

- 3 Terms and definitions
  - 3.1 Basic and framework concepts
    - 3.1.1 Basic concepts
    - 3.1.2 Framework concepts
    - 3.1.3 Evaluation and statistics
    - 3.1.4 Signs, characters and symbols
  
    - 3.1.5 Language and terminology
    - 3.1.6 Writing systems and transcription
    - 3.1.7 Types of relations
    - 3.1.8 Communication and information
    - 3.1.9 Digital communication I
  
    - 3.1.10 Types of data
    - 3.1.11 Basic operations on data
    - 3.1.12 Digital data processing
    - 3.1.13 Data representation in databases
  - 3.2 Basic concepts for information and documentation
    - 3.2.1 General concepts
    - 3.2.2 Study fields related to documentation
    - 3.2.3 Institutions in documentation
    - 3.2.4 Professions and functions in documentation
    - 3.2.5 Numbering systems, identifiers, connectors
  - 3.3 Objects, data media, documents
    - 3.3.1 Object and document values
    - 3.3.2 Objects and data media

3.3.3 Documents by medium

3.3.4 Processes in the intellectual production of documents

3.3.5 Physical production of documents [Printing etc.]

3.4 DOCUMENTS

3.4.1 General concepts

3.4.2 Derived documents

3.4.3 Documents by acquisition status

3.4.4 Records, legal and archival documents

3.4.5 Special types of documents

3.4.6 Documents by originator and intended purpose

3.4.7 Documents by main feature

3.5 Tertiary documents

3.5.1 General concepts

3.5.2 Catalogues and archival registers

3.5.3 Documents and parts of documents reflecting archival registering

3.5.4 Documents and parts of documents reflecting content analysis and content description

3.5.5 Reference works

3.5.6 Services to obtain documents

3.5.7 Parts of documents used in the bibliographic description

3.5.8 Intellectual parts of documents

3.5.9 Physical parts of documents

3.6 Holdings of information and documentation organizations

3.6.1 Types of collections

3.6.2 Collection planning, development and acquisition

3.6.3 Archival sets of documents

### 3.6.4 Institutions

3.6.5 Archival operations and archival collection management

### 3.7 Analysis, representation and content description of documents and data

3.7.1 Main elements at the basis of the description

3.7.2 Description and cataloguing

3.7.3 Headings

3.7.4 Titles

### 3.8 Content analysis and content description

3.8.1 General concepts

3.8.2 **Indexing** and evaluation of indexing results

3.8.3 **Thesauri** and terms

3.8.4 Thesauri and their elements

3.8.5 **Classifications** and their elements

3.8.6 Types of classifications

### 3.9 Storage

3.9.1 General concepts

3.9.2 Filing and shelving

### 3.10 Search and retrieval

3.10.1 General concepts

3.10.2 Search methods and elements

3.10.3 Search operations and evaluation of their results

### 3.11 Use of information and documents

3.11.1 Access to information

- 3.11.2 Use of information
- 3.11.3 Infrastructure
- 3.11.4 Types of use
- 3.11.5 Services
- 3.11.6 Administration
- 3.11.7 Usage studies and performance measures

### 3.12 Preservation of documents

- 3.12.1 General concepts
- 3.12.2 Properties of materials relevant to preservation
- 3.12.3 Processes involved in the manufacture or conservation of documents
- 3.12.4 Types of damage to documents
- 3.12.5 Agents causing damage to documents
- 3.12.6 Conservation measures

### 3.13 Legal aspects of information and documentation

- 3.13.1 General concepts
- 3.13.2 Literary, artistic and industrial property
- 3.13.3 Author's rights
- 3.13.4 Privacy and data protection
- 3.13.5 Data protection and security

Annex A (informative) ISO 5127 SKOS Description

English alphabetical index

---