

Australian/New Zealand Standard™

**Information and documentation—  
Vocabulary**

## **AS/NZS ISO 5127:2004**

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-019, Computer Applications—Information and Documentation. It was approved on behalf of the Council of Standards Australia on 14 May 2004 and on behalf of the Council of Standards New Zealand on 21 May 2004. It was published on 8 July 2004.

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The following are represented on Committee IT-019:

Australian Council of Libraries and Information Services  
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Australian Publishers Association  
Committee of New Zealand University Librarians  
Council of Australian State Libraries  
Council of Australian University Librarians  
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We also welcome suggestions for improvement in our Standards, and especially encourage readers to notify us immediately of any apparent inaccuracies or ambiguities. Please address your comments to the Chief Executive of either Standards Australia International or Standards New Zealand at the address shown on the back cover.

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## Information and documentation— Vocabulary

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## PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-019, Computer Applications—Information and Documentation.

This Standard is identical with, and has been reproduced from ISO 5127:2001, *Information and documentation—Vocabulary*.

The objective of this Standard is to define international communication in the field of information and documentation. It presents terms and definitions of selected concepts relevant to the field and identifies relations between the entries.

As this Standard is reproduced from an international standard, the following applies:

- (a) Its number appears on the cover and title page while the international standard number appears only on the cover.
- (b) In the source text ‘this International Standard’ should read ‘this Australian/New Zealand Standard’.
- (c) A full point substitutes for a comma when referring to a decimal marker.
- (d) None of the normative references in the source document have been adopted as Australian or Australian/New Zealand Standards.
- (e) Any French text should be ignored.

## INTRODUCTION

The available parts of the ISO 5127 series were published in the 1980s. Since then, developments in the field of information and documentation have been so extensive that a revision of the ISO 5127 series was felt to have become necessary. Consequently, ISO/TC 46/SC 3 resolved, in May 1994 at its 26th meeting, to revise ISO 5127.

This International Standard (the revision) has the following structure:

- 1 Basic and framework terms
- 2 Documents, data media and their parts
- 3 Documentation institutions and their holdings
- 4 Documentation process
  - 4.1 Collection planning, development and acquisition
  - 4.2 Analysis, representation and content description
  - 4.3 Storage, search and retrieval
- 5 Use of information and documents
- 6 Preservation of documents
- 7 Legal aspects of information and documentation

This International Standard is published in English only but gives French equivalents for the English terms.

NOTES

## AUSTRALIAN/NEW ZEALAND STANDARD

# Information and documentation — Vocabulary

### Scope

This International Standard is intended to facilitate international communication in the field of information and documentation. It presents terms and definitions of selected concepts relevant to the field and identifies relations between the entries.

The scope of this International Standard corresponds to that of ISO/TC 46, *Standardization of practices relating to libraries, documentation and information centres, indexing and abstracting services, archives, information science and publishing*.

### Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 704:1987, *Principles and methods of terminology*

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

ISO 10241:1992, *International terminology standards — Preparation and layout*

### Principles and rules followed

#### Entries

This International Standard comprises a number of entries; the term entry is to be understood as follows: "Set of elements consisting of an index number, a preferred term, admitted synonyms and a definition. In addition, a set may include examples and notes to facilitate the understanding of the concept or to refer to other terminological use in other fields". Terms dealing with terminology work are used with the meanings defined in ISO 1087.

#### Organization of an entry

The entries are organized according to ISO 10241.

#### Classification of an entry

Each entry is numbered according to the logical structure given in the introduction.