
TLAs in LIS – Part 1: Glossary of library, book and publishing-related acronyms

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Acronyms and other abbreviations make up a large part of the language we use when talking about our work, especially the technology-related aspects. This is the first of two articles on TLAs (three-letter acronyms) and others, in Library and Information Science, and will introduce the different types of acronyms, websites that are useful sources of definitions of acronyms, and a list of acronyms relevant to libraries and the publishing industry, including URLs and additional explanatory information where appropriate. Part 2, to be published in a later issue, will cover IT, web and standards-related acronyms. There is some overlap between these, eg a standards-related term about library issues will be found in this part.

ACRONYMS

Acronyms and other abbreviations are important to librarians – both to know what they refer to, and because they often describe important new concepts. Acronyms and initialisms are created from the initial letters of words in a phrase (or occasionally the first sound, as in XML, or the first few letters, as in MeSH). Acronyms are those that make a soundable word (eg ALIA), while initialisms are those that have to be spelt out (eg OCLC). Some abbreviations are used as either acronyms or initialisms (eg FAQ, pronounced “fack” and URL, pronounced “earl”), some become acronyms to the initiated (eg CSIRO pronounced Siro), while others are treated as a mixture of both (eg CD-ROM, J-PEG). In this article, “acronyms” is used to include initialisms and other abbreviations.

Acronyms are used to save time and space. Usually they are spelt out in full in first instance, although some acronyms (eg NASA, FBI, sonar) have become more recognisable than the phrases they abbreviate and can stand alone. Acronyms can also move on from their original meanings: eg 3M was originally Minnesota Mining and Manufacturing Company and OCLC was originally Ohio College Library Center, then Online Computer Library Center, before settling down as OCLC. Other acronyms have gone out of use as technology has changed. See the *Glossary of Key Terms and Acronyms* (<http://www.dest.gov.au/archive/highered/eip9613/glossary.htm>) for an historic look at acronyms such as ABN, as well as terms such as Archie, Gopher, Jughead and Veronica, which will be familiar to early users of the internet.

There are many acronyms with multiple meanings, which makes it important to define them the first time they are used. Sometimes these occur in different fields where there is little chance of confusion (eg *Unicode Transformation Format* and *Use The Force*), but at other times they are used in areas where one or other of the meanings could be the one that was intended (eg NeuroLinguistic Programming or Natural Language Processing).

There is a wide variety of acronym types, including: pseudo-acronyms (sequences of characters, such as IOU, which resemble the sounds of other words); backronyms (in which the acronym is created to fit the word, rather than the other way around); recursive acronyms (with the acronym itself providing the first letter of the acronym); and recursive backronyms. Backronyms (or bacronyms) include the definitions of “wiki” as “What I Know Is”, “Yahoo” as “Yet Another Hierarchical Official Oracle”, and “TWAIN” as “Technology Without An Interesting Name”.¹ Recursive

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¹ “Backronym”, *Wikipedia*, <http://www.en.wikipedia.org/wiki/Backronym> viewed 11 March 2010.

acronyms include GNU (GNUs Not Unix) and PHP (Hypertext Preprocessor) and recursive backronyms include the definition of Microsoft's Bing search service as "BING Is Not Google".

RAS syndrome (Redundant Acronym Syndrome syndrome) – the repetition of the word symbolised by the last letter of the acronym after the acronym – causes language purists some angst, but most people feel more comfortable saying ATM machine (Automatic Teller Machine machine) and PIN number (Personal Identification Number number) than just ATM and PIN.

The use of internet chat and text messaging on mobile phones has led to the development of a range of abbreviations, including 2MORO (tomorrow), LOL (Laugh Out Loud; Lots of Love), ROFL (Rolling On The Floor Laughing), BRB (Be Right Back), YMMV (Your Mileage May Vary) and NM (Nothing Much).² Emoticons (<http://www.en.wikipedia.org/wiki/Emoticon>) have also been used as a shorthand way of expressing the writer's mood.

If you want to know more, there is a wealth of background information about acronyms in all of their complexity on Wikipedia – Acronym and Initialism (<http://www.en.wikipedia.org/wiki/Acronyms>).

A good way to find definitions of acronyms is through the use of "define:" in a Google or Yahoo search, eg typing "define:UTF" will retrieve definitions of UTF from online glossaries and other collections of terms. In addition, there are good collections of acronyms at:

- AGLS Metadata Standard – Glossary (<http://www.agls.gov.au/documents/glossary>);
- ANU – Australian National Dictionary Centre: Acronyms (resource for school students, <http://www.anu.edu.au/andc/res/forschools/classtopics/acronyms.php>);
- National Library of New Zealand/Te Puna Mātauranga o Aotearoa Glossary (<http://www.natlib.govt.nz/about-this-site/glossary>);
- NWIC Technology Glossary (<http://www.gslis.utexas.edu/~vlibrary/glossary/index.html>);
- ODLIS – Online Dictionary for Library and Information Science by Joan M Reitz (<http://www.lu.com/odlis>, also available in print);
- Silmaril – The Internet Acronym Server: Searching for the Meaning of LIFE Since 1988 (acronym search, not browsable, <http://www.acronyms.silmaril.ie/cgi-bin/uncgi/acronyms>);
- UCSB Libraries – Library Speak: Acronym and Abbreviation Cheat Sheet (<http://www.library.ucsb.edu/lauc/acronyms.html>);
- University of Sydney Acronyms (list of other acronym sites, <http://www.library.usyd.edu.au/subjects/readyref/acronyms.html>);
- W3C Glossary and Dictionary (this webpage gathers many useful glossaries with definitions linked back to the source documents, <http://www.w3.org/2003/glossary>); and
- Wikipedia – Category: Acronyms (<http://www.en.wikipedia.org/wiki/Category:Acronyms>).

While not a glossary, the history of the internet at: Chapman C, *The History of the Internet in a Nutshell* (Six Revisions, 15 November 2009, <http://www.sixrevisions.com/resources/the-history-of-the-internet-in-a-nutshell>) provides a very readable introduction to the topic and covers a number of the acronyms listed below (eg TCP/IP) and others (eg BBS – Bulletin Board System) in their historical context.

² See Abbreviations.com (<http://www.abbreviations.com/acronyms/CHAT>) for more examples.

LIBRARY-RELATED ACRONYMS

“Marry, this is the short and the long of it.” – William Shakespeare, *Merry Wives of Windsor*

ACRONYM	FULL NAME, URL, DEFINITION
A&I	Abstracting & Indexing
AGLS	Australian Government Locator Service (http://www.naa.gov.au/records-management/create-capture-describe/describe/agls/index.aspx) A metadata standard based on DC (qv ³). It has 19 data elements, including availability, function, audience and mandate.
AICCM	Australian Institute for the Conservation of Cultural Material (http://www.aiccm.org.au)
ALIA	Australian Library and Information Association (http://www.alia.org.au)
ANB	Australian National Bibliography (http://www.nla.gov.au/ANBreport.html) Ceased print publication in 1996.
ANBD	Australian National Bibliographic Database (http://www.nla.gov.au/libraries/resource/nbd.html) ANBD in text; NBD in URL.
ANSI/NISO	American National Standards Institute/National Information Standards Organization (http://www.niso.org/kst/reports/standards) A private, non-profit standards developer for the American National Standards Institute. Important ANSI/NISO standards for librarians include: <ul style="list-style-type: none"> • ANSI/NISO Z39.19-2005 – Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabularies. • ANSI/NISO Z 39.50-1995 – Information Retrieval (Z39.50); Application Service Definition and Protocol Specification. This standard specifies data structures and interchange rules to enable searching and retrieval in a distributed network environment. The Library of Congress is the Maintenance Agency and Registration Authority for this standard (http://www.loc.gov/z3950/agency).
ANZSI	Australian and New Zealand Society of Indexers (previously AusSI) (http://www.anzsi.org)
ASIS&T	American Society for Information Science and Technology (http://www.asis.org)
ASKP; ASKPro⁴	Association of Strategic Knowledge Professionals (http://www.sla.org/content/SLA/governance/namechange/index.cfm) Proposed new name for SLA (qv); ⁵ name change rejected by members. ⁶
ATAR	Australian Tertiary Admission Rank (http://www.uac.edu.au/undergraduate/atar) The ATAR is a number that indicates a student’s position in their final year examinations in relation to their Year 7 cohort. It is designed for use by institutions to select school leavers for admission to tertiary courses and has replaced the UAI (University Admissions Index).

³ “qv-quod vide” meaning “which see”; used after a term to indicate that more information on the term is available in the list below. For more than one term, the plural is quae vide (qqv): “List of Latin Phrases”, *Wikipedia*, http://www.en.wikipedia.org/wiki/Quod_vide#Q viewed 11 March 2010.

⁴ These acronyms have been used online, but will not be part of the vote on the name change: “SLA Name Change Proposal & Discussion (Updated Links & Acronym Update)”, *SLA PHT Division Blog* (1 November 2009), <http://www.tinyurl.com/yjt7bjf6> viewed 11 March 2010.

⁵ Pros and cons of the name change have been discussed at: “Why This Is the Right Name”, *Executive Connections* (12 November 2009), <http://www.tinyurl.com/yj3qfq2> viewed 11 March 2010.

⁶ Results of survey were announced at: *SLA Name Will Stay: Alignment of Association to Continue* (SLA media release, 10 December 2009), <http://www.sla.org/content/SLA/pressroom/pressrelease/09pr/pr2923.cfm> viewed 11 March 2010.

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ACRONYM	FULL NAME, URL, DEFINITION
BILBY	Books I Love Best Yearly (http://www.pa.ash.org.au/cbc/bilbyawards) Queensland's children's choice book awards.
CAL	Copyright Agency Limited (http://www.copyright.com.au) A copyright management company which administers copying licences by taking payment from copyright users and distributing it to copyright holders.
CAN	Collections Australia Network (http://www.collectionsaustralia.net) Provides a public gateway to Australian cultural heritage collections online, including those of small to medium regional institutions.
CARM2	CAVAL Archive on Research Materials (http://www.caval.edu.au/carm2.html) A high-density, environmentally-controlled storage facility in Victoria used to store low-use print materials from member libraries.
CASL	Council of Australian State Libraries (now known as NSLA (qv))
CAUL	Council of Australian University Librarians (http://www.caul.edu.au)
CAVAL	Co-operative Action by Victorian Academic Libraries in 1978 , but now operating under the trading name CAVAL Collaborative Solutions (http://www.caval.edu.au)
CBCA	Children's Book Council of Australia (http://www.cbca.org.au) A volunteer organisation interested in children's and young adult literature that engages the community through the CBCA Book of the Year Awards, Children's Book Week, a website, review journal, and national conference.
CC	Closed Caption A moving line of text along the bottom of the screen in a television broadcast giving the narration, dialogue and sound effects. CC is visible only with the aid of a special decoder. In library cataloguing, the phrase "Closed captioned" is added.
CCTV	Closed Circuit Television A video system used to monitor activity for security purposes.
CI	Competitive Intelligence A part of business intelligence that involves the collection and analysis of information about a company's markets and competition.
CIO	Chief Information Officer A person who is responsible for information management in an organisation, including computing and library services.
CLOCKSS	Controlled LOCKSS (http://www.clockss.org) A joint venture between scholarly publishers and research libraries to build a geographically-distributed archive to ensure the long-term survival of publications. Content that is no longer available from any publisher becomes "triggered content" and is made available for free. <i>See also</i> LOCKSS
CMYK	Cyan, Magenta, Yellow, Key black A subtractive model of colour specification, referring to the four basic inks used in printing. Black is abbreviated "K" for "Key Black" as the other printing plates are keyed (aligned) with the key of the black key plate. <i>See also</i> RGB
CNI	Coalition for Networked Information (http://www.cni.org) A non-profit organisation sponsored by the Association of Research Libraries (ARL) and EDUCAUSE to support the future of networked information technology for scholarly communication.
COOL	Canberra's Own Outstanding List (http://www.library.act.gov.au/kids/cool) Canberra's children's choice book awards.

ACRONYM	FULL NAME, URL, DEFINITION
COUNTER	Counting Online Usage of NeTworked Electronic Resources (http://www.projectcounter.org/index.html) International set of protocols to provide meaningful measures of online resource usage.
CRM	Customer Relationship Management A company's relationship with its customers, especially the capture, storage, and analysis of customer information.
DAISY	Digital Accessible Information System (http://www.daisy.org/z3986) A standard aimed at improving access to print materials for people with disabilities. ANSI/NISO Z39.86 Specifications for the Digital Talking Book is known as DAISY 3.
DBCDE	Department of Broadband, Communications and the Digital Economy
DC	Dublin Core (http://www.dublincore.org/documents/dces) A set of basic metadata properties comprising 15 core elements, including title, author and keywords, used to describe web resources for optimal retrieval. <i>See also</i> AGLS; NZGLS
DCMI	Dublin Core Metadata Initiative (http://www.dublincore.org) Open forum for the development of interoperable metadata standards.
DOAJ	Directory of Open Access Journals (http://www.doaj.org) A collection of peer-reviewed open access journals, with records that can be downloaded by librarians for entry in an online catalogue. ⁷
DOI	Digital Object Identifier (http://www.doi.org) Unique and persistent number that is assigned to a "chunk" of content so that it can always be found, even if its location on the web changes. DOIs can be added to content at any level of granularity from paragraphs to entire books, and are interoperable with other international standards including ONIX (qv). DOIs (eg doi:10.1045/march2006-crane) can be resolved (used to find the relevant website) at http://www.doi.org UUUU.
DRM	Digital Rights Management A system designed to control the rights to intellectual property (IP) in digital form. DRM systems use data encryption, digital watermarks, user plug-ins, and other methods to prevent content from being distributed in violation of copyright.
DVD	Digital Video Disk; Digital Versatile Disc (different acronyms for the same item)
EAD	Encoded Archival Description (http://www.loc.gov/ead) A mark-up language for archival finding aids, with a similar role for archives to the one MARC (qv) fulfils for library records.
EDRMS	Electronic Document and Records Management System
ERA	Electronic Resources Australia (http://www.era.nla.gov.au/about) A consortium working towards a simplified national licensing arrangement for electronic resources for all Australian libraries.
ERA	Excellence in Research for Australia (http://www.arc.gov.au/era/default.htm) A new research quality and evaluation system being developed by the ARC (Australian Research Council) to assess research quality within Australia's higher education institutions. ERA has replaced the Research Quality Framework (RQF).
FALIA	Fellowship of the Australian Library and Information Association Not the best sounding acronym! Perhaps ALIA-F would have been better.

⁷ Browne G, "Directory of Open Access Journals (DOAJ)" (2007) 22 OLC 58.

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FAST	Faceted Application of Subject Terminology (http://www.oclc.org/research/activities/fast/default.htm) An adaptation of LCSH (qv) with simplified syntax to make it easier to use the rich vocabulary of LCSH, especially in a web environment. Terms in the FAST vocabulary are divided into eight categories: personal names, corporate names, geographic names, events, titles, time periods, topics and form/genre.
FOI Act	Freedom of Information Act
FOL	Friends of the Library
FRAD; FRANAR	Functional Requirements for Authority Data; Functional Requirements and Numbering of Authority Records (http://www.archive.ifla.org/VII/d4/wg-franar.htm)
FRBR	Functional Requirements for Bibliographic Records (http://www.frbr.org)
GIGO	Garbage In Garbage Out
Go8	Group of Eight (http://www.go8.edu.au) A coalition of Australian universities, comprising University of Sydney, University of New South Wales, University of Melbourne, Monash University, University of Queensland, University of Adelaide, University of Western Australia, Australian National University.
GTIN	Global Trade Identification Number (http://www.news.bookweb.org/news/4750.html) A 14-digit number made up of a book's 13-digit ISBN with a leading digit that indicates the packaging level of the book (eg single copy, carton, skid quantity). <i>See also</i> ISBN
HOPS	Heads of Public Services
HOTS	Heads of Technical Services
IBBY	International Board on Books for Young People (http://www.ibby.org)
IC	Information Commons A facility that integrates library and computer services in a single area. In a broader sense, IC is used to describe the flow of information as a public good.
ICT	Information and Communications Technology
IDPF	International Digital Publishing Forum (http://www.idpf.org) The trade and standards association for the ebook publishing industry, formerly Open eBook Forum.
IFLA	International Federation of Library Associations (http://www.ifla.org)
IIM	Institute for Information Management (http://www.iim.org.au)
ILL; ILL/DD	InterLibrary Loan; InterLibrary Loan and Document Delivery
IP	Intellectual Property; Information Professional
ISBN	International Standard Book Number (http://www.iso.org/iso/pressrelease.htm?refid=Ref962) A number used to identify a book, indicating the country in which it was published, the publisher, and the title. The final digit is a check digit (it may be the letter "X" or a number). ISBNs have recently been extended from 10-digit to 13-digit, based on EAN numbers (European Article Numbers). To convert a 10-digit ISBN to a 13-digit one, the prefix 978 (the EAN code for the quaintly-named "Bookland") is added to the first nine digits, and the check digit is recalculated. You can convert a 10-digit ISBN to a 13-digit ISBN at http://www.isbn.org/converterpub.asp . Thorpe-Bowker (http://www.thorpe.com.au/isbn) is the ISBN agency for Australia. <i>See also</i> GTIN
ISMN	International Standard Music Number (http://www.ismn-international.org) A numbering system (ISO 10957) for identification of publications consisting of musical notation (printed music).

ACRONYM	FULL NAME, URL, DEFINITION
ISNI	International Standard Name Identifier (http://www.isni.org) A draft standard (draft ISO 27729) for the identification of parties (natural, legal, fictional or groups) involved in media content industries so they can be clearly disambiguated.
ISSN	International Standard Serial Number An eight-digit number (divided in the middle by a hyphen) used to identify print or electronic periodical publications, indicating the publisher. The ISSN for <i>Online Currents</i> is 0816-956X. The National Library (http://www.nla.gov.au/services/issn.html) is the ISSN agency for Australia.
ISTC	International Standard Text Code (http://www.istc-international.org) A numbering system (ISO 21047) supporting the unique identification of textual works, allowing the different manifestations of a work (eg paperback book, filmscript, ebook) to be associated with the original work.
JCR	Journal Citation Reports
JISC	Joint Information Systems Committee
JSTOR	Journal Storage ⁸
KOALA	Kids Own Australian Literature Awards (http://www.koalansw.org.au) New South Wales children's choice book awards.
KOS	Knowledge Organisation System A controlled vocabulary such as a thesaurus, classification scheme, subject heading system or taxonomy that presents concepts in a structured way. <i>See also SKOS</i>
LC	Library of Congress (http://www.loc.gov) The library of the United States Congress, which acts as a de facto national library. It is an important resource for librarians around the world, especially as a source of catalogue (http://www.catalog.loc.gov) and authority (http://www.authorities.loc.gov) records.
LCC	Library of Congress Classification (http://www.loc.gov/catdir/cpsolcco)
LCSH	Library of Congress Subject Headings A list of subject terms and relationships used in many library catalogues and some indexes.
LIANZA	Library and Information Association of New Zealand/Aotearoa (http://www.lianza.org.nz)
LIS	Library and Information Science; Land Information System (one component of a GIS); Location Information System (important for tracking using RFID)
LOCKSS	Lots of Copies Keep Stuff Safe (http://www.lockss.org) An international initiative (based at Stanford University Libraries) that provides open source digital preservation tools so that libraries can collect and preserve their own copies of authorised electronic content, even when they have cancelled subscriptions. <i>See also CLOCKSS</i>
LOM	Learning Object Metadata (http://www.en.wikipedia.org/wiki/Learning_object_metadata) A data model for describing digital resources used to support learning, usually in an online learning management system (LMS).
MAI	Machine-Aided Indexing
MARC	Machine-Readable Cataloging (http://www.loc.gov/marc)
METS	Metadata Encoding and Transmission Standard (http://www.loc.gov/standards/mets)
MLA	Medical Library Association; Modern Language Association; Music Library Association

⁸ Browne G, "JSTOR" (2009) 23 OLC 180.

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ACRONYM	FULL NAME, URL, DEFINITION
MODS	Metadata Object Description Schema (http://www.loc.gov/standards/mods)
NAA	National Archives of Australia (http://www.naa.gov.au) A national agency that promotes quality records management in Australian government agencies, and manages Australia's valuable records.
NBD	National Bibliographic Database (http://www.nla.gov.au/libraries/resource/nbd.html) ANBD in text; NBD in URL.
NISO	National Information Standards Organization (http://www.niso.org) Publisher of information industry standards.
NLA	National Library of Australia (http://www.nla.gov.au)
NSLA	National & State Libraries Australasia (http://www.nsla.org.au) Formerly known as CASL, NSLA represents the National, State and Territory Libraries of Australia and New Zealand.
NZGLS	New Zealand Government Locator Service (http://www.e.govt.nz/archive/standards/nzglis) A metadata standard based on DC (qv). It has 19 data elements, including availability, function, audience and mandate.
OAI-PMH; OAIster	Open Archives Initiative – Protocol for Metadata Harvesting (http://www.openarchives.org/OAI/openarchivesprotocol.htm) A framework in which data providers create metadata, and service providers harvest the metadata. The protocol was developed to enhance access to scholarly communication held in eprint repositories. OAIster is a union catalogue of millions of records harvested from open archive collections worldwide using OAI-PMH. It began at the University of Michigan in 2002 and is now freely available through WorldCat.org, through a partnership with OCLC (qv).
OAIS	Open Archival Information System (http://www.public.ccsds.org/publications/archive/650x0b1.pdf) An archive that has accepted the responsibility to preserve information and make it available for a “designated community”. OAIS is an ISO reference model, developed to preserve digital information from observations of the terrestrial and space environments. “Open” refers to development in open forums rather than unrestricted access.
OASIS	Advancing Open Standards for the Information Society (http://www.oasis-open.org/home/index.php) A not-for-profit consortium for the development of open standards for the global information society. These standards include DITA (Darwin Information Typing Architecture), DocBook (a semantic mark-up language for technical documentation), and SOAP (Simple Object Access Protocol, used for exchanging structured information). Also OASIS automated library system, used in New South Wales government schools (http://www.curriculumsupport.education.nsw.gov.au/schoollibraries/proflearn/oasis/index.htm). ⁹
OCLC	Ohio College Library Center, then Online Computer Library Center, Inc, now OCLC. A non-profit library service and research organisation founded in 1967, dedicated to improving access to the world's information and to reducing library costs. OCLC and its member libraries produce WorldCat (http://www.worldcat.org), the world's largest online database of library resources. OCLC Australia and New Zealand was established in July 2007 with the acquisition of OCLC PICA.
OCR	Optical Character Recognition The translation of scanned text into character codes that can be manipulated by word processing software.
OH&S/OHS	Occupational Health and Safety

⁹For other library system acronyms see: *Library Automated Systems* (Internet Library for Librarians), <http://www.itcompany.com/Inforetriever/sys.htm> viewed 11 March 2010; and *Library Systems/Software* (Library Automation Systems and Vendors on the WWW), <http://www.libinfo.com/vendors-systems.html> viewed 11 March 2010.

ACRONYM	FULL NAME, URL, DEFINITION
OHSE	Occupational Health, Safety and Environment ¹⁰
OLC	Online Currents (http://www.thomsonreuters.com.au/catalogue/ProductDetails.asp?id=7623)
ONIX	Online Information eXchange (http://www.editeur.org/8/ONIX) An international standard for representing and communicating book industry information relating to books, serials and licensing terms for RROs (Reproduction Rights Organisations). ONIX has been mapped to MARC21 for interoperability with libraries (http://www.editeur.org/96/ONIX-and-MARC21).
OPAC	Online Public Access Catalogue
PADI	Preserving Access to Digital Information (http://www.nla.gov.au/padi/about.html) An initiative of the National Library of Australia (NLA) to help ensure that information in digital form is managed with consideration for preservation and future access.
PMEST	Personality, Matter, Energy, Space, Time Five fundamental categories (facets) proposed by SR Ranganathan. ¹¹
POD	Print-On-Demand An arrangement whereby books are printed only when orders have been placed, often as single copies. Used by self-publishers through sites such as http://www.lulu.com , and by traditional publishers to extend the time books can be in-print, or to extend the range of books they can publish.
PURL	Persistent Uniform Resource Locator (http://www.purl.org/docs/index.html) A Uniform Resource Locator (URL) that acts as a permanent identifier on the web. PURLs do not directly describe the location of a resource, but redirect users to the resource.
RDA	Resource Description and Access (http://www.rda-jsc.org/rda.html ; http://www.rda-jsc.org/docs/rdabrochure-eng.pdf) A new cataloguing standard being developed to replace the Anglo-American Cataloguing Rules, second edition (AACR2) in June 2010. RDA provides: guidelines on cataloguing digital resources; a stronger emphasis on helping users find the information they want; and support for the clustering of bibliographic records to show relationships between works (eg different editions, translations or formats) and their creators.
RFID	Radio Frequency Identification (http://www.electronics.howstuffworks.com/gadgets/high-tech-gadgets/rfid1.htm ; http://www.rfidcam.com/rfid_background.htm) An electronic identification system in which an RFID tag (electromagnetic tag) is added to an item so it can be identified and tracked using radio waves. RFID can contain identifying information, and can be read remotely. It can also act as a security device, replacing electromagnetic security strips. The information is read by an RFID reader.
RGB; RRGGBB	Red, Green, Blue An additive model of colour specification, in which red, green and blue light are added together to reproduce a wide range of colours. It is mainly used for the display of images in electronic systems. RGB is device-dependent as the responses of the colour elements (eg phosphors or dyes) vary between manufacturers. <i>See also</i> CMYK
RLG	Research Libraries Group Merged with OCLC (qv).
RMAA	Records Management Association of Australasia (http://www.rmaa.com.au)

¹⁰ *Glossary of Acronyms* (Monash University, 2008), <http://www.monash.edu.au/orientation/academic-life/acronyms.html> viewed 11 March 2010.

¹¹ For more information, see: Spiteri L, *A Simplified Model for Facet Analysis* (The Information Architecture Institute), http://www.iainstitute.org/en/learn/research/a_simplified_model_for_facet_analysis.php viewed 11 March 2010; and Steckel M, *Ranganathan for IAs* (Boxes and Arrows), http://www.boxesandarrows.com/view/ranganathan_for_ias viewed 11 March 2010.

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ACRONYM	FULL NAME, URL, DEFINITION
RTO	Registered Training Organisation (http://www.ntis.gov.au , http://www.tinyurl.com/ye7pww) An organisation that has been registered to deliver nationally-recognised training. An RTO can be a government department or private enterprise, and training does not have to be its main business. Registered training packages include CUL04: Museum and Library/Information Services Training Package.
SCIS	Schools Catalogue Information Service (http://www2.curriculum.edu.au/scis/home.html)
SILAS	Singapore Integrated Library Automation Services , and the now defunct School of Information, Library and Archive Studies at the University of NSW
SKOS	Simple Knowledge Organization System (http://www.w3.org/2004/02/skos) A system that provides a standard way of representing a KOS (qv) using RDF (qv in Part 2) to allow the information to be passed between computer applications within the framework of the semantic web.
SKP	Strategic Knowledge Professional
SLA	Special Libraries Association (http://www.sla.org) A non-profit, global organisation for information specialists and their strategic partners. A name change to the Association for Strategic Knowledge Professionals (ASKP; ASKPro) has been proposed.
SME	Small-to-Medium-sized Enterprise; Subject Matter Expert
TEI	Text Encoding Initiative (http://www.tei-c.org) An international and interdisciplinary standard used by libraries, museums, publishers and individual scholars to represent a variety of literary and linguistic texts for online research, teaching, and preservation.
TREC	Text REtrieval Conference (http://www.trec.nist.gov) An organisation that provides the infrastructure needed for evaluation of information retrieval from large-scale test collections to encourage research in this field.
UCS	Universal Character Set (http://www.std.dkuug.dk/CEN/TC304/guide/gucs00.htm) A character set (ISO 10646) that assigns a unique number to almost all of the characters used today (eg Latin alphabet, Cyrillic alphabet, Chinese letters, although Cuneiform and Hieroglyphs are yet to come). For example “!” is 33, “A” is 61, “B” is 62, the Arabic letter “hamza” is 1569.
UTF	Unicode Transformation Format; UCS Transformation Format (http://www.unicode.org) Unicode is a de facto standard developed to deal with problems with the processing of text made up of UCS (qv) characters, as well as with the classification of UCS characters (eg identification of which characters are letters, digits, uppercase and so on). There are a number of UTF encoding forms (schemes) depending on the number of bits used to describe the characters. UTF-8 (ISO 10646-1:2000) is the one most commonly used on the web. It is a compromise character encoding (http://www.fileformat.info/info/unicode/utf8.htm) that can be as compact as ASCII but can also contain any Unicode characters (with some increase in file size). UTF-16 can be better for non-English text, and UTF-32 is used when speed is more important than space. You can convert algorithmically from one to another with no loss of information. When downloading catalogue records you have a choice of MARC-8 (non-Unicode) and UTF-8 MARC (Unicode) as download formats. UTF-8 is the encoding used to display Chinese, Japanese and Korean (CJK) characters in Libraries Australia. ¹² EndNote and RefWorks can use UTF-8. You can set the character encoding standard you wish to use on your browser by selecting View/Character Encoding in Firefox and View/Encoding in Internet Explorer (IE). When setting up a Content Management System (CMS) you may be asked to select the character encoding standard you wish to use. Most browsers support UTF-8. To indicate that a document is encoded in UTF-8 you can add the code <META http-equiv=Content-Type content="text/html; charset=UTF-8"> in the HEAD section of an HTML document.

¹² *Release Notes* (Libraries Australia), <http://www.nla.gov.au/librariesaustralia/LAReleasenotes.html> viewed 11 March 2010.

Browne

ACRONYM	FULL NAME, URL, DEFINITION
VALA	Victorian Association for Library Automation ; changed in 2006 to VALA – Libraries, Technology and the Future Inc (http://www.vala.org.au) An association that helps library and information industry practitioners use and understand information technology.
WAYRBA	West Australian Young Readers' Book Award (http://www.wayrba.org.au) Western Australian children's choice book awards.
WIP	Work In Process
YABBA	Young Australians' Best Book Award (http://www.home.vicnet.net.au/~yabba) Victorian children's choice book awards.

TTFN¹³

¹³ Ta Ta For Now.