
GLOSSARY

This glossary contains definitions of most of the archival terms used in these rules. The terms have been defined only within the context of the rules. For definitions of other terms, consult the standard glossaries or dictionaries.¹ All terms defined elsewhere in the glossary are capitalized. A *see* reference refers from an unused to a used term. A *see also* reference refers to a related term defined in the glossary. The equivalent term in French appears at the end of the definition in parentheses.

Access point. A name, term, etc., by which a DESCRIPTIVE RECORD may be searched and identified. (*Catégorie d'accès*)

Accession. (1) The formal acceptance into custody and recording of an ACQUISITION. (2) An ACQUISITION so recorded. (*Acquisition*)

Accompanying material. Material issued with, and intended to be used with, the ITEM being described. (*Documents d'accompagnement*)

¹ The sources consulted in the course of the compilation of this glossary include *Anglo-American Cataloguing Rules* / prepared under the direction of the Joint Steering Committee for Revision of AACR ... - 2nd ed., 1988 revision. - Ottawa : Canadian Library Association; London : Library Association Publishing; Chicago : American Library Association, 1988; *Dictionary of Archival Terminology : English and French : with Equivalents in Dutch, German, Italian, Russian and Spanish = Dictionnaire de terminologie archivistique* / edited by Peter Walne. 2d revised ed. - München ; New York ; London ; Paris : K.G. Saur, 1988. - (ICA handbooks series ; vol. 7); *Dictionnaire des archives : de l'archivage aux système d'information : français-anglais-allemand* / École nationale des chartes. - [Paris] : Afnor, 1991; *A Dictionary of Law : Containing Definitions of the Terms and Phrases of American and English Jurisprudence, Ancient and Modern* / by Henry Campbell Black. - New York : Lawbook Exchange, 1991; *A Glossary for Archivists, Manuscript Curators, and Records Managers* / compiled by Lewis J. Bellardo and Lynn Lady Bellardo. - Chicago : The Society of American Archivists, 1992. - (SAA Archival Fundamentals Series); *Keeping Archives* / edited by Ann Pederson. - Sydney, Australia : Australian Society of Archivists, 1987; *MARC For Archives and Manuscripts : The AMC Format* / by Nancy Sahill. - Chicago : Society of American Archivists, 1985; *Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms* / Library of Congress, Prints and Photographs Division, 1995.

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Accrual. An ACQUISITION which belongs to a unit of archival material already in the custody of the repository. (*Versement complémentaire*) See also **Open fonds, collection or series.**

Acquisition. An addition to the holdings of a repository. (*Acquisition*)

Alternative title. The second part of a TITLE PROPER that consists of two parts, each of which is a TITLE; the parts are joined by the word *or* its equivalent in another language. (*Titre alternatif*)

Architectural drawings. Graphic delineations made for the design and construction (or documentation of design and construction) of sites, structures, details, fixtures, furnishings, and decorations, as well as other objects designed by an architect or architectural office. (*Dessins d'architecture*)

Archival document. See **Record.**

Archival material. See **Record.** (*Document d'archives*)

Area of description. A major section of the description, comprising data of a particular category or set of categories. (*Zone de description*) See also **Element of description.**

Arrangement. The process and results of the analysis and identification of DOCUMENTS, in accordance with archival principles, undertaken with the aim of achieving different types of control (e.g., intellectual, physical, etc.). (*Classification, Classement*) See also **Level of arrangement**

Artist's series. See **Publisher's series.**

Associated material. RECORDS outside the repository, which are related by PROVENANCE to the UNIT BEING DESCRIBED. (*Documents connexes*)

Author. The person(s), corporate body(ies), or family(ies) chiefly responsible for the intellectual or artistic content of a document. (*Auteur*)

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Box. A storage container, variable in terms of composition, construction, and dimensions, intended to protect and facilitate the shelving and handling of RECORDS. (*Boîte*)

Caption. (1) A TITLE given at the beginning of the first page of a textual DOCUMENT. (2) A TITLE given on, or in conjunction with, graphic DOCUMENTS. ((1) *Titre de départ* (2) *Légende*)

Cartographic records. Records containing information depicting in graphic or photogrammetric form, a portion of the linear surface of the earth or of a celestial body (such as maps, charts, plans and related materials including globes, atlases, topographic and hydrographic charts, cartograms and relief models, and aerial photographs). (*Document cartographique*)

Chief source of information. The source of data to be given preference as the source from which a description (or portion thereof) is prepared. (*Source principale d'information*)

Collection. (1) A grouping of DOCUMENTS of any PROVENANCE intentionally assembled on the basis of some common characteristic; (2) A level of description. (*Collection*)

Collective title. A formal TITLE PROPER that is an inclusive TITLE for an ITEM containing two or more parts. (*Titre collectif*)

Collector. The person or CORPORATE BODY that brought together a COLLECTION. (*Collectionneur*)

Colophon. A statement at the end of a DOCUMENT giving information about one or more of the following: the TITLE, AUTHOR(S), publisher, printer, date of publication or printing. It may include other information. (*Achevé d'imprimer*)

Conventional name. A name, other than the real or official name, by which a CORPORATE BODY, place, or thing has come to be known. (*Nom conventionnel*)

Copy. A duplication, in whole or in part, of an ORIGINAL DOCUMENT. (*Copie*) See also **Facsimile.**

Corporate body. An organization or association of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are

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societies, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, places of worship, and conferences. (*Personne morale*)

Creator. See **Provenance**.

Description. The recording in a standardized form of information about the structure, function and content of RECORDS. (*Description*)

Descriptive record. A representation of a UNIT BEING DESCRIBED. (*Notice descriptive*)

Descriptive unit. (*Unité archivistique à décrire*) See **Unit being described**.

Discrete item. An item that does not form a part of a larger body of materials. (*Pièce isolée*)

Document. Recorded information. (*Document*) See also **Record**.

Edition. All manifestations of a DOCUMENT *either* embodying the same content and made from the same ORIGINAL(S) *or* produced from essentially the same master COPY and issued by the same entity. See also **Copy, Original**.

Electronic record. (*Document informatique*) See **Records in electronic form**.

Element of description. A word, phrase or group of characters representing a distinct unit of descriptive information and forming part of an AREA OF THE DESCRIPTION. (*Élément de description*)

Engineering drawings. See **Technical drawings**. (*Dessins techniques*)

Extent of descriptive unit. The first element of the physical description area. It gives the number and the SPECIFIC MATERIAL DESIGNATION of the physical units of the material being described and, in some cases, other indications of the extent, e.g., duration. (*Étendue de l'unité archivistique à décrire*) See also **Specific material designation**.

Facsimile. A reproduction of a DOCUMENT, similar in appearance but not necessarily in size. (*Fac-similé*)

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File. (1) An organized unit of DOCUMENTS, usually within a SERIES, brought together because they relate to the same subject, activity, or transaction. (2) A LEVEL OF DESCRIPTION. (*Dossier*)

Finding aids. Descriptive tools containing information that establishes control over RECORDS and facilitates their retrieval. (*Instrument de recherche*)

Folder. A folded sheet of cardboard or heavy paper serving as a cover for a set of related DOCUMENTS. (*Chemise*)

Fonds. (1) The whole of the DOCUMENTS, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family, or CORPORATE BODY in the course of that creator's activities or functions. (2) A LEVEL OF DESCRIPTION. (*Fonds*)

Note: For the purposes of these rules, that part of a fonds that is actually present in the repository is what is described at the fonds LEVEL OF DESCRIPTION. A fonds is not equivalent to an accession. A fonds may contain two or more accession units; similarly, an ACCESSION may contain more than one fonds.

Form. The physical (e.g., watercolour, drawing) or intellectual (e.g., diary, journal, daybook, minute book) characteristics of a DOCUMENT. (*Forme*)

Formal title. The TITLE that appears prominently in or on the CHIEF SOURCE OF INFORMATION. (*Titre officiel propre*)

General material designation. A term indicating the broad class of material to which the UNIT BEING DESCRIBED belongs, e.g., graphic material. (*Indication générale du genre de document*) See also **Specific material designation**.

Graphic material. DOCUMENTS in the form of pictures, photographs, illustrations, prints, and the products of other pictorial processes. (*Document iconographique*)

Heading. (*Vedette*) See **Access point**.

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Item. (1) An archival unit that can be distinguished from a group and that is complete in itself;
(2) A LEVEL OF DESCRIPTION. (*Pièce*)

Leaf. A sheet of paper or parchment each side of which is referred to as a PAGE. (*Feuillet*)

Level of arrangement. A level established during the analysis and identification of documents making up a unit of archival material. (*Niveau de classification*)

Level of description. The LEVEL OF ARRANGEMENT of the UNIT BEING DESCRIBED, e.g., FONDS, SERIES, COLLECTION, FILE, ITEM. (*Niveau de description*)

Level of detail of description. The number of ELEMENTS OF DESCRIPTION that a particular DESCRIPTIVE RECORD contains. (*Niveau d'information de la description*)

Moving images. Visual images, with or without sound, recorded on any medium, which, when viewed, may present the illusion of motion. (*Images en mouvement*)

Multilevel description. The preparation of descriptions that are related to one another in a part-to-whole relationship and that need complete identification of both parts and comprehensive whole in multiple descriptive RECORDS. (*Description à plusieurs niveaux*)

Multimedia. RECORDS which combine two or more media types but which, for reasons of intellectual continuity, must be conceived of as a unit, e.g., slide tape programs. (*Ensemble multi-support*)

Multiple media. More than one broad class of material. (*Supports multiples*)

Object. A three-dimensional artefact or a naturally occurring entity. (*Objet*)

Open fonds, collection or series. A FONDS, COLLECTION or SERIES to which ACCRUALS are expected. (*Fonds ouvert, collection ouverte ou série ouvert*) See also **Accrual**

Original. (1) In archival science, a complete and finished DOCUMENT capable of producing the effects for which it was created, and the first to be issued in that form. (2) In law, the first COPY of a DOCUMENT from which other instruments may be transcribed, copied, or

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imitated. (3) In reprography, the source DOCUMENT or intermediate COPY from which copies are produced. (*Original*)

Other title information. Title information usually appearing in or on the CHIEF SOURCE OF INFORMATION in conjunction with a TITLE PROPER, other than the TITLE PROPER or PARALLEL TITLES. (*Complément du titre*)

Page. One side of a LEAF. (*Page*)

Parallel title. The formal TITLE PROPER in another language and/or script recorded in the title and STATEMENT OF RESPONSIBILITY AREA. (*Titre parallèle*)

Personal author. (*Auteur*) See **Author**

Philatelic records. Stamps, postal stationery and all other documents created and/or used to signify pre-payment or payment due for postal services; stamps or other labels resembling the material described above, but which have no postal value; cancellations other marks created and/or used by a postal administration to show evidence of postal usage; material bearing one or more of items described above. (*Documents philatéliques*)

Principle of provenance. (*Principe de provenance*) See **Respect des fonds**.

Provenance. The person(s), family (families), or CORPORATE BODY (bodies) that created and/or accumulated and used RECORDS in the conduct of personal or business life. (*Provenance*) See also **Respect des fonds**.

Pseudonym. A name assumed by a PERSONAL AUTHOR to conceal or obscure his or her identity. (*Pseudonyme*)

Publisher's series. A group of separate ITEMS related to one another by the fact that each item bears, in addition to its own TITLE PROPER, a COLLECTIVE TITLE applying to the group as a whole. The individual items may, or may not, be numbered. (*Collection*)

Record. A DOCUMENT made or received in the course of the conduct of affairs and preserved. (*Document d'archives*)

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Records in electronic form. Records that are encoded for manipulation by a computer.
(*Documents sous forme électronique*)

Respect des fonds. The principle that the RECORDS of a person, family or CORPORATE BODY must be kept together in their original order, if it exists or has been maintained, and not be mixed or combined with the records of another individual or corporate body. (*Respect des fonds*) See also **Custodial history** and **Provenance**.

Respect for original order. (*Respect de l'ordre primitif*) See **Respect des fonds**.

Restrictions on access. The conditions governing access to all or part of the UNIT BEING DESCRIBED, including any laws, regulations, policies, donor terms, or any other relevant access conditions. (*Restriction à la consultation*)

Series (archival). (1) DOCUMENTS arranged systematically or maintained as a unit because they relate to a particular function or subject, result from the same activity, have a particular form, or because of some other relationship arising out of their creation or, arising out of their receipt and use. (2) A LEVEL OF DESCRIPTION. (*Série*)

Series (publisher's). (*Collection*) See **Publisher's series**.

Sound recording. A DOCUMENT on which sound has been recorded and may be played back. (*Document sonore*)

Specific material designation. The name of the special class of material to which the UNIT BEING DESCRIBED belongs. (e.g., microfilm, photoprint). (*Indication spécifique du genre de document*) See also **General material designation**.

Statement of responsibility. A statement that appears in conjunction with a FORMAL TITLE, relating to the PERSONAL AUTHOR(S) of the DOCUMENT, to CORPORATE BODY (bodies) or a family (families) from which the content emanates, or to person(s) or CORPORATE BODY (bodies) responsible for the performance of the content of the DOCUMENT. (*Mention de responsabilité*)

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Supplied title. A TITLE provided for the UNIT BEING DESCRIBED that has no FORMAL TITLE. It may be taken from the archival material, from an external source, or it may be composed by the archivist. (*Titre composé*)

Technical drawings. Graphic delineations made for the design and construction (or documentation of design and construction) of civil, hydraulic, mechanical, and other engineering works or structural components. (*Dessins techniques*)

Textual records. Written RECORDS, whether handwritten, typescript, published, or generated by any other means, which are accessible to the eye without the aid of a machine. (*Documents textuels*)

Title. A word, phrase, character, or group of characters that names a UNIT BEING DESCRIBED. (*Titre*)

Title page. A PAGE at the beginning of an ITEM bearing the FORMAL TITLE proper and usually, though not necessarily, the STATEMENT OF RESPONSIBILITY and data relating to that ITEM. (*Page de titre*)

Title proper. The chief name of a UNIT BEING DESCRIBED, including FORMAL or SUPPLIED TITLES, but excluding PARALLEL TITLES and OTHER TITLE INFORMATION. (*Titre propre*)

Unit being described. Document or accumulation of documents forming the object of description. (*Unité archivistique à décrire*) See also **Level of description**.

Variant title. A TITLE, other than a TITLE PROPER or PARALLEL TITLE, which appears in or on the CHIEF SOURCE OF INFORMATION, or elsewhere in the UNIT BEING DESCRIBED. (*Variante du titre*)

Version. See **Edition**.