP**

Standing Conference on National and University Libraries *noun* an advisory committee on special areas of concern such as buildings, staffing or specific subjects. Abbr **SCONUL**

standing order /,stændɪŋ 'ɔ:də/ *noun* **1.** a regular order for each edition of a serial or annual publication **2.** an instruction to your bank to pay a fixed regular amount of money to a named person or organisation

staple /'steɪp(ə)l/ *noun* a small bent piece of metal which is forced into papers to hold them together ■ *verb* to join papers together using a stapler

stapler /'steɪplə/ *noun* a tool used to force staples through papers or other materials to hold them together

star /stɑ:/ *noun* same as **asterisk** ■ *verb* same as **asterisk**

start /stɑ:t/ *noun* the place or time at which something begins ■ *verb* to create something from the beginning

starting point /'stɑ:tɪŋ pɔɪnt/ *noun* the place from where somebody or something begins

start page /'stɑ:t peɪdʒ/ *noun* the webpage to which a visitor to a website is automatically taken first, or the page to which a user is automatically taken first whenever he or she goes online

state /steɪt/ *noun* **1.** a country or nation **2.** the government of a country **3.** a condition of something ■ *adjective* relating to government-run organisations ○ *state schools*

statement /'steɪtmənt/ *noun* a formal or official account of events

state-of-the-art /,steɪt əv ðɪ 'ɑ:t/ *adjective* as technically advanced as possible

static /'stætɪk/ *adjective* unmoving and unchanging

station /'steɪʃ(ə)n/ *noun* a point in a network at which work can be input to the main system

stationary /'steɪʃ(ə)n(ə)ri/ *adjective* not moving

stationery /'steɪʃ(ə)n(ə)ri/ *noun* paper equipment in an office, e.g. envelopes and writing paper

statistics /stə'tɪstɪks/ *plural noun* facts presented in the form of figures

status /'stetəs/ *noun* a position in society or in a work schedule

STATUS /'steɪtəs/ *noun* an information retrieval package which works on the free text principle

STATUS/IQ /,steɪtəs aɪ 'kjuː/ *noun* a software system for use with STATUS which understands natural English and can rank its findings in the order of perceived usefulness to the user

status line /'stetəs laɪn/ *noun* a line at the top of a computer screen which gives details of the file currently being worked on

statute /'stætʃu:t/ *noun* a regulation or law

statutory deposit copy /,stætʃʊt(ə)ri dɪ'pɒzɪt ,kɒpi/ *noun* a copy of a book or other publication which has to be deposited with a national library according to law

statutory instrument /,stætʃʊt(ə)ri 'ɪnstɾəmənt/ *noun* a law or legal requirement

stave /steɪv/ *noun* a set of five lines on which music is written

STD *abbreviation* Subscriber Trunk Dialling

steering committee /'stiəriŋ kə'mɪti/ *noun* a group of people in charge of stages of a project which decides the priorities and order of work

stem /stem/ *verb* to search a database by inputting only the stem of a word with indicators before or afterwards to show that extra letters may be attached

stencil /'stensəl/ *noun* a template of shapes or letters which can be used to produce a design or written information

step /step/ *noun* one of a series of stages used to accomplish a task

stereo /'steriəʊ/ *noun* an audio system or device that reproduces stereophonic sound ■ *abbreviation* stereophonic

stereophonic /,steriə'fɒnɪk/ *adjective* where sound signals are directed through two speakers at once to give depth to the sound

sticky /'stɪki/ *adjective* referring to a website that attracts visitors, especially one that keeps them interested for a long time

still /stɪl/ *noun* one single frame from a video or film

stitch /stɪtʃ/ *verb* to bind the pages of a book, pamphlet or other publication with thread or staples

stock /stɒk/ *noun* the total quantity of items available for use or sale

stock availability /'stɒk ə'veɪləbɪlɪti/ *noun* the fact of whether an item is on the premises and ready for use or sale

stock control /'stɒk kən'trɒl/ *noun* the process of keeping records of how much stock is bought and sold

stockroom /'stɒkru:m/ *noun* a room where items that are not immediately needed are stored

stock selection /'stɒk sɪ'lekʃ(ə)n/ *noun* the process of choosing items to hold on the premises

stocktaking /'stɒkteɪkɪŋ/ *noun* the process of checking the amount of available stock against records

stop list /'stɒp lɪst/ *noun* a list of words that cannot be used in a system

stop word /'stɒp wɜ:d/ *noun* a word that is not significant for an index or library file so is not included, e.g. the word 'the'

storage /'stɔːrɪdʒ/ *noun* **1.** the process of placing or keeping goods in a store **2.** a place for storing things **3.** money charged for keeping goods in a store

storage facilities /'stɔːrɪdʒ fə'sɪlɪtiz/ *plural noun* room or space in which to store items

storage system /'stɔːrɪdʒ ,sɪstəm/ *noun* a system for organising items in store so that they can be retrieved

storage unit /'stɔ:ri:dʒ ,ju:nɪt/ *noun* a device attached to a computer for storing information on disk or tape

store /stɔ:/ *noun* a place where items can be kept until needed ■ *verb* to place items into safe keeping

story /'stɔ:ri/ *noun* a narrative tale

storyboard /'stɔ:ri:bɔ:d/ *noun* a planning document used by producers of broadcast programmes

strategic information services /strə'ti:dʒɪk ,ɪnfə'meɪʃ(ə)n ,sɜ:vɪsɪz/ *plural noun* the provision of information to a company so that they can achieve some aim, e.g. increase customer awareness or understand the competition. Abbr **SIS**

'Inacom's efforts to transform itself into a computer services company did not work. It remained a tactical 'break and fix' shop rather than a provider of strategic information services, said Michell Hudnall of the Meta Group, a market research firm.' [*Financial Times*]

strategic planning /strə'ti:dʒɪk 'plænɪŋ/ *noun* policy planning for future developments within a company or organisation

strategy /'strætədʒi/ *noun* a plan which sets out the methods of achieving one's goals

streaming /'stri:mɪŋ/ *noun* the reading of data from a storage device in one continuous operation, without processor intervention

street plan /'stri:t plæn/ *noun* a map of the streets in a particular town. Also called **town plan**

string /strɪŋ/ *noun* **1.** an indexing term for a series of characters **2.** an indexing term to describe the lists of terms compiled by an indexer with details of how they relate to each other

stripe /straɪp/ *noun* **1.** a line of different colour from the background **2.** a thin magnetic strip on the side of a film opposite to the sound track to control its speed on playback

structure /'strʌktʃə/ *noun* an underlying plan which gives form to a system or activity ■ *verb* to organise or

construct something according to an efficient or logical system

structured indexing language /,strʌktʃəd 'ɪndeksɪŋ ,læŋɡwɪdʒ/ *noun* the use of words in a specific order to construct index headings, as in 'libraries, special' instead of 'special libraries'

studies /'stʌdiz/ *noun* a particular subject of study, especially an educational course or academic specialisation

study /'stʌdi/ *verb* to learn about something by spending time reading about it and listening to experts

study aid /'stʌdi eɪd/ *noun* educational material such as a book or CD for sale to students who want to learn by self-study at home

study leave /'stʌdi li:v/ *noun* leave of absence from a course of study, granted for the purposes of carrying out additional research

STUMPERS-L /'stʌmpəz el/ *noun* an Internet bulletin board which lists difficult questions asked of librarians to see if any other librarians can help with the answers

style /stɑɪl/ *noun* the way in which a particular writer or editor uses words, sentences and layout to produce a recognisable publication

stylus /'stɑɪləs/ *noun* a small pointed object which is used in computer graphics to direct the cursor

sub- /sʌb/ *prefix* combining with nouns to give the meaning of less important

sub-contract /,sʌbkən'trækt/ *verb* to pay somebody else to do part of a job for you

subdomain name /,sʌbdə'meɪn ,neɪm/ *noun* **1.** a second level of Internet domain names created by the administrator of the domain **2.** a subdivision of the two-letter country domain names into two- or three-letter organisational subdomains, e.g. 'ac.uk' for United Kingdom academic sites and 'com.au' for Australian commercial sites.

sub-editor /'sʌbedɪtə/ *noun* a person who corrects and checks articles in a newspaper before they are printed

sub-heading, sub-head *noun* a subsidiary heading which divides text into shorter sections

subject /'sʌbdʒɪkt/ *noun* an idea for study, discussion or treatment

subject bibliography /'sʌbdʒɪkt bɪbli,ɒgrəfi/ *noun* a list of documents, articles and books that are relevant to a certain subject, with details such as author, publisher and date of publication

subject catalogue /'sʌbdʒɪkt ,kætəlɒg/ *noun* a catalogue which lists books according to their subjects

subject directory /'sʌbdʒɪkt daɪ ,rekt(ə)ri/ *noun* an index of resources arranged primarily by subject area

subject entry /'sʌbdʒɪkt ,entri/, **subject heading** /'sʌbdʒɪkt ,hedɪŋ/ *noun* an index or catalogue heading which indicates the main subject of a document

subject index /'sʌbdʒɪkt ,ɪndeks/ *noun* a list of subjects covered by a library with the class numbers to indicate where materials can be found

subject librarian /'sʌbdʒɪkt laɪ ,brɛəriən/ *noun* a librarian who is a specialist in a particular subject

subject line /'sʌbdʒɪkt laɪn/ *noun* a line in an e-mail that indicates the subject of the message

subject matter /'sʌbdʒɪkt ,mætə/ *noun* the subject of a book, talk or work of art

submission date /sʌb'mɪʃ(ə)n ,deɪt/ *noun* the last date by which an assignment, proposal or application can be sent to somebody

subordinate clause /sə'bɔ:dɪnət klɔ:z/ *noun* a clause that cannot stand alone as a separate sentence since its meaning depends on the meaning of the main clause and simply gives additional information. In the sentence 'We had to run because we were late', the clause 'because we were late' is the subordinate clause and 'We had to run' is the main clause.

subscribe /səb'skraɪb/ *verb* **1.** to agree to pay for and receive or use something over a fixed period of time, e.g. a periodical, series of books, or set

of tickets to musical or dramatic performances **2.** to add one's name and e-mail address to a mailing list in order to receive messages from a website automatically, with or without charge

Subscriber Trunk Dialling /sʌb ,skraɪbə 'trʌŋk ,daɪəlɪŋ/ *noun* a system of automatic telephone connection all over the world which is then charged to your personal telephone account. Abbr **STD**

subscribe to /sʌb'skraɪb tu/ *verb* to pay money in order to receive copies of a regular publication or to gain access to a service

subscription /səb'skrɪpʃən/ *noun* money paid to become a member of an organisation or in order to receive regular publications

subscription library /səb'skrɪpʃən ,laɪbrəri/ *noun* a private library which people can join by paying a subscription

subscript letter /'sʌbskrɪpt ,letə/, **subscript number** *noun* a very small letter or number which is printed slightly below the line level of normal print

subsection /'sʌb,sekʃ(ə)n/ *noun* a small part of a larger section

sub-series /'sʌb ,sɪəri:z/ *noun* a series of publications with titles dependent on a previous series

subset /'sʌbset/ *noun* a smaller part of a large division of data

substantiate /səb'stænʃiət/ *verb* to supply evidence to prove that something is true

substitute /'sʌbstɪtju:t/ *verb* to put or use something in the place of something else

subtitle /'sʌbtɪt(ə)l/ *noun* **1.** the secondary title of a book **2.** words written at the bottom of a television or cinema screen to enable the spoken words to be read

succeed /sək'si:d/ *verb* **1.** to follow a person and take over their job **2.** to gain the intended result

successive /sək'sesɪv/ *adjective* following one after the other

sufficient /sə'fɪʃ(ə)nt/ *adjective* as much as is needed

suffix /'sʌfɪks/ *noun* a word or group of letters added to the end of a word which changes the grammar and meaning

suggestions book /sə'dʒestʃənz bʊk/ *noun* a book in which the users of a service can write their ideas for how to improve the service

summarise /'sʌmərəɪz/, **summarize** *verb* to give a brief description of the main points

summary /'sʌməri/ *noun* a short version of something giving only the main points

Sunday supplement /,sʌndɪ 'sʌplɪmənt/ *noun* a magazine that comes with a Sunday newspaper

super- /su:pə/ *prefix* combining with adjectives to suggest that something is of very high quality

superimpose /,su:pəɪm'pəʊz/ *verb* to place something on top of something else

superior number /su:pɪəriə 'nʌmbə/ *noun* a superscript number often used to indicate a footnote

Super Janet /'su:pə ,dʒænit/ *noun* an updated version of the Joint Academic NETwork system of information transfer within the UK

superscript /'su:pəskript/ *noun* a small character printed at a higher level than the rest of the line of writing

supersede /,su:pə'si:d/ *verb* to replace something which is old and out of date

supervise /'su:pəvaɪz/ *verb* to make sure that a person is working efficiently or that a task is done properly

supervisor /'su:pəvaɪzə/ *noun* a person who has the responsibility for supervising other people or machinery

supplementary /,sʌplɪ'ment(ə)ri/ *adjective* added to something else to improve it, update it or make it satisfactory

supplier /sə'plɑɪə/ *noun* a person or company that provides goods, services or equipment

supply /sə'plɑɪ/ *verb* to provide, give or sell something to somebody

support /sə'pɔ:t/ *verb* to provide help, advice or finance to ensure that somebody or something else can work

suppress /sə'pres/ *verb* to prevent something from being known or done

surf /sɜ:f/ *verb* to browse through a database ○ *surfing the Internet*

surface Web /'sɜ:fɪs web/ *noun* data on the World Wide Web which can be found using ordinary search engines. Compare **deep Web**

surge /sɜ:dʒ/ *noun* a sudden increase in something such as sales or electrical power

survey /'sɜ:veɪ/ *noun* a detailed investigation often involving people's opinions

survey population /'sɜ:veɪ ,pɒpjʊleɪʃ(ə)n/ *noun* a selected sample for an investigation

sustain /sə'steɪn/ *verb* to keep or maintain something for a length of time

sv *abbreviation* in Internet addresses, the top-level domain for El Salvador

SVQ *abbreviation* Scottish Vocational Qualification

swap /swɒp/ *verb* to exchange information, giving one item and receiving another in its place

switch /swɪtʃ/ *verb* □ **to switch on** to connect a machine or equipment to a source of electrical power □ **to switch over** to change to another machine ◇ **to switch off** 1. to isolate a machine or equipment from a source of electrical power 2. to stop listening

switchboard /'swɪtʃbɔ:d/ *noun* a central control unit for a telephone system within an organisation, from which calls can be redirected to extension lines

switchboard operator /'swɪtʃbɔ:d ,ɒpəreɪtə/ *noun* a person who receives calls to an organisation and redirects them

sy *abbreviation* in Internet addresses, the top-level domain for Syria

symbol /'sɪmbəl/ *noun* a shape, icon or picture which represents something else

symbolic /sɪm'bɒlɪk/ *adjective* representing something else ○ *Symbolic*

language uses words to represent items rather than just describing them.

symposium /sɪm'pəʊziəm/ *noun* a conference of experts to discuss particular topics (NOTE: The plural is **symposia**.)

syndetic /sɪn'detɪk/ *adjective* connected by cross-references

syndetic catalogue /sɪn'detɪk 'kætəlɒg/, **syndetic index** /sɪn'detɪk 'ɪndeks/ *noun* a dictionary catalogue or index using a system of cross-referencing

synecdoche /sɪ'nekdəki:/ *noun* a figure of speech which uses one species for the whole genus, e.g. 'pennies' for money in general

synonym /'sɪnɒnɪm/ *noun* a word of phrase which has almost the same meaning as another word or phrase

synopsis /sɪ'nɒpsɪs/ *noun* a summary of a longer text (NOTE: The plural is **synopses**.)

syntax /'sɪntæks/ *noun* a term in linguistics to describe the grammatical structure of a language

synthesis /'sɪnθəʊsɪs/ *noun* the artificial combination of ideas and styles

synthesise /'sɪnθəsaɪz/, **synthesize** *verb* to make an artificial combination from a variety of small components ○ *The computer is now able to synthesise sounds and make them seem like a human voice.*

synthesiser /'sɪnθəsaɪzə/ *noun* a machine which combines electrical sounds to make them recognisable as speech or music

SyQuest /'saɪkwɛst/ *noun* a manufacturer of storage devices, including a range of removable hard disk drives and backup units

system /'sɪstəm/ *noun* a set of rules or plans which are used to accomplish a task

system analyst /'sɪstəm ˌænəlɪst/ *noun* a person who works at finding out the strong and weak points in a system

“The advantage Excalibur has is the search engine”, says Leona Carpenter, senior system analyst at the British Library, where Excalibur has been used to digitise ageing microfilm of 18th century newspapers, and to digitise some of the library's printed catalogues and indexes.’ [*The Guardian*]

Systematic Computerised Processing in Cataloguing *noun* a system used in university libraries for the systematic control of periodicals. Abbr **SCOPE**

systematic sampling /,sɪstəmætɪk 'sɑ:mplɪŋ/ *noun* the use of a regular order of choice for the selection of a sample ○ *They chose to use the method of systematic sampling and interview every tenth person from the list of names.*

system design /,sɪstəm dɪ'zaɪn/ *noun* the process of deciding on the most appropriate system to provide the solution to a problem

system diagnosis /'sɪstəm daɪəg ,nəʊsɪs/ *noun* the process of finding faults in a system

systems analysis /'sɪstəmz ə ,næləʊsɪs/ *noun* a process of using a computer to suggest how a company should work by analysing the way in which it works at present

system software /,sɪstəm 'sɒftweə/ *noun* programs which make applications work on the hardware

SZ *abbreviation* in Internet addresses, the top-level domain for Swaziland