

Termen en begrippen

Informatiebeheer / records management

Deze en afgelopen 2 maanden toegevoegd

Van **maart 2017 tot en met mei 2017**

Een verzameling termen in de vorm van een woordenboek (dictionary) met verwijzing naar andere termen in de vorm van een thesaurus. Centraal staat het thema informatiebeheer, een vertaling van records management.

De termen zijn afkomstig uit verschillende bronnen.

Er zijn geen speciale voorkeurstermen. Daarom kunnen per term meerdere gelijksoortige omschrijvingen voorkomen. Het is ook mogelijk dat de omschrijvingen onderling (soms behoorlijk) afwijken.

De datum van de afdruk is gelijk aan de versiedatum.

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Voor meer informatie of vragen en opmerkingen neem dan per e-mail contact met mij op.

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Acid deterioration

~ Deterioration generated by the reaction of internal or external chemical agents.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 103 6.6.33 Informatiebeheer

Domein term

Bredere term: *Deterioration*.

Synoniem: *Détérioration par acides*.

Acid migration

~ Transfer of an acid from an acidic material to one of less acidity with which it is in contact.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 103 6.6.34 Informatiebeheer

Domein term

Bredere term: *Migration*.

Onderdeel van: *Detoriation*.

Synoniem: *Acidification par contact; Migration d'acide*.

Aqueous deacidification

~ Deacidification using water-based solutions.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz 104 6.7.10 Informatiebeheer

Domein term

Bredere term: *Deacidification*.

Zie ook: *Non-aqueous deacidification*.

Synoniem: *Désacidification aqueuse*.

Biological cleaning

~ Cleaning by the application of enzymes.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 104 6.7.06

Domein term

Informatiebeheer

Bredere term: *Cleaning*.

Synoniem: *Nettoyage biologique*.

Bleaching

~ Discolouration in the form of loss of colour intensity.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 103 6.6.30

Domein term

Informatiebeheer

~ Chemical cleaning by means of an oxidizing or reducing agent.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 104 6.7.08

Domein term

Informatiebeheer

Bevat: *Fading*.

Onderdeel van: *Discolouration*.

Synoniem: *Blanchiment; Bleking*.

Bleeding

~ Washing out or migration of a pigment or dye into a neighbouring area through contact with a liquid.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 102 6.6.20

Domein term

(generiek/niet toegewezer)

Synoniem: *Déteintage*.

Chemical cleaning

~ Cleaning by immersion in or by the surface application of a chemical substance.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz 104 6.7.07 Informatiebeheer

Domein term

Bredere term: *Cleaning*.

Synoniem: *Nettoyage chimique*.

Cleaning

~ Removal of foreign matter from a document.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz/ 103 6.7.01 Informatiebeheer

Domein term

Bevat: *Washing*.

Engere term: *Biological cleaning; Chemical cleaning; Dry cleaning; Mechanical cleaning*.

Synoniem: *Nettoyage*.

Cracking

~ Damage in the form of discontinuity on the surface or within an object.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz 101 6.6.10 Informatiebeheer

Domein term

Bevat: *Crazing*.

Onderdeel van: *Damage*.

Synoniem: *Craquelure*.

Crazing

~ Cracking extending in a pattern over a whole surface of an object.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 101 6.6.11 Informatiebeheer

Domein term

Onderdeel van: *Cracking*.

Synoniem: *Craquelure*.

Creep

~ Deformation of a document in the form of dimensional expansion over time due to a constant load.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz 101 6.6.14 Informatiebeheer

Domein term

~ Spread of an adhesive over time beyond the point of its initial application.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz, 101 6.6.15 Informatiebeheer

Domein term

Creep

Bredere term: *Écoulement de la colle.*
Engere term: *Function creep; Scope creep.*
Onderdeel van: *Deformation.*
Synoniem: *Déformation dimensionnelle.*

Cropping

~ Cutting off part or parts of a document so that its dimensions, and possibly its information content, are changed.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 101 6.6.18

Domein term

Informatiebeheer

Synoniem: *Rognage à l'excès.*

Curling

~ Buckling of a sheet in one plane so that it tends to roll up on itself.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 101 6.6.09

Domein term

Informatiebeheer

Onderdeel van: *Buckling.*

Synoniem: *Ondulation.*

Damp stain

~ Stain caused by contact with water.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 102 6.6.27

Domein term

(generiek/niet toegewezer)

Bredere term: *Stain*.

Synoniem: *Tache d'humidité; Tide mark*.

Damp stretching

~ Deformation of a document in the form of dimensional expansion due to the absorption of moisture.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 101 6.6.16

Domein term

Informatiebeheer

Onderdeel van: *Deformation*.

Synoniem: *Allongement*.

Deacidification

~ Raising the pH value of a material object by means of substances of an alkaline nature to assist with the object's preservation.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 104 6.7.09

Domein term

Informatiebeheer

Engere term: *Aqueous deacidification; Non-aqueous deacidification*.

Synoniem: *Désacidification; Ontzuring*.

Delamination

~ Splitting apart of a layer of a laminate due to failure of the adhesive or cohesive failure of the laminate.

NOTE This may include the inadverted delamination of a document which has been subject to conservation treatment by lamination.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 103 6.6.36

Domein term

Informatiebeheer

Synoniem: *Délamination*.

Discolouration

~ Change in the tint or quality of a colour.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 102 6.6.25

Domein term

Informatiebeheer

Bevat: *Bleaching; Foxing; Stain; Yellowing*.

Synoniem: *Décoloration; Verkleuring*.

Disinfestation

~ Elimination of insects, small rodents and other pests.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 105 6.1.14 Domein term Informatiebeheer

Zie ook: *Disinfection; Fumigation.*

Synoniem: *Désinfestation; Désinsectisation.*

Dog-eared

~ Having the corner of a leaf turned down as a result of a manufacturing fault, deliberate action, or wear and tear.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 102 6.6.19 Domein term Informatiebeheer

Zie ook: *Ezelsoor.*

Synoniem: *Écorné.*

Dry cleaning

~ Cleaning using an erasing substance.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 104 6.7.03 Domein term Informatiebeheer

Bredere term: *Cleaning.*

Synoniem: *Nettoyage à sec.*

Enzyme

- ~ Naturally occurring organic substance capable of acting outside living organisms and able to catalyse or accelerate specific biochemical reactions

NOTE Enzymes may be used to dissolve organic deposits, e.g. proteins or fats.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 104 6.7.05 Informatiebeheer

Domein term

Synoniem: *Enzyme*.

Exudation

- ~ Eemergence of a constituent in liquid form on the surface of an object.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 101 6.6.12 Informatiebeheer

Domein term

Synoniem: *Respiration*.

Fading

~ Gradual bleaching.

Herkomst (nr. + titel):

In 9541 - *Information and documentation - Vocabulary* blz/ 103 6.6.31 Domein term
Informatiebeheer

Onderdeel van: *Bleaching*.

Synoniem: *Décoloration*.

Foxing

~ Discolouration of paper in the form of small brown spots.

Herkomst (nr. + titel):

In 9541 - *Information and documentation - Vocabulary* blz. 102 6.6.28 Domein term
Informatiebeheer

Bredere term: *Piqûre*.

Onderdeel van: *Discolouration*.

Fugitive colours

~ Pigments or dyes which lack colour fastness.

Herkomst (nr. + titel):

In 9541 - *Information and documentation - Vocabulary* blz 101 6.6.13 Domein term
Informatiebeheer

Bredere term: *Colours*.

Onderdeel van: *Dye; Pigment*.

Synoniem: *Couleurs fugitives*.

Holiday

~ Area of an adhesive covered surface which does not adhere properly to another surface.

Herkomst (nr. + titel):

Domein term

In 9541 - Information and documentation - Vocabulary

blz. 102 6.6.24

(generiek/niet toegewezen)

Synoniem: *Congé.*

Impregnation

~ Injection or absorption of a fluid into a material object.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 105 6.7.13

Domein term

Informatiebeheer

Zie ook: *Absorption; Injection.*

Synoniem: *Imprégnation.*

Lacuna

~ Loss of recorded information from a graphic document.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz 102 6.6.23

Domein term

(generiek/niet toegewezen)

Onderdeel van: *Loss*.

Synoniem: *Lacune*.

Loss

~ Absence of all or any part of a document.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 102 6.6.22

Domein term

Informatiebeheer

Bevat: *Buckling; Lacuna*.

Synoniem: *Perte; Verlies*.

Mechanical cleaning

~ Cleaning dust and dirt from the surface of a document by mechanical means.

EXAMPLE By brushing, blowing, vacuum cleaning.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 103 6.7.02

Domein term

Informatiebeheer

Bredere term: *Cleaning*.

Synoniem: *Nettoyage mécanique*.

Migration

~ A transformation of an object creating a version in a more contemporary format.

Herkomst (nr. + titel):

In 10113 - Digital Preservation Metadata for Practitioners

blz 259 Glossary

Domein term

Informatiebeheer

Is / is een: *Transformation*.

Engere term: *Acid migration; Digital Migration; Migration of records; Transformative migration; Transformative migration*.

Onderdeel van: *Vervanging*.

Zie ook: *Conversion; Refreshing; Transfer; Universal Preservation Format*.

Synoniem: *Migratie*.

Non-aqueous deacidification

~ Deacidification using solutions which are not water based.

NOTE This is necessary when dealing with objects to which damage can be caused by water.

Herkomst (nr. + titel):

Domein term

In 9541 - Information and documentation - Vocabulary

blz 104 6.7.11

Informatiebeheer

Bredere term: *Deacidification.*

Zie ook: *Aqueous deacidification.*

Synoniem: *Désacidification non aqueuse.*

Off-setting

- ~ Transfer to adjacent leaves of ink or another carrier either during the printing process, before it has dried or by subsequent migration.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz 102 6.6.21

Domein term

Informatiebeheer

Synoniem: *Hors montage.*

Oxidation

- ~ Effect of chemical reactions which change the properties of a compound through an exchange of electrons/

NOTE This effect was originally thought to result from the taking up of oxygen.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 130 6.6.34

Domein term

Informatiebeheer

Synoniem: *Oxydation.*

Photodegradation

~ Deterioration caused by the action of light.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz. 103 6.6.32

Domein term

Informatiebeheer

Onderdeel van: *Detoriation.*

Synoniem: *Photodégradation.*

Resizing

~ Restoration technique for increasing the mechanical strength of an object by applying size.

Herkomst (nr. + titel):

Domein term

In 9541 - Information and documentation - Vocabulary

blz 104 6.7.12

Informatiebeheer

Synoniem: *Réencollage*.

Shrinking

~ Deformation of a document in the form of dimensional decrease.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 101 6.6.17

Domein term

Informatiebeheer

Onderdeel van: *Deformation.*

Synoniem: *Rétraction.*

Stain

~ Area of discolouration caused by contact with foreign matter.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary blz. 102 6.6.26

Domein term

Informatiebeheer

Engere term: *Damp stain.*

Onderdeel van: *Discolouration.*

Synoniem: *Tache; Vlek.*

Transparantiedruk

~ Druk om steeds meer informatie over jezelf prijs te geven.

Herkomst (nr. + titel):

In 10115 - dilemma's van digitalisering - 3/3

Domein term

Informatiebeheer

Onderdeel van: *Cultuur*.

Zie ook: *Datalek; Privacy*.

Washing

~ Cleaning by immersion in or by the surface application of water.

Herkomst (nr. + titel):

In 9541 - Information and documentation - Vocabulary

blz/ 104 6.7.04

Domein term

Informatiebeheer

Onderdeel van: *Cleaning*.

Synoniem: *Nettoyage*.

Yellowing

~ Discolouration through aging in the form of gradual darkening, leading eventually to browning.

Herkomst (nr. + titel):

Domein term

In 9541 - Information and documentation - Vocabulary

blz. 102 6.6.29

Informatiebeheer

Onderdeel van: *Discolouration*.

Synoniem: *Jaunissement*.

Referenties:

9541 *Information and documentation - Vocabulary; Information et documentation - Vocabulaire*

<Geen auteur geregistreerd of bekend>

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10113 *Digital Preservation Metadata for Practitioners; Implementing PREMIS*

Angela Dappert en Rebecca Squire Guenther, Sébastien Peyrard

(Publicatie) Springer, Cham (Suisse), 2016. ISBN 978-3-319-43761-3
HCL C3886

<http://www.springer.com/us/book/9783319437613>

10115 *De dilemma's van digitalisering - 3/3*

Helma de Boer

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<https://www.bof.nl/2017/03/23/de-dilemmas-van-digitalisering-33/>