

C. Sözlükler: Genellikle alfabetik olarak düzenlenmiş, belirli bir konu veya bilim alanı ile ilgili terim ve kavramların anlamlarının açıklandığı ve çoğu kez eş anlamlarının da verildiği bu yönüyle kısmi bir yönlendirme de yapan danışma kaynağı türüdür. Dil ve konu sözlükleri olmak üzere iki temel türü vardır.

Dil sözlükleri: Herhangi bir dildeki, kelimeleri alfabetik olarak listeler, anlamlarını açıklar ve eş anlamlılarını verir. Bunların yanı sıra imlalarını, köklerini, ne tür kelime olduklarını, kelimelerin kökenleri hecelemesini göstermektedir.

Türkçe Sözlük, İngilizce Sözlük, Arapça-Almanca Sözlük vb.

Konu sözlükleri: Herhangi bir konuya ait terim ve kavramları daha ayrıntılı olarak alfabetik olarak listeleyen sözlük türüdür.

Felsefe Sözlüğü, Hukuk Sözlüğü, Tıp Sözlüğü, Ekonomi Sözlüğü, Dictionary of Library and Information Science, Saunders Comprehensive Veterinary Dictionary, Osmanlıca Yer Adları Sözlüğü, Belge Yönetimi ve Arşiv Terimleri Sözlüğü vb.

Bazı sözlükler kapsadıkları, tanım ve açıklamalarını verdikleri terimlerin resim ve çizimlerini de vermektedirler. Bunlara *görsel sözlükler* (*visual, pictorial, Picture dictionary*) de denilmektedir. Boyut olarak daha küçük ve daha az kelimenin yer aldığı sözlüklere ise *cep* (*pocket*) *sözlüğü* denilmektedir.

Sözlüklerin ücretsiz veya abonelik ile erişilebilen versiyonları da bulunmaktadır. Buna verilebilecek en önemli örnek TDK tarafından hazırlanan ve çok sayıda sözlüğü de içinde barındıran *Büyük Türkçe Sözlük*'tür. TDK'nın bu sözlüğüne <http://tdkterim.gov.tr/bts/> adresinden ücretsiz ve abonelik gerektirmeksizin erişilebilmektedir. Ayrıca Kütüphanecilik ve Enformasyon Bilimleri için hazırlanmış olan *Online Dictionary for Library and Information Science*'ye <http://lu.com/odlis/> adresinde erişilebilir.

Lügatlar (Glossaries): Herhangi bir konu veya bilim dalı ile ilgili kelime, tamlama, terim, kavram, formül, kısaltma ve özel kullanımların açıklandığı ve alfabetik düzende hazırlanmış içinde söz konusu unsurlar arası göndermelerin yapılabildiği kimi zaman resim, çizim ve fotoğraflarla desteklenen sözlük türüdür.

Örnek: *Harrod's Librarian's Glossary and Reference Book: A Directory of over 9600 Terms, Organizations, Projects and Acronyms in the Areas of Information Management, Library Science, Publishing and Archive Management. Kâmûs-ı Türkî. Bkz. EK-5*

part, or the whole, of the spheroidal surface of the earth to be represented on a plane-surface.

Map room. A room devoted to the storage and consultation of maps.

Mapping. *See* Information mapping.

MAPS. Micrographic Preservation Service. *See* Preservation Resources.

MARBI. Machine-Readable Bibliographic Information, a joint committee which creates and revises standards for the representation of bibliographic information in machine-readable form. Members are three divisions of the American Library Association (ALCTS, LITA, RASD), and representatives of the Library of Congress and the National Library of Canada.

Marbled edges. The three edges of a book cut solid, and stained to resemble marble. *See also* Edges, Sprinkled edges, Stained edges, Stippled edges.

Marbled paper. Surface-colour paper used by bookbinders. Marbling is done by floating white paper, or dipping the edges of a sewn book before inserting into the cover, on a bath of gum tragacanth, the surface of which has been sprinkled with various colours, and combed out to a desired pattern.

Marbling. The process of colouring the endpapers and edges of a book in imitation of marble.

Marbling under gilt. Marbled edges of a book overlaid with gold. Usually the marbling is not very noticeable until the edges are fanned out. The style was first used in France in the seventeenth century, its invention being accredited to Le Gascon. Sometimes it is found in English bindings of the middle of the eighteenth century and later. *See also* Gilt on the rough, Rough gilt edges, Solid gilt.

MARC. The MARC format was developed to provide an internationally acceptable standard for the exchange of bibliographic data in machine-readable form. *Machine-Readable Cataloguing* began in 1966 as a pilot scheme operated by the Library of Congress. Bibliographic records on machine-readable tape were distributed weekly to sixteen American libraries who then used their own computing facilities to process them. At this stage the most usual form of output was the conventional catalogue card. By 1967 the MARC II format had been introduced and the service extended to some fifty libraries. The original MARC format had revealed certain limitations which the MARC II format was specifically designed to overcome. Each record can accommodate a large quantity of bibliographic data in machine-readable form. In addition to a full AACR 2 description, the record may contain Dewey Decimal Classification numbers, Library of Congress Classification numbers, and subject headings. Any of these individual elements may be used to access the MARC file of bibliographic records. Subsequently the British National Bibliography began to develop UKMARC and by 1969 tapes were being distributed to British libraries. The MARC format is available for many different types of

progress, which will incorporate the international description standards ISAD(G) and ISAAR(CPF).

Manuale. A case to protect a *Volumen*. *See also* Capsa.

Manuscript. A document of any kind which is written by hand, or the text of a music or literary composition in hand-written or typescript form, and which, in that form, has not been reproduced in multiple copies. An *illuminated manuscript* is one which has been decorated as described under Illuminated book. Abbreviated MS. (*Pl. MSS*).

Manuscript catalogue. One written by hand.

Manuscript librarian. A librarian who has charge of a collection of manuscripts of all kinds, i.e. unprinted materials (whether written by hand or typed) other than books written by hand before the invention of printing (*libri manuscripti*).

Manuscript music book. A book of Music paper.

Manuscript note. A handwritten note in a book.

Manuscript Society. The Society was founded in 1948 as the National Society of Autograph Collectors, and has grown to an international membership of over 1,400, including dealers, private collectors, scholars, authors, and caretakers of public collections, such as librarians, archivists, and curators. There are also many institutional members, such as historical societies, museums, special libraries, and academic libraries. Publishes *Manuscripts* (q.), and a newsletter.

Map. A plane representation of the earth's surface, or a part of same, indicating physical features, political boundaries, etc. Also a similar representation of the heavens, showing the position of the stars, planets, etc. Also called an 'Astronomical map'. The first book to contain a printed map or diagram of the whole world was Isidore of Seville's *Etymologiarum sive Originum libri XX*, Augsburg, 19 November 1472. The earliest and most important maps to be printed from engraved copper plates in England were those of Christopher Saxton, who issued county maps between 1574 and 1579. An 'early map' is considered to be one made before 1825.

Map Curators Group. <<http://www.cartography.org.uk/pages/groups/curators/>> (Map Library, 43 St. George Square, Edinburgh EH8 9LJ, UK) The group is part of the British Cartographic Society, and operates in liaison with the (UK) Library Association. Promotes and develops work in its field, holds lectures and courses, and publishes a newsletter.

Map endpapers. Endpapers on which maps are printed. *See also* Endpaper.

Map file. A sequence of sheet or folded maps arranged in classified order, or alphabetically by place name. Sheet maps are kept in shallow drawers, often with hinged fronts which fall down and so reduce wear when consulting the maps, or in specially made vertical cabinets. *See also* Plan cabinet.

Map paper. *See* Plan paper.

Map projection. The arrangement of parallels and meridians so as to enable

EK-5/1

Harrod's Librarians' Glossary

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