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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

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Replacing GB/T 4894-2009

Information and documentation - Foundation and vocabulary

信息与文献 基础和术语

(English Translation)

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document replaces GB/T 4894-2009 "Information and Documentation Terms". Compared with GB/T 4894-2009, in addition to structural adjustments and in addition to editorial changes, the main technical changes are as follows.

- Changed the scope of the document (see Chapter 1, Chapter 1 of the 2009 edition);
- Deleted "Principles and Methods" (see Chapter 3 of the 2009 edition);

--- Added "Basic terms for information and documents", "Document", "Third-level documents", "Document and data analysis, representation and content description", "Content analysis and description" Delete the seven major term categories of "analysis and content description", "storage" and "search and retrieval" (see 3.2, 3.4, 3.5, 3.7, 3.8, 3.9 and 3.10).

In addition to the "Documentation Process" category (see 4.4 of the 2009 edition), relevant content is included in the additional term categories, forming 13 major categories the term entry;

--- Added more than 900 terminology entries (see Chapter 3).

This document is modified to adopt ISO 5127:2017 "Information and documentation foundation and vocabulary".

The technical differences between this document and ISO 5127:2017 and their reasons are as follows.

--- Based on the principle of standard applicability, the terms and definitions of "religious documents", "papal bulls" and "parish memorandum" have been deleted (see 3.4.6.15, 3.4.7.45 and 3.5.2.16 of ISO 5127:2017).

The following editorial changes were made to this document.

--- According to the principle of consistency of terminology, if the part of speech of the reference item in the international original text is inconsistent with the corresponding English expression, the numbers in the referenced entries are deleted to ensure the rationality and accuracy of the Chinese expression.

This document was proposed and coordinated by the National Technical Committee for Information and Documentation Standardization (SAC/TC4).

Introduction

This document provides selected terminology and definitions related to the field of information and documentation, including a large number of basic terms and definitions.

The content of this document is partly from the guidelines and references of ISO/TC46 related organizations, such as the International Federation of Library Associations and Institutions (IFLA), the International Council of Archives and Therefore, this document presents a complete information and document terminology system to facilitate understanding of existing and developing this document forms a consistent set of activities and information by defining relevant terms in a scientific, systematic and standardized manner.

It further promotes scientific research, knowledge dissemination and information sharing in the field of information and literature, and can serve as a new information and an auxiliary

research tool for document development projects and a knowledge tool for innovative research in the field of information and documentation.

This document includes 13 major categories of terms, basic vocabulary and concepts, aiming to provide a logical concept in the field of information and documentation.

frame.

Archives, libraries, museums, publishing and printing, information technology and other industries are closely integrated in information and documentation work.

Reliance on digitalization as the basis for this process has, to some extent, also led to a reformulation of the culture based on IT-driven concepts and models.

The use of digital objects and systems in no way diminishes the importance of terminology and terminological accuracy to the field of information documentation.

On the contrary, this importance is even more prominent because when far-reaching automatic data processing may occur, the concepts and terms representing objects need to be. However, it is important to maintain conceptual consistency between information and literature domain terminology and IT terminology and strive to achieve the matching of ideas is crucial.

Today, documentary work in the information and documentation field is increasingly characterized by the use of abstract models of the information field and its standard communication flows, as well as by the use of. Characterized by the design and optimization of information systems, this type of work requires substantial involvement and reliance on the domain through abstract reasoning and models.

This document meets the need for such abstract concepts, but also needs to provide concrete. ISO 5127 adopts a balanced approach, covering all aspects of the information documentation field.

The main components of the domain are.

---General concepts of the nature of abstract information, system construction, identification of conceptual systems, and basic communicative features of language (thus also maintaining access to bridge between information science and other sciences related to literature);

--- Basic vocabulary required to understand, analyze and apply the main document operations (representing conceptual systems, for indexing, cataloguing, classification);

--- The storage and preservation of documents and documentary results as well as some legal aspects of the documentation need to be considered;

---Basic vocabulary required for understanding, analysis and use;

---Especially the basics needed to understand, analyze and process the main "raw

material" basis of documents and literature, the large number of documents and literature components this vocabulary.

The current state of information and literature and its fields is characterized to a large extent by closer cooperation among various professional fields and professions, sometimes Even merge, for example, library science, archival science, textual documentation, editing, media documentation, printing, publishing, audio and visual documentation, broadcasting, ISO 5127 is intended to be a tool for expressing and understanding specific terms in the field of documentation, while promoting the use of different Closer cooperation between professional branches, with due regard for organizational autonomy, traditions and specific work procedures and the terminology between them.

This document serves as a terminology standard and its main functions are as follows.

- Become a quick one-stop shop, a reference library showing the entire term and its various parts in the field of information literature this is a general overview and is also applicable to work in the field of information documentation;
- When the data elements of various information and document data exchange systems and networks are defined, agreed upon and machine-implemented, as precisely defined the concept library;
- A vocabulary library serving as indexing, abstracting and cataloguing services;
- Serves as a source and starting point for creating metadata and as a foundation for developing linked data;
- It also provides the necessary materials for building the ontology of part or the entire document field in the future, so as to operate automation more finely IT processes;
- Assist in the exploration and development of scientific research in the field of information and documentation.

In view of the widespread formation and application of information and documentation terms, the coherent terms provided in ISO 5127 are also provided in this document as needed.

The connection between some terms and concepts in this document and those in other ISO standards is provided for reference.

This document can also be used as a reference in drafting ISO/TC46 standards when providing an overall overview of the construction, network and vocabulary of the individual standards in ISO/TC46.

or other standards, try to treat them as good and reliable definitions. When ISO 5127 definitions need to be compared with the definitions of the various committees, Customization for specific, more far-reaching applications can be accomplished using "item annotations", adaptations, and similar methods.