

# FDLP Definitions and Acronyms



July 29, 2022

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## A

**Access Content Packages (ACP):** An information package that includes renditions of content and metadata that are optimized for access and delivery.

**Access Copy:** A digital publication whose characteristics (for example, a screen optimized PDF file) are designed for ease or speed of access rather than preservation. See also [derivative](#).

**Access Rights:** Rights for reaching or using the library collection. For the electronic collection, this implies that the library has secured permanent or temporary access for its users by law, license, or other contractual and/or co-operative agreement.

**Access Time:** Time needed to confirm availability and location of requested data and start the process of returning data to the user.

**Accessibility:** (1) Making tools and content available and usable for all users including those with disabilities. (2) The degree to which the public is able to retrieve or obtain Government Publications, either through the Federal Depository Library Program (FDLP) or directly through a digital information service established and maintained by a Government agency or its authorized agent or other delivery channels, in a useful format or medium and in a time frame whereby the information has utility.

**ACP:** [Access Content Packages](#)

**Adds and Drops:** Item numbers that are newly selected on a library's selection profile are known as **adds** and item numbers that are newly deselected on a library's selection profile are known as **drops**. See [select](#) and [deselect](#).

**Administrative Metadata:** Metadata which records responsibility, rights, and other information for managing the content. See also [metadata](#).

**Agency:** Agency means any Federal Government department, including any military department, independent regulatory agency, Government corporation, Government controlled corporation, or other establishment in the executive, legislative, or judicial branch.

**Alert:** A notification sent to current user of the system via the [GUI](#) (e.g., a pop-up).

**Alpha Testing:** Testing that validates that the system meets the mission and business needs for the capabilities allocated to that release that involve internal testers. This is the next-to-last test and is part of the decision for determining if the system is ready to be deployed to beta testers. See also [beta testing](#).

**Alphabetical List of Government Authors:** An alphabetical listing of the current names of active authoring agencies as used in the *List of Classes*. The name of each authoring agency is followed by the combination of the letter author symbol and number indicating the subordinate office used in SuDoc Classification to designate the agency as the content originator. The Alphabetical List of Government Authors is one of the *List of Classes* data files available for download from FDLP.gov.

**ANSI:** American National Standards Institute

**API:** An application programming interface (API) is an interface implemented by a software program to enable interaction with other software, much in the same way that a user interface facilitates interaction between humans and computers.

**Application Security:** The protection of application data and systems against unauthorized access to or modification of information, whether in storage, processing, or transit, and against denial of service to authorized user or the provision of service to unauthorized users, including those measures necessary to detect, document, and counter such threats at the application level. See also [security](#).

**Archive (noun):** A collection with related systems and services, organized to emphasize the long-term preservation of information.

**Archive (verb):** To place or store something in an archive.

**ASCII:** American Standard Code for Information Exchange, ASCII is an international standard in which numbers, letters, punctuation marks, symbols, and control codes are assigned numbers from 0 to 127.

**Attribute:** A feature or characteristic; a property. Often used to describe the nature of electronic data. For example, a data value's attributes may include its data type (numeric, character, or date), range of values, or length.

**Audiovisual Production:** A unified presentation, developed according to a plan or script, containing visual imagery, sound, or both, and used to convey information.

**Authentic:** Describes content that is verified by GPO to be complete and unaltered when compared to the version approved or published by the content originator.

**Authenticate:** To confirm the identity of an entity when that identity is presented.

**Authentication:** Validation of a user, a computer, or some digital object to ensure that it is what it claims to be. In the specific context of *govinfo*, the assurance that an object is as the author or issuer intended it.

**Authenticity:** A digital publication's identity, source, ownership, and/or other attributes are verified.

**Authorized User:** A user who has been granted permission to use the system.

**Automated Harvesting:** The use of technology tools and services that extract information from websites in order to preserve their original structure and functionality. See also [manual harvesting](#), [semi-manual harvesting](#).

**Availability:** The degree to which information is obtainable through an intentional or unintentional provision of information and services.

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## B

**Backup:** Making copies of the data so that these additional copies may be used to restore the original after a data loss event.

**Beta Testing:** Testing that validates that the system meets the mission and business needs for the capabilities allocated to that release that involve end users. This is the last test and is part of the decision for determining if the system is ready to be deployed to the public. This testing involves real-world, internal exposure or operation to the system. See also [alpha testing](#).

**Bibliographic Access:** Ability to identify and find an information object that has been brought under bibliographic control.

**Bibliographic Control:** Standardized description of an information object recorded in a system.

**Bibliographic Record:** An entry being a uniform representation and description of a specific content item in a bibliographic database or ILS containing data elements required for its

identification and retrieval, as well as additional supporting information, presented in a formalized bibliographic format. GPO's IL uses the standard MARC for the input of our bibliographic records.

**Book Number:** See [SuDoc class suffix](#).

**Born Digital:** Digital objects, created in a digital environment, with the potential of multiple output products, including hard copy, electronic presentation, and digital media.

**Browse:** To explore a body of information on the basis of the organization of the collections or by scanning lists.

**Bureau:** A subordinate office of an agency.

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## C

**C&I:** [Cataloging and Indexing Program](#)

**Catalog of U.S. Government Publications (CGP):** The finding tool for electronic and print publications from the executive, judicial, and legislative branches of the U.S. government. The CGP contains descriptive records for historical and current publications and provides direct links to those that are online.

**Cataloging:** The process of creating standardized bibliographic records that describe an information product (digital or tangible) that allows for discovery and retrieval of the resource. [MARC](#) is the standard format for these records.

**Cataloging and Indexing Program:** A statutory program to create a comprehensive index of public documents including every document issued or published, not confidential in character, established by 44 USC § 1710 – 1711.

**CD-ROM:** [Compact Disc Read-Only Memory](#)

**CGP:** [Catalog of U.S. Government Publications](#)

**CGP System Number:** A system generated unique identification number for each bibliographic record in GPO's integrated library system.

**Chain of Custody:** Physical possession or intellectual ownership of content. Provides details of changes of ownership or custody that are significant in terms of authenticity, integrity, and official status.

**Claim:** The process for a Federal depository library to request a replacement copy for the non-receipt of selected items missing from their shipping box.

**Claims Copies:** Extra copies of publication stock beyond what is required to fulfill depository orders, acquired for the purpose of fulfilling claims from depository libraries.

**Commercial Off-the-Shelf (COTS):** A prepackaged solution available in the marketplace which address all or most of the common needs of a large group of buyers of those solutions. A commercial off-the-shelf solution may require some configuration to meet the specific needs of the enterprise.

**Compact Disc Read-Only Memory (CD-ROM):** Computer based information storage and retrieval medium based on laser technology that contains data in text and/or multimedia formats. See also [tangible electronic publication](#).

**Complete (digital content):** Online versions of Government information dissemination products whose content includes the entirety of the content of the tangible product.

**Content:** The intellectual substance of a work, including text, data, symbols, numerals, images, and sound.

**Content Management Lifecycle:** The ability and processes used to create, ingest, process, manage, preserve, access, search, disseminate, and dispose content.

**Content Originator:** The original source of the material submitted to GPO for printing or production of a digital information product.

**Content Package (OAS):** A file or group of related files composed of content/data object and its metadata.

**Content Unit:** Content matter defined and treated as a single entity (e.g. publication, video, audio of the State of the Union Address). See also [piece](#).

**Controlled Vocabulary:** A carefully selected list of words and phrases, which are used to tag units of information so that they may be more easily retrieved by a search. Controlled vocabularies ensure consistency and reduce ambiguity inherent in normal human languages where the same concept can be given different names. See also [natural language](#).

**Converted Content:** Digital content created from a tangible publication.

**Cooperative Publication:** Publications excluded from GPO's dissemination programs because they are produced with non-appropriated funds or must be sold in order to be self-sustaining. (44 U.S.C. §1903)

**Copy:** One of the various examples or specimens of the same publication.

**COTS:** [commercial off-the-shelf](#).

**Criteria:** Standards, rules, or tests on which a judgement or decision can be based or by which a product, service, result, or process can be evaluated.

**Customization:** Providing the ability for users to tailor options to meet their needs and preferences. Customization is not delivered dynamically (e.g., personalization); it is managed by users and is static until changed. An example of customization would be a system that allows users to change their own display based on their own preferences.

**Cutter:** C.A. Cutter's Two-Figure Author Table, familiarly known as the Cutter table is a library tool for organizing library materials alphabetically. There is also a three-figure table. Both tables are used in the Superintendent of Documents classification system. Cutter numbers are used when there is no series number to identify the publications and dates are not appropriate for identification. Cutter numbers are used to distinguish publications in the category classes, as well as in unnumbered series classes.

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## D

**Dark Archive (digital):** The site or electronic environment wherein a second “copy” or instance of all master and derivative digital files, associated metadata, and underlying enabling code resides and is maintained, under the control of the managing organization or its proxy yet inaccessible to the general public. See also [dark archive \(tangible\)](#), [light archive \(digital\)](#).

**Dark Archive (tangible):** A collection of publicly inaccessible tangible materials preserved under optimal conditions, designed to safeguard the integrity and important artifactual characteristics of the archived materials for specific potential future use or uses. Eventual use of the archived materials (“lighting” the archives) is to be triggered by a specified event or condition. Such events might include failure or inadequacy of the service copy of the materials; lapse or expiration of restrictions imposed on use of the archives content; effect of the requirements of a contractual obligation regarding maintenance or use; or other events as determined under the charter of the dark archives. See also [light archive \(tangible\)](#), [dark archive \(digital\)](#).

**Data Element:** The fundamental data structure in a data processing system. A unit of data defined for processing is a data element; for example, ITEM NUMBER, SUDOC CLASS STEM, AGENCY/BUREAU CODE. A data element is defined by size (in characters) and type (alphanumeric, numeric only, true/false, date, etc.). A specific set of values or range of values

may also be part of the definition. Technically, a data element is a logical definition of data, whereas a field is the physical unit of storage in a record. See also [field](#), [data item](#).

**Data Item:** a unit of data stored in a field. See also [field](#), [data element](#).

**Data Migration:** The process of translating data from one format to another. Data migration is necessary when an organization decides to use a new computing system or database management system that is incompatible with the current system. Typically, the data migration is performed by a set of customized programs or scripts that automatically transfer the data.

**Data Mining:** Discovery method applied to large collections of data, which proceeds by classifying and clustering data (by automated means) often from a variety of different databases, then looking for associations. Specifically applied to the analysis of use and user data for GPO systems, data mining includes the tools and processes for finding, aggregating, analyzing, associating, and presenting BPI and metadata to enhance internal and external business efficiencies.

**Databases:** Collection of electronically stored data or unit records (facts, bibliographic data, and text) with a common user interface and software for the retrieval and manipulation of the data.

**Delivery Time:** Time needed to deliver requested data to user.

**Deposited Content:** Content received directly from Federal agency originators in digital form (e.g., court opinions or the Federal Register) for ingest into GPO's system of online access.

**Depository Library:** see [Federal Depository Library](#).

**Depository Library Council:** The Depository Library Council serves as an advisory committee to the Director, GPO and the Superintendent of Documents. Also called *Council*.

**Depository Library Number:** A unique number assigned to each library that is designated a Federal Depository Library.

**Depository Status:** Indicates whether a depository library is active or inactive.

**Depository Type:** Indicates whether a depository is a regional or selective depository library. See also [library type](#).

**Derivative:** An alternate presentation of content, often optimized for a specific function (e.g., access, preservation, print).

**Descriptive Metadata:** Metadata primarily intended to serve the purpose of discovery, identification, and selection. See also [metadata](#).

**Deselect:** To change the status of an item number on a library's selection profile from selected to non-selected.

**Designation:** The process by which a library or institution is made an official Federal depository library.

**Designation Type:** Indicates whether a depository library's designation was as a Federal agency, territorial governors, land grant college, law school, Mayor of the District of Columbia, Representative, service academy, highest state appellate court library, Senatorial, state library, or special provision of the 1895 Printing Act.

**Digital Access Partner:** Through a signed agreement with GPO these partners make digital resources within scope of the FDLP publicly accessible at no fee. GPO directs users to these resources via bibliographic records in the Catalog of U.S. Government Publications (CGP) and PURLs.

**Digital Certificate:** A data record that, at a minimum— (1) Identifies the certification authority issuing it; (2) Names or otherwise identifies the certificate holder; (3) Contains a public key that corresponds to a private key under the sole control of the certificate holder; (4) Identifies the operational period; and (5) Contains a serial number and is digitally signed by the certification authority issuing it. (21 CFR Ch. II. §1300.03. (4–1–19 Edition))

**Digital Content Contributor:** Through a signed agreement these contributors provide digital content to GPO for ingest into govinfo. Their content meets GPO's specifications for ingest into the preservation repository. GPO provides ongoing access to and preservation of the digital content.

**Digital Dissemination:** The act of GPO making digital content accessible and available for download by Federal depository libraries.

**Digital Documents:** Information unit with a defined content that born digital or has been digitized.

**Digital Lifecycle Management:** The progressive technology and workflow processes needed to ensure long-term sustainability of and accessibility to digital objects and metadata. Lifecycle management is about active stewardship of digital assets over time through policies, staffing, resources, and technologies.

**Digital Master:** An image file, PDF file, or another digital asset created for the purpose of reuse and re-expression. See also [master](#).

**Digital Media:** Any storage device that holds digital data, including hard and optical discs and USB drives.



**Digital Object:** (1) A discrete item that can be acted upon by the system. A digital object may be a form of content (e.g., an entire document or a granule). (2) An item stored in a digital library or other digital collection of information, consisting of data, metadata, and an identifier.

**Digital Preservation:** Combines policies, strategies, and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content overtime.

**Digital Preservation Lifecycle Management:** The pro-active strategic approach to the long-term preservation of digital information dissemination products. This approach takes the form of administrative actions following preservation best practices and standards for the digital conversion of tangibles, the acquisition of born digital content, authentication, metadata, creating appropriate derivative files for user access, and digital repository management.

**Digital Signature:** An electronic signature generated by means of an algorithm that ensures that the identity of the signatory and the integrity of the data can be verified. A value, referred to as the “private key,” is generated to produce the signature and another value, known as the “public key,” which is linked to but is not the same as the private key, is used to verify the signature. (5 CFR 850.103)

**Direct Mail:** Depository material mailed directly to the library from the printing contractor, i.e., not in FDLP shipment boxes or listed on a shipping list.

**Directory Structure:** The method used to organize the data within the directory (hierarchy).

**Discards:** Unwanted materials disposed of through a [disposition process](#) after retaining 5 years or they are superseded.

**Discontinued:** A title that is no longer distributed to depository libraries or published by the publishing agency.

**Discoverability:** The quality of Federal Government digital content being easy to find from the internet, a website, or an application via search engine (or other indexing methods). GPO also applies discoverability to publications of the Federal Government through cataloging and indexing of tangible materials that are held by Federal depository libraries.

**Disposition Process:** A formal process administered by the regional depository in each FDLP region, established for the review and disposition of materials that are no longer needed or wanted by a depository library.

**Disruption in Service:** An unplanned event that causes the general system or major application to be inoperable for an unacceptable length of time (e.g., minor or extended power outage, extended unavailable network, or equipment or facility damage or destruction).

**Distribution:** Applying FDLP information and services to a tangible product and sending a tangible copy to depository libraries.

**DLC:** [Depository Library Council](#)

**Document:** (1) Digital object that is the analog of a physical document, especially textual materials; a document model is an object model for documents. (2) Any book, paper, machine-readable-material, audio visual production, or other documentary material, regardless of physical form or characteristic, disseminated by an agency to the public.

**Downtime:** A period of time when the system or Web site is unavailable for access – maybe a planned occurrence or unscheduled.

**Draft:** A preliminary version of content, not yet in its finalized form.

**DSIMS:** Depository Selection Information Management System. This system maintains List of Classes data and Federal depository libraries' item selections and shipping addresses.

**DSIMS Cart:** The DSIMS cart acts as a “holding area” where paper and other tangible item numbers are stored to be added to Federal depository libraries' item selections in the next update, generally October 1 of each year.

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## E

**Electronic:** Government publications that have a PURL in the bibliographic record which links to the resource itself which is either, in part or as a whole, available in an electronic format, such as PDF.

**Electronic Serials:** Serials published in electronic form only or in both electronic and other format.

**Emulation:** Replication of a computing system to process programs and data from an earlier system that is no longer available.

**End User:** A stakeholder who directly interacts with the solution.

**Equivalent:** Online versions of Government information dissemination products are said to be equivalent when its content includes the entirety of the content of the tangible product.

**Export:** To save a copy of the current open document, database, image or video into a file format required by a different application. Applications may export to a variety of popular formats. See also [import](#).

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## F

**Faithful Digital Reproduction:** Digital objects that are optimally formatted and described with a view to their quality (functionality and use value), persistence (long-term access), and interoperability (e.g., across platforms and software environments). Faithful reproductions meet these criteria, and are intended to accurately render the underlying source document, with respect to its completeness, appearance of original pages (including tonality and color), and correct (that is, original) sequence of pages.

**FDLP:** [Federal Depository Library Program](#)

**Federal Agencies Digitization Guidelines Initiative:** Federal Agencies Digitization Guidelines Initiative (FADGI) is a collaborative effort by Federal agencies to define common guidelines, methods, and practices for digitizing historical content. The FADGI Guidelines are available from: <http://www.digitizationguidelines.gov/guidelines/>.

**Federal Depository Library:** A library designated under the provisions of 44 USC Chapter 19 that maintains a depository collection for use and local access by the general public and which offers professional assistance in locating and using government information products and services.

**Federal Depository Library Directory:** An application containing the library records of Federal depository libraries.

**Federal Depository Library Program (FDLP):** A nationwide geographically-dispersed system, established under the provisions of 44 U.S.C. Chapter 19 and administered by the Superintendent of Documents, consisting of libraries acting in partnership with the United States Government for the purpose of enabling the general public to have local access to Federal Government information at no cost.

**Federal Electronic Information:** Federal public information stored electronically. (44 USC § 4104. Definition)

**Field:** A physical unit of data that is one or more bytes in size. A collection of fields make up a record. A field also defines a unit of data on a source document, screen, or report. Examples of fields are ITEM NUMBER, SUDOCs CLASSIFICATION NUMBER, TITLE. The field is the common denominator between the user and the computer. When you interactively query and update your database, you reference your data by field name. There are several terms that refer to the

same unit of storage as a field. A data element is the logical definition of a field, and a data item is the actual data stored in the field. For each data element, there may be many fields in the database that hold the data items. See also [data element](#), [data item](#).

**Final Published Version:** Content in a specific presentation and format approved by its Content Originator for release to an audience. See also [government publication](#), [publication](#).

**Fixity:** The quality of being unaltered (e.g., fixity of the text refers to text that is demonstrably unaltered).

**Format:** (1) In a general sense, the manner in which data, documents, or literature are organized, structured, named, classified, and arranged. Specifically, the organization of information for storage, printing, or display. The format of floppy disks and hard disks is the magnetic pattern laid down by the formatting utility. In a document, the format includes margins, font, and alignment used for text, headers, etc. In a database, the format comprises the arrangement of data fields and field names. (2) Form or format in which a publication is distributed or disseminated to libraries, as specified in the *List of Classes*.

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## G

**Government Electronic Information Service:** The system or method by which an agency or its authorized agent provides public access to Government information products via a telecommunications network. (Report to the Congress)

**Government Information:** Information created, collected, processed, disseminated, or disposed of by or for the Federal Government. (OMB Circular A-130) See also [government publication](#)

**Government Information Product:** A discrete set of Government information, either conveyed in a tangible physical format including electronic media, or made publicly accessible via a Government electronic information service. (Report to the Congress)

**Government Publication:** (1) A work of the United States Government, regardless of form or format, which is created or compiled in whole or in part at Government expense, or as required by law, except that which is required for official use only, is strictly operational or administrated in purpose having no public interest or educational value, or is classified for reasons of national security. (2) Informational matter which is published as an individual document at Government expense, or as required by law. (44 U.S.C. §1901)

**GPO:** Government Publishing Office (formerly Government Printing Office)

**GPO's System of Online Access:** Authorized in 44 U.S.C. §4101, it is a means of enhancing electronic public access to a wide range of Federal electronic information. It is a content management system, a preservation repository, and a public access website.

**Granularity:** The degree or level of detail (e.g., page, chapter, paragraph, line) available within content in the system.

**GUI:** Graphical User Interface

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## H

**Handle System:** A comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on the internet. Handles can be used as Uniform Resource Names (URNs).

**Hard Copy:** Tangible printed content.

**Harvest:** The identification and replication of content resident on official web servers outside GPO's control.

**Harvested Content:** Digital content within the scope of Superintendent of Documents' dissemination programs that is gathered from Federal agency Web sites.

**High Impact Personally Identifiable Information:** Information for which the loss of confidentiality, integrity, or availability of personally identifiable information ([PII](#)) could be expected to have a major, severe, or catastrophic adverse effect on organizational operations, organizational assets, or individuals. Examples include Social Security Numbers, financial account numbers, and driver's license numbers. (NIST Special Publication 800-22)

**Holding Record:** A separate record attached to the bibliographic record for a serial title, multivolume or single item to track issues, parts or volumes. Holdings record contains summary holdings information; i.e., \$a location, \$b sub-location, \$c collection, \$h, call number. The 853 / 4 /5X enumerations are located in the HOL record.

**Holdings:** Number of documents of a certain type (e.g. books and serials, microforms, electronic serials) held locally or in remote resources for which access rights have been acquired, at least for a certain period of time. To be measured at the end of the reporting period. **Note:** Referred to as "stock" in ISO 2798.

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**IES:** [International Exchange Service](#)

**ILS:** [Integrated Library System](#)

**Import:** To use the data produced by another application. The ability to import data is very important in software applications because it means that one application can complement another. Many programs, for example, are designed to be able to import graphics in a variety of formats. See also [export](#).

**Inactive Item Number:** An item number for which all associated SuDoc class stems are inactive.

**Inactive SuDoc Class Stem:** The class stem for which the associated title has been discontinued, ceased, replaced, or deemed out-of-scope.

**Inactive Title:** (1) A title that has been discontinued, ceased, replaced, or deemed out-of-scope; (2) An in-scope title that hasn't been published in a long time but not linked to a formal statement from the publisher about discontinuation, cessation, replacement, for example, a title could be inactive due to lack of funding for printing while the intent to publish remains.

**Indexing:** Indexing is the process of compiling a set of identifiers that characterize a document or other piece of information by analyzing the content of the item and expressing it in the terms of a particular system of indexing.

**Information:** Any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

**Information Dissemination Product:** Any book, paper, map, machine-readable material, audiovisual production, or other documentary material, regardless of physical form or characteristic, disseminated by an agency to the public. (OMB Circular A-130)

**Information Life Cycle:** Stages through which information passes, typically characterized as creation or collection, processing, dissemination, use, storage, and disposition.

**Information Management:** The planning, budgeting, manipulating, and controlling of information throughout its life cycle.

**Information Management Systems:** Facilities, processes, and procedures used to collect, store, and distribute information between producers and consumers of information in physical or electronic format.

**Information Resources:** Includes both government information and information technology.

**Information Resources Management:** The process of managing information resources to accomplish agency missions. The term encompasses both information itself and related resources, such as personnel, equipment, funds, and information technology.

**Information System:** A discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information, in accordance with defined procedures, whether automated or manual.

**Information System Life Cycle:** The phases through which an information system passes, typically characterized as initiation, development, operation, and termination.

**Information Technology:** Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an agency. For purposes of the preceding sentence, equipment is used by an agency if the equipment is used by the agency directly or is used by a contractor under a contract with the agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term “information technology” includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. The term “information technology” does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. The term “information technology” does not include national security systems as defined by the Clinger-Cohen Act of 1996 (40 U.S.C. 1452).

**Integrated Library System (ILS):** An enterprise resource planning system used by libraries to track items owned, orders made, bills paid, and patrons who have borrowed.

**Integrating Resource:** an information resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole; integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leaf materials and updating websites.

**Integrity:** Refers to the security of information—protection of the information from unauthorized access or revision, to ensure that the information is not compromised through corruption or falsification (OMB Guidelines)

**Integrity Mark:** Conveys authentication information to users.

**Interface:** A shared boundary between any two persons and/or systems through which information is communicated.

**Information Dissemination Product:** Any book, paper, map, machine-readable materials, audiovisual production or other documentary material, regardless of physical form or characteristic, disseminated by an agency to the public.

**Intended Use:** The designation that specific content delivery methods, file formats, or content presentations must be used for the purpose of legal reference.

**Interested Parties:** Possible partners that include, but are not limited to, individual Federal depository libraries, library consortia, Federal agencies, universities, and other institutions, both private and public.

**International Exchange Service (IES):** Under the direction of the Library of Congress (LC), GPO distributes tangible Government publications to foreign governments that agree to send to the United States similar publications of their governments for the LC collections.

**Interoperability:** Ability of systems to communicate by exchanging data or services.

**ISBN (International Standard Book Number):** a unique numeric commercial book identifier based upon the 9-digit Standard Book Numbering (SBN).

**ISO:** International Organization for Standardization

**ISSN (International Standard Serial Number):** A unique eight-digit number used to identify a print or electronic periodical publication.

**Issue:** A content unit that is part of a serial.

**Item:** A specific piece of material in a digital library or collection; a single instance, copy, or manifestation.

**Item Lister:** A web-based collection management tool that lists an individual library's selected or non-selected item numbers (or both).

**Item Number:** An identification number used in selecting to receive publications classified under one or more SuDoc Class Stems.

**Item Selection Profile:** An individual depository's composite profile of its selected item numbers.

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## J

**JCP:** [Joint Committee on Printing](#)

**Joint Committee on Printing:** The Joint Committee on Printing, created by the act of August 3, 1846 (9 Stat. 114; 44 U.S.C. 101), is one of the oldest joint committees of the Congress. Composed of five Representatives and five Senators, the panel oversees the operations of the U.S. Government Publishing Office (GPO), whose support is essential to the legislative process of the Congress. The GPO also serves by law as the principal printing organization for Federal agencies, and so the Joint Committee generally oversees compliance by Federal agencies with laws, rules, and regulations designed to minimize printing costs to the American people.

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## K

**Key Pair:** Two mathematically related keys having the properties that one key can be used to encrypt a message that can only be decrypt using the other key, and even knowing one key, it is computationally infeasible to discover the other key.

**Keyword:** A word or phrase entered into a search engine in an effort to get the search engine to return matching and relevant results.

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## L

**LC:** Library of Congress

**Legally Official Content:** Content published by the Federal Government, at Government expense, or as required by law, that also meets the standard of having a clear chain of custody that can be audited throughout the information life-cycle, from the point that the content is created through dissemination. See also [Official Content](#).

**Library Profile:** A record of a library's directory information in the Federal Depository Library Directory.

**Library Services & Content Management (LSCM):** The GPO business unit that administers the Federal Depository Library Program.

**Library Type:** Indicates whether the depository is an Academic General Library, Academic Community College Library, Academic Law Library, Federal Agency Library, Federal Court Library, Public Library, Service Academy, Highest State Court Library, State Library, or Special Library. Note that this list could expand in the future. See also [depository type](#).

**Lifecycle Management:** Active stewardship of assets over time through policies, staffing, resources, and technologies. See also [digital lifecycle management](#).

**Lifecycle Management Processes:** Elements of information dissemination products' lifecycle include: creation, discovery and acquisition; bibliographic control and metadata; collection care and conservation; digitization; authentication; access and dissemination; storage of tangible; and digital repository management.

**Light Archive (digital):** A collection of all master or derivative digital files, associated metadata, and underlying enabling code, designed to safeguard the integrity and important artifactual characteristics of the archived materials while supporting ongoing permitted use of those materials by the designated constituents of the archives. See also [light archive \(tangible\)](#), [dark archive \(digital\)](#).

**Light Archive (tangible):** A collection of tangible materials preserved under optimal conditions, designed to safeguard the integrity and important artifactual characteristics of the archived materials while supporting ongoing permitted use of those materials by the designated constituents of the archives. A light archive normally presupposes the existence of a dark archive, as a hedge against the risk of loss or damage to the light archives content through permitted uses. A light archive is also distinct from regular collections of like materials in that it systematically undertakes the active preservation of the materials as part of a cooperative or coordinated effort that may include other redundant or complementary light archives. See also [dark archive \(tangible\)](#), [light archive \(digital\)](#).

**List of Classes:** *List of Classes of United States Government Publications Available for Selection by Depository Libraries* is the official listing of SuDoc class stems and item numbers available for selection by depository libraries participating in the FDLP. This list is arranged according to the SuDoc classification system and is designed to group together publications by government author. Formerly the *List of Classes* was published annually in paper and sent to each depository library. An unedited electronic version in csv format is also published on FDLP.gov twice a month on the 1<sup>st</sup> and 15<sup>th</sup>.

**List of Inactive Item Numbers:** An appendix of the [List of Classes](#). In the print version, this listed all the item numbers that have been inactivated since the last printing. In the comma delimited file posted online, it includes all inactive item numbers in DSIMS.

**LoC:** [List of Classes](#)

**Locate (discover):** The organized process of finding Web-based documents or publications that are within scope for a particular collection.

**Loose-Leaf Publication:** An integrating resource that constitutes of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.

**LSCM:** [Library Services & Content Management](#)

**LSCM Staff:** GPO staff who work in [Library Services & Content Management \(LSCM\)](#).

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## M

**Maintenance:** The work of keeping something in proper condition; upkeep.

**Major Information System:** an information system that requires special management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant role in the administration of agency programs, finances, property, or other resources.

**Manifestation:** Form given to an expression of a work (e.g., by representing it in digital form).

**Manual Harvesting:** The identification and downloading of digital publications, saving all associated publication files. See also [automated harvesting](#), [semi-manual harvesting](#).

**MARC:** Machine-readable cataloging. The USMARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. The Library of Congress, in consultation with various user communities, maintains USMARC formats.

**Master:** An item from which duplicates are to be made. See also [digital master](#).

**Metadata:** Metadata is a structured representation of information that facilitates interpretation, management, and location by describing essential attributes and significant properties. Metadata describes the content, quality, condition, or other characteristics of other data. Metadata describes how, when, and by whom information was collected, where it resides and how it is formatted. Metadata helps locate, interpret, or manage content. See also [administrative metadata](#), [descriptive metadata](#), [preservation metadata](#), [structural metadata](#), [system metadata](#), [technical metadata](#).

**Metadata Encoding and Transmission Standard (METS):** An XML schema for encoding metadata associated with objects in a digital library.

**METS:** [Metadata Encoding and Transmission Standard](#)

**Microfiche:** A sheet of film bearing a number of micro-images in a linear array. See also [microforms](#).

**Microforms:** Photographic reproductions of textual, tabular, or graphic material reduced in size so they can be used only with magnification. The two main types of microforms are micro reproductions on transparent material including roll microfilm, aperture cards, microfiche, and ultrafiche; and reproductions on opaque material.

**Migration:** (1) Preservation of digital content where the underlying information is retained but older formats and internal structures are replaced by newer. (2) The reformatting of information to avoid technological obsolescence due to software or platform dependence.

**MoCat:** Monthly Catalog

**MODS:** Metadata Object Description Schema

**Monograph:** A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts.

**Monthly Catalog:** A monthly serial publication produced by the United States Government Printing Office (GPO) from 1895 to 2004 when it was superseded by the Catalog of United States Government Publications (CGP). Each issue of the Monthly Catalog listed the publications that had been cataloged by GPO during the previous month.

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## N

**National Collection of Government Information:** A geographically dispersed collection of the corpus of Federal Government public information that is accessible to the public at no cost.

**National Collection Service Area:** National Collection Service Areas group Federal depository libraries into four regions as a means of ensuring geographically dispersed public access to Federal Government information products, sharing resources among depository libraries, and receiving services from Library Services and Content Management.

**National Plan for U.S. Government Information:** A strategic planning effort of the Superintendent of Documents intended to provide readily discoverable and free public access to Federal Government information, now and for future generations. The vision is to provide Government information when and where it is needed.

**Natural Language:** Any language which arises in an unpremeditated fashion as the result of the innate facility for language possessed by the human intellect. A natural language is typically used for communication, and may be spoken, signed, or written. Natural language is distinguished from constructed languages and formal languages such as computer-programming languages or the “languages” used in the study of formal logic, especially mathematical logic. See also [controlled vocabulary](#).

**NCSA:** National Collection Service Area

**Newsworthy publications:** Appears on the front page of newspapers and is mentioned in broadcast news shows.

**NISO:** National Information Standards Organization develops and supports the use of information standards for libraries and the organizations that provide them content and services.

**No-Fee Access:** There are no charges to individual or institutional users for searching, retrieving, viewing, downloading, printing, copying, or otherwise using digital publications in scope for the FDLP.

**Notification:** A message sent to a process or user (e.g., email, RSS, workflow instance).

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## O

**OAIS:** [Open Archival Information System Reference Model](#)

**Objectivity:** Whether disseminated information is being presented in an accurate, clear, complete, and unbiased manner. This involves whether the information is presented within a proper context. In addition, “objectivity” involves a focus on ensuring accurate, reliable, and unbiased information. In a scientific, financial, or statistical context, the original and supporting data shall be generated, and the analytic results shall be developed, using sound statistical and research methods. (OMB Guidelines)

**Official:** A version that has been approved by someone with authority.

**Official Content:** Content that is approved by, contributed by, or harvested from an official source in accordance with accepted Federal Depository Library Program specifications. See also [legally official content](#).

**Official Source:** The Federal publishing agency, its business partner, or other trusted source.

**OMB:** Office of Management and Budget

**ONIX:** [Online Information eXchange](#)

**Online Information eXchange (ONIX):** A standard format that publishers can use to distribute electronic information about their books to wholesale, e-tail, and retail booksellers, other publishers, and anyone else involved in the sale of books.

**Online Dissemination:** Applying FDLF information and services to an online product and announcing it to depository libraries.

**Online Format:** The product is published at a publicly accessible Internet site.

**Open Archival Information Systems Reference Model (OAIS):** ISO 14721:2003 – A reference model for an archive, consisting of an organization of people and systems that has accepted the responsibility to preserve information and make available for a designated community. The model defines functions, activities, responsibilities, and relationships within this archive, sets forth common terms and concepts, and defined component functions which serve as the basis for planning implementation.

**Open Government:** The governing doctrine which holds that citizens have the right to access the documents and proceedings of the Government to allow for effective public oversight. The Memorandum on the Open Government Directive issued by the White House on December 8, 2009 establishes the three principles of transparency, participation, and collaboration as the cornerstone of an open government.

**Originating Agency:** The agency that originates or creates material for distribution or sale.

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## P

**Partner:** A party to a partnership agreement.

**Partnership:** An official agreement between GPO and one or more parties that may include government, corporate, educational, or other institutions in joint projects that benefit the FDLF.

**PCC:** Program for Cooperative Cataloging

**Permanent Public Access (PPA)** - Available for use by the general public today and for future generations.

**Personalization:** Dynamically tailoring options to match user characteristics, behavior, or preferences. Personalization is often implemented by analyzing data and predicting future needs. An example of personalization is a web site which provides recommendations based on past use.

**Personally Identifiable Information (PII):** Information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (OMB Memorandum M-07-16) [NOTE: GPO adopted the use of the OMB definition for GPO Directive 825.41a, Privacy Program: Protection of Personally Identifiable Information (PII).]

**Piece:** See [document](#).

**PII:** [Personally Identifiable Information](#)

**PKI:** [Public Key Infrastructure](#)

**POD:** [Print on Demand](#)

**PPA:** [Permanent Public Access](#)

**PREMIS:** Preservation Metadata Implementation Strategies

**Preservation:** Strategic initiatives, programs, and processes designed to maintain useful access to information assets, serving the information needs of both present and future generations.

**Preservation Description Information:** Information necessary for adequate preservation of content information, including information on provenance, reference, fixity, and context.

**Preservation Master:** A copy which maintains all of the characteristics of the original publication, from which true copies can be made.

**Preservation Master Requirements:** A set of attributes for a digital object of sufficient quality to be preserved and used as the basis for derivative products and subsequent editions, copies, or manifestations.

**Preservation Metadata:** Metadata which incorporates elements of the other types of metadata specific to preserving the information for the long term. See also [metadata](#).

**Preservation Processes:** Activities necessary to keep content accessible and usable, including [migration](#), [refreshment](#), and [emulation](#).

**Preservation Steward:** Preservation Stewards are partners that commit to retain and preserve specified tangible publications of the National Collection of U.S. Government Public Information for the length of the partnership agreement. This includes both preventive maintenance and conservation treatments. Preservation Stewards may be for legacy publications, or for new publications that a library is currently selecting and upon receipt will continue to hold for the duration of the agreement.

**Print Materials:** Materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this definition are materials that do not require magnification (books, journals, pamphlets, and printed sheets including music and two-dimensional cartographic materials), as well as printed materials that require magnification (microforms). This also includes Braille materials.

**Print on Demand (POD):** Hard copy produced in a short production cycle time and typically in small quantities.

**Print Selector:** Print Selectors commit to select specified tangible depository resources and retain them for a specified period of time, after which they have the option to discard.

**Private Key:** The key of a signature key pair used to create a digital signature.

**Product:** A publication regardless of presentation media or format.

**Project:** A temporary endeavor undertaken to create a unique product, service, or result.

**Proof of Concept:** A model created to validate the design of a solution without modelling the appearance, materials used in the creation of work, or processes and workflows ultimately used by the stakeholders.

**Prototypes:** A method of obtaining early feedback on requirements by providing a working model of the expected product before actually building it.

**Provenance:** The chain of ownership and custody which reflects the entities that accumulated, created, used, or published information. In a traditional archival sense, provenance is an essential factor in establishing authenticity and integrity.

**Public Domain:** A term of American copyright law referring to works that are not copyright protected; free for all to use without permission.

**Public Information:** Any information, regardless of form or format, that an agency discloses, disseminates, or makes available to the public.



**Public Information Programs of the Superintendent of Documents:** Through statutes, the Public Information Programs of the Superintendent of Documents are:

- Federal Depository Library Program
- Cataloging and Indexing Program
- GPO's System of Online Access
- U.S. Government Bookstore
- By-Law Distribution
- International Exchange Service

**Public Key Infrastructure (PKI):** A system of digital certificates, Certificate Authorities, and other registration authorities that verify and authenticate the validity of each party involved in an Internet transaction.

**Public Key:** The key of a signature key pair used to validate a digital signature.

**Publication:** Content approved by its Content Originator for release to an audience. See also [government publication](#).

**Publication Lifecycle Management:** Managing tangible publications through their lifecycle stages of discovering, acquiring, classifying, cataloging, disseminating, accessing, archiving, and preserving.

**Publisher:** The agencies that originate or create material for distribution or sale.

**Pull:** A network communication where the initial request for data originates from the client, and then is responded to by the server. The reverse is known as [push](#) technology, where the server pushes data to clients. See also [push](#).

**PURL (Persistent Uniform Resource Locator):** A type of persistent identifier that directs users to an address, even as that address changes over time. PURLs are not assigned by an external registration agency, and the body that assigns a PURL (such as GPO) is also responsible for maintenance to ensure it always redirects to the correct location.

**Push:** On the internet refers to a style of communication protocol where the request for a given transaction originates with the publisher, or central server. It is contrasted with [pull](#) technology, where the request for the transmission of information originates with the receiver, or client. See also [pull](#).

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## Q

**Quality:** An encompassing term comprising utility, objectivity, and integrity. Therefore, the guidelines sometimes refer to these four statutory terms, collectively, as “quality” (OMB Guidelines)

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## R

**Reactivation:** Changing the status of an item number or SuDoc class stem from Inactive to Active.

**Real Time:** Occurring immediately. The term is used to describe a number of different computer features. For example, real-time operating systems are systems that respond to input immediately. They are used for such tasks as navigation, in which a computer must react to a steady flow of new information without interruptions. Most general-purpose operating systems are not real-time because they can take a few seconds, or even, minutes, to react.

**Record (noun):** A group of related fields that store data about a subject or activity. A collection of records make up a file.

**Record (verb):** To capture data according to system specifications.

**Reference Tools:** Finding aids, bibliographies, and other services to assist in locating and use of information, often less formally organized than catalogs and indexes.

**Refresh:** To copy information content from one storage medium to another, so that the data remains unchanged but the underlying medium is replaced.

**Regional Copy:** An FDLP publication a regional library is obligated to house or identify a housing institution to hold and make available for public access.

**Regional Depository Library:** A depository library that is designated a regional library receives all or most of the items available. These libraries maintain the collection for long-term public access and provide guidance and assistance to selective depository libraries. Designated by a Senator.

**Relationship:** A statement of association between instances of entities. In PREMIS, the association(s) between two or more object entities, or between entities of different types, such as an object and an agent.

**Render:** To transform digital information in the form received from a repository into a display on a computer screen or other presentation to a user.

**Rendition:** Instance of a publication expressed using a specific digital format.

**Replication:** Make copies of digital material for backup, performance, reliability, or preservation.

**Repository:** A computer system used to store digital collections and disseminate them to users.

**Representation Information:** The information that maps a data object into more meaningful concepts. An example is the ASCII definition that describes how a sequence of bits (i.e., a Data Object) is mapped into a symbol.

**Report:** Information organized in a narrative, graphic, or tabular form, prepared on an ad hoc, period, recurring, regular, or as required bases. Reports may refer to specific periods, events, occurrences, or subjects. For the purpose of this project, reports are system generated and delivered electronically or via printout.

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## S

**SBN:** Standard Book Number

**Search:** Process or activity of locating specific information in a database or on the World Wide Web. A search involves making a statement of search terms and refining the terms until satisfactory results is returned.

**Section 508:** Section 508 of the Rehabilitation Act (29 U.S.C. 794d) requires access to electronic and information technology procured by Federal agencies. The Access Board developed accessibility standards for the various technologies covered by the law. These standards have been folded into the Federal government's procurement regulations.

**Security:** The protections of systems against unauthorized access to or modification of information, whether in storage, processing, or transit, and against the denial of service to authorized users or the provision of service to unauthorized users, including those measures necessary to detect, document, and counter such threats. The measures and controls, including physical controls in conjunction with management, technical, and procedural controls, that ensure the confidentiality, integrity, and availability of information processed and sorted by a system. See also [application security](#).

**Select:** To change an item number on a library's selection profile from non-selected to selected.

**Selection:** (1) The act of selecting an item for a depository library's selection profile. (2) The item numbers selected on a library's profile are also referred to as that library's selections.

**Selection Profile:** A record of all item numbers that are selected by a particular library.

**Selective Depository Library:** A depository library that is allowed to choose which items distributed by the FDLP it wishes to receive. Selections are based on the information needs of the community and the general public that they serve. Selective libraries are allowed to request permission from their regional library to discard materials after a 5-year retention period.

**Selective Housing Agreement (SHA):** A written agreement between a Federal Depository Library and another institution submitted to GPO when (1) Depository materials are placed in an institution outside the depository director's authority, or (2) When a region is identifying unique or "regional copies" of FDLP material. Regional copies are FDLP publications a regional library is obligated to house or to identify a housing institution to hold and provide access to.

**Semi-Manual Harvesting:** The use of a software tool to schedule the content capture and re-harvesting of known content at known Web sites. See also [automated harvesting](#), [manual harvesting](#).

**Separate Shipments:** Those depository items deemed inappropriate for shipment in regular depository boxes and whose shipping lists follow in regular shipment boxes. These are usually large bound or unbound volumes, maps or posters in tubes, and oversized publications. Also referred to as *Separates*.

**Serial:** A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This definition includes periodicals, newspapers, and annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series.

**Serial Control:** The activity of identifying and managing serials or series.

**Serial Title:** The bibliographic entity represented regardless of the number of subscriptions to that entity in a given format.

**Series:** A group of separate publications related to one another by the fact that each bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual publications may or may not be numbered.

**SHA:** [Selective Housing Agreement](#)

**Shared Repository:** A facility established, governed, and used by multiple institutions to provide storage space and, in some instances limited service for low-use library materials,

primarily paper-based materials that do not have to be readily available for consultation in campus libraries.

**Shipping List:** An itemized list of all documents sent to a regional depository or selective library in a shipment. It is a universal list sent to all libraries, not a unique packing list based on a library's selection profile.

**Shipping List Number:** A unique number assigned to each shipping list based on the format of the documents included. (FORMAT: 9999-9999-X. The first 4 numeric digits represent the fiscal year, and the alpha character at the end represents format, i.e., 2009-0001-P would be a shipping list for paper documents, 2009-0001-M would be a shipping list of microfiche documents, and 2009-0001-E would be a shipping list of tangible electronic documents.)

**Signature Certificate:** A public key certificate that contains a public key intended for verifying digital signatures rather than encrypting data or performing any other cryptographic functions.

**Stock:** On hand copies of a publication.

**Storage:** The functions associated with saving digital publications on physical media, including magnetic, optical, or other alternative technologies.

**Storage Media:** Any media used for storing data, such as hard disks, floppy disks, optical disks, or magnetic tape.

**Structural Metadata:** Metadata which records structures, formats, and relationships. See also [metadata](#).

**Subscription:** An agreement by which a user obtains access to requested content by payment of a periodic fee or other agreed upon terms.

**SuDoc:** Superintendent of Documents, when used in relation to Superintendent of Documents Classification.

**SuDoc Class Stem:** The class stem is the classification number up to the colon. It consists of letter author symbols for the parent issuing body, numbers indicating subordinate offices, followed by a period, and numbers designating category classes, series, or serial title, followed by a colon.

**SuDoc Class Suffix:** The part of the classification number following the colon, used to uniquely identify an individual publication and to differentiate one publication from all others classed under the same class stem. May be the series number printed on the publication, or if a publication has no number, a Cutter number from the Cutter table is used to complete the class. In former practice the book number for some online titles was a system-generated number, specifically a publication ID number in the ACSIS database (e.g., A 1.2: 2002000345).

While this practice was discontinued, some online publications still have current SuDoc classes in this format. The SuDoc Class Suffix is also called the [book number](#).

**SuDoc Classification:** A system designed to group together publications by the same government author. Within an agency or department, publications are grouped according to subordinate organization. The purpose of this system is to uniquely identify, logically relate, and physically arrange each publication so that all publications of a single agency or department may be found together.

**SuDoc Classification Number:** Comprised of a SuDoc class stem, followed by a SuDoc class suffix or book number. Taken as a whole, the SuDoc Classification Number uniquely identifies an individual publication issued by the Federal government.

**Superintendent of Documents:** A government official appointed by the Public Printer to oversee GPO's FDLP and sales programs.

**SuptDocs:** Superintendent of Documents, when used to refer to the office or the individual in the position.

**System:** An organized collection of components that have been optimized to work together in a functional whole.

**System Metadata:** Data generated by the system that records jobs, processes, activities, and tasks of the system. See also [metadata](#).

**System of Record:** An information storage system (commonly implemented on a computer system running a database management system) that is the authoritative data source for any given data element or piece of information. The need to identify systems of record can become acute in organizations where information management systems have been built by taking data output from multiple source systems, re-processing this data, and then re-processing the result for a new business issue.

**Systems Administrator:** A user class that directly supports the use, operation, and integrity of the system.

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T

**Tangible:** Refers to information conveyed on a physical medium.

**Tangible Electronic Publication:** Publications distributed on physical storage media, such as CD-ROM or DVD. Electronic publication disseminated online are not tangible publications.

**Tangible Product:** Information conveyed on a physical medium. Tangible products may be in traditional print format, i.e., paper or microfiche, or in tangible electronic format, i.e. video, diskette, magnetic tape, CD-ROM, optical disk, or successor technology.

**Tangible Publication:** Books, maps, VHS, diskettes, CD-ROMs, and DVDs distributed through the FDLP in physical form. By contrast, items disseminated online are not tangible publications.

**Technical Metadata:** See [structural metadata](#). See also [metadata](#).

**Test Case:** (1) A set of test inputs, execution conditions, and expected results developed for a particular objective, such as to exercise a particular program path or to verify compliance with a specific requirement. (2) Documentation specifying inputs, predicted results, and a set of execution conditions for a test item. A document describing a single test instance in terms of input data, test procedure, test execution environment and expected outcome. Test cases also reference test objectives such as verifying compliance with a particular requirement or execution of a particular program path.

**Title:** The designation of a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or other parts.

**Trusted Certificate:** A certificate that is trusted by the user on the basis of secure and authenticated delivery. The public keys included in trusted certificates are used to start certification paths.

**Trusted Content:** Official content that is provided by or certified by a trusted source.

**Trustworthy Digital Repository:** A trustworthy digital repository that has a mission to provide reliable, long-term access to digital resources to its Designated Community, now, and into the future. To fulfill this mission, a trustworthy digital repository is committed to the continuous monitoring of risks to its systems and responsibilities, ongoing strategic action and technology implementation to meet the needs of its Designated Community, and regularly ensure the transparency of its preservation and assessment activities to the public.

**Trusted Source:** The publishing agency or a GPO partner that provides or certifies official FDLP content.

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U

**UAT:** [User Acceptance Testing](#)

**Unauthenticated Copies:** Exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence.

**Union List:** In general, a complete list of the holdings of a group of libraries of materials of a certain type, on a certain subject, or in a particular field, usually compiled for the purpose of resource sharing. Specific to the FDLP, the composite selection profiles in DSIMS comprise a union list of the selection profiles of all Federal depository libraries.

**UNION-L:** The file containing the union list of all Federal depository libraries' selection profiles. Available in compressed formats for download from FDLP.gov.

**Unique Identifier:** A character string that uniquely identifies digital objects, content packages and jobs within the system.

**URL:** Uniform Resource Locator

**URN:** Uniform Resource Name

**USC:** United States Code

**Use Case:** A description of the behavior of a system or part of a system; a set of sequences or actions, including variants that a system performs to yield an observable result of value.

**User:** the person who uses a program, system, or collection of information to perform tasks and produce results.

**User Acceptance Testing:** Testing that validates that the system meets GPO's mission and business needs for the capabilities allocated to that release, in order to expose issues before the system is released to a wider audience in beta testing. This testing involves real-world, internal exposure or operation to the system.

**User Interface:** The user interface is the aggregate of means by which people (the users) interact with the [system](#).

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V

**Version:** Unique manifestation of content.

**Version Control:** The activity of identifying and managing versions.



**Version Information:** Information stored in metadata that describes the relationship between versions.

**Volume:** A single physical unit of any printed, typewritten, handwritten, mimeographed or processed work, distinguished from other units by a separate binding, encasement, portfolio, or other clear distinction, which has been cataloged, classified, and made ready for use, and which is typically the unit used to charge circulation transactions. Either a serial volume is bound, or it comprises the serial issues that would be bound together if the library bound all serials.

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## W

**WebTech Notes:** An online resource to locate information on corrections to SuDoc classification numbers, new or cancelled item numbers, new or cancelled SuDoc class stems, and status updates on serials or series.

**Work of the United States Government:** A work prepared by an officer or employee of the United States Government as part of that person's official duties. In accordance with 17 United States Code § 105, a work of the U.S. Government is not subject to copyright protections.

**WTN:** [WebTech Notes](#)

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