From:
Sent: 14 July 2011 08:40
To: undisclosed-recipients:
Subject: FW: Legal Deposit - request for Impact Assessment information
Attachments: 2011-06-29 IA Information Document.docx

Dear All

I attach a clean version of the information document to help you complete the questionnaire.

Please accept my apologies for any confusion caused.

Thank you for all of the work you have done previously in helping to develop the Government's proposals for non-print legal deposit.

On the 06 April the Government published its official response to the consultation setting out our proposals) revise the Regulations http://www.culture.gov.uk/publications/8029.aspx. In the response the Government re-affirmed it is committed to delivering Regulations that cover non-print content. Since then we have been developing our proposals that include only off-line content, and on-line content that can be obtained through a harvesting process. We are also intending to include on-line content that is substantially the same as a printed work.

The attached document sets out our current policy proposals and how we expect it to work in practice. We plan to publish draft regulations, along with an impact assessment, later in the year, when we will be consulting on the draft Regulations to ensure that we are accurately implementing the policy set out.

In order to help inform the impact assessment I would be very grateful if you could consider these proposals and then answer the attached impact assessment questionnaire
https://www.surveymonkey.com/s/nonprintlegaldeposit

Please include all administration cost and other associated costs with depositing your work.

Best wishes

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London
SW1Y 5DH
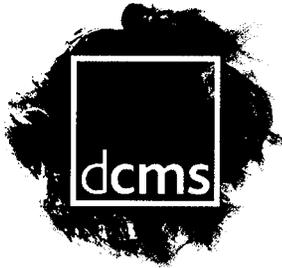
department for
**culture, media
and sport**

Non-print Legal Deposit

Guidance Document for Impact Assessment Questionnaire

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improving
the quality
of life for all

Our aim is to improve the quality of life for all through cultural and sporting activities, support the pursuit of excellence, and champion the tourism, creative and leisure industries.

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MOD300015824

Section 1: Introduction

1.1 This guidance document seeks to help Publishers complete the attached impact assessment questionnaire, by setting out the principles behind the current proposals.

1.2 The Legal Deposit Libraries Act 2003 (The 2003 Act)[1] reaffirmed existing provisions for the deposit of printed publications whereby a copy of each book or serial or other printed publication which is published in the UK is required to be deposited free of charge, in the British Library. In addition, five other libraries (the National Libraries of Scotland[2] and Wales, and the University libraries of Oxford, Cambridge and Trinity College Dublin) are each entitled to receive, on request, one free copy of any book or other printed publication published in the UK. These libraries together with the British Library are collectively known as the Legal Deposit Libraries.

1.3 The 2003 Act also created a framework of legislation in which Regulations could be made for the deposit of non-print publications.

1.4 The Government ran a consultation[3] on draft Regulations for non-print legal deposit between 30 September 2010 and 11 January 2001. In the light of the overall responses to the consultation, and the lack of evidence from both libraries and publishers to support the requirement that the Regulations do not impose a disproportionate burden, we did not believe that it was viable to go forward with the Regulations as they were drafted.

1.5 The Government is committed to delivering Regulations that cover non-print content and therefore has developed new proposal which include only off-line content, and on-line content that can be obtained through a harvesting process. We are also including on-line content that is substantially the same as a printed work, removing the need to deposit print and reducing the costs to the publishing sector.

1.6 We are now asking publishers to consider the impact these proposals may have on their business.

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[1] See: http://www.opsi.gov.uk/acts/acts2003/ukpga_20030028_en_1

[2] The Faculty of Advocates in Scotland holds legal publications in Scotland which it receives from the National Library of Scotland.
[3] Consultation on Regulations for non-print legal deposit http://www.culture.gov.uk/consultations/7449.aspx

Section 2: Scope of Non-Print Legal Deposit

2.1   Under the Government's revised proposals the intended scope of non-print legal deposit will be the following.

Off line work

2.2 A copy of every off line work (work which is not accessed or delivered by means of the internet and is recorded in a physical form including a CD Rom, DVD or microform (film and fiche)). will be required to be delivered to the British Library within one month of publication. The other legal deposit libraries will be entitled to a copy of any off line work which they request, within 12 month of the publication.

On line work

2.3 The intended proposals will establish different arrangements depending on whether a publisher has **agreed** a specific method of delivering on line work with a deposit library, for example by way of a secure upload facility to a dedicated site, or in respect of xml e-journals (see section 5 of this guidance document).

2.4 Where such an agreement is in place regarding the method of delivery, the intended proposals will require the publisher to deliver any work requested in writing by the deposit library within 14 days of the request.   Work delivered in accordance with this obligation is intended to be subject to the permitted use restrictions and the exemptions from liability that apply under the Act and the Regulations generally.

2.5 If no agreement regarding the method of delivery is in place or if an agreement ceases to apply, the publisher will not be under the related obligation to deliver.

2.6 Where there is no agreement between the publisher of an on line work and a deposit library as to the method of delivery, **which is expected to be the case in most instances**, under the intended proposals the publisher's obligation to deliver the work will be met by the deposit libraries' use of web harvesting software (see section 3 of this guidance).   The request for delivery of the on line work will be made by the web crawler software to the IP address of website hosting the work, and the obligation to deliver will be stipulated to be by the automated response from the website to the Web crawler.

2.7 For on line works behind pay walls or registration walls, the request by the Web crawler software to the login page will be deemed to be a request for the on line works behind that page, and the obligation on the publisher to deliver those

works via the web crawler software will still apply. The intended proposals will require the deposit library to give the publisher a number of days' notice of its first request to a login page for the works behind that page to allow the publisher to provide the deposit library with registration details. This will allow the web crawler software to access the works behind the pay wall or registration wall and the publisher to deliver those works in response to the web crawler software, in accordance with the publisher's obligation to do so. Deposit libraries will be required to use registration details provided by publishers for subsequent requests to those registration or pay sites, which will avoid the need for deposit libraries to give advance notice each time the Web crawler software requests works from those sites.

2.8 In relation to off line works and on line works where there is an agreed method of delivery, the intended proposals will also require the publisher to deliver a copy of any computer program and any information necessary to access the work including any information required to allow a reader to read the work, and a copy of any manual or other material that accompanies the work and is made available to the public.

Published in the United Kingdom

2.9 The duty to deliver non-print (and print) work under the Act only applies to work which is published in the United Kingdom. It is intended that the Regulations will define when an online work is to be regarded as published in the United Kingdom. This will be when an on line work is made available from a website with a United Kingdom based domain name, or when it is published by a person who has within the United Kingdom the centre of that person's activities relating to the creation or publication of the work. Work for which the intended audience excludes persons within the United Kingdom will be excluded from what is deemed to be 'published in the United Kingdom'; an example of this would be a work that was only available for subscription to people in the USA.

Section 3: What is harvesting?

3.1 This is a process, either automated via a software agent (web crawler) or manual downloading, that is used to collect web content.

3.2 Metadata will be collected as part of the harvesting process but will not be used as the primary method of identifying which content is covered by these proposals.

3.3 Uniform Resource Locators (URLs) will be loaded into the harvester by the Legal Deposit Library.

> ➢ the web crawler uses an initial URL, typically a home page to initiate the process, identifying further URLs through links on the initial page, and
> ➢ iterative steps to follow links to obtain content.
> ➢ The process will establish which links cannot be followed due to data no longer being available.

3.4 The web hosting server responds automatically, delivering a copy of content to the web crawler. Once the copy has been delivered to the web crawler, it will then be incorporated into the Legal Deposit Library's archive collection.

3.5 The Legal Deposit Libraries will set rules and parameters for the web crawler to ensure that there is no harmful impact upon the performance of the web hosting server:

> ➢ Only web pages and documents that are publicly available will be requested; harvesting will not go anywhere that is not public.
> ➢ Legal Deposit libraries will use standard automated protocols in order to inform the website manager (via a "user-agent string" submitted to the web server's log of server requests) on each occasion that a copy of their content is harvested for legal deposit purposes; the publisher may choose whether or not to use this information, but there will be no requirement for a publisher to make any change to their robots.txt files, nor take any other action.
> ➢ Web pages and documents will only be harvested periodically, and defined in the collecting policy. When multiple requests for different pages and files are issued to the same web hosting server, an interval between each request will safeguard against any risk of using up bandwidth or overloading the server.

3.6 The harvester will automatically follow links from the home or root page to the next levels down within the same domain, issuing a separate request for each page or file.

3.7   The deposit libraries' harvester will use an automated process (a "user-agent

string") to identify itself and inform the website owner about which resources it
is requesting; it will also provide a link for further information. For example the

British Library's current user-agent string being used for the UK Web Archive,

when harvesting websites for which the owners have volunteered permission, is
"Mozilla/5.0 (compatible; heritrix/1.14.1 +http://www.webarchive.org.uk/)" with
the IP address 194.66.232.85.

Section 4: Obtaining Logins and Passwords

4.1 The following management processes will be used to undertake and control the publisher engagement process.

4.2 Legal Deposit Libraries will identify which publishers (and publications) are in scope. Legal Deposit Libraries will use a variety of sources such as ISBN and ISSN listings, CrossRef and CIP data to identify content liable for deposit. The Legal Deposit Libraries will maintain and publish a Non-Print Deposit Collecting Policy describing their collecting strategy and high level priorities for digital legal deposit. This will be used to guide the process of publisher engagement, including the order in which publishers are approached.

4.3 Where the same title is published in both print and in a non-print version, and the print version is currently deposited under the Legal Deposit Act, then the non-print version of the title will potentially be in scope. In these instances Legal Deposit Libraries will seek to reach a mutual agreement with the publisher for transferring deposit to the non-print version, however the final decision on whether to continue to deposit in print or switch to electronic deposit is for the publisher.

4.4 Representatives of the Legal Deposit Libraries will establish initial contact by email or letter, followed by phone conversations with targeted publishers. Where possible, Legal Deposit Libraries will use their existing legal deposit contacts at publishers as a first step in engaging with the appropriate staff for discussing digital content.

4.5 Only one Legal Deposit Library will contact the publisher, acting on behalf of all the deposit libraries. Management processes will be designed between the Legal Deposit Libraries (and the Legal Deposit Agency) to avoid a situation where a publisher is approached by separate Legal Deposit Libraries.

4.6 For each publisher, the Legal Deposit Library responsible for harvesting their content will maintain details of a designated contact at that publisher. If the access information provided to the Legal Deposit Library does not work, for whatever reason, they will contact the designated person to resolve the issue.

4.7 Legal Deposit Libraries will avoid contacting publishers for each publication separately (or each time they want to harvest) by, where it can be agreed with the publisher, setting up a single agreement covering all 'in-scope' titles for that publisher.

4.8 Legal Deposit Libraries will work with publishers to establish how content is protected by paywalls or firewalls and what are the appropriate passwords/logins required to access content. Requests for passwords/logins will only be made from designated e-mail addresses, to ensure that any fraudulent requests can be identified by publishers, and any passwords should

only be delivered to the requesting Legal Deposit Library by secure email[4]. All passwords received will be managed securely (see Section 6).

4.9   Where the publisher website is managed by a separate company or distributor, the Legal Deposit Libraries will regard these 3rd parties as a proxy for the publisher themselves. The obligation to deposit (by providing access for harvesting) remains with the publisher. An instruction from the publisher to the distributor will be needed to allow the requesting Legal Deposit Library appropriate access.

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[4] Using services such as Voltage SecureMail Cloud

Section 5: How will the Legal Deposit Libraries work with individual publishers to acquire the content itself?

4.1   It is intended that the following options will be offered to publishers in terms of enabling the Legal Deposit Libraries to access content.

British Library actively acquires selective content by harvesting (default option)

4.2   The Legal Deposit Libraries will engage with publishers to enable specific content to be acquired, including from behind paywalls if appropriate.

4.3   Passwords/logins obtained for this purpose will be transferred, stored and used securely (see Section 6).

4.4   Content will be acquired from either the publisher's website or another server.

4.5   The content will be ingested into the Digital Library System and controlled and secure access provided in the reading rooms of the Legal Deposit Libraries.

Publisher, by **agreement**, 'pushes' content to the Legal Deposit Libraries

4.6   The Legal Deposit Libraries will provide a secure web upload facility to a dedicated site in order that publishers, by agreement[5], can deposit digital content (and associated metadata).

4.7   The British Library will use specific tools to ensure that the content conforms to the agreed specification and ingest the content into its Digital Library System.

4.8   The Legal Deposit Libraries will provide controlled and secure access (see section 7) in their respective reading rooms to the public.

4.9   The Legal Deposit Libraries will continually review standards in consultation with publishers in order to ensure that the widest possible range of publisher formats and data transfer methods can be accommodated. This should minimise any financial burden on the publishers, by ensuring interoperability between systems.

Deposit, by **agreement**, of xml e-journal content via an appointed British Library partner.

4.10 The British Library has run an EU tender exercise to appoint a partner who will process complex xml e-journals, on the Legal Deposit Libraries' behalf, for ingest into the Legal Deposit Libraries' shared infrastructure. This arrangement may extend to other forms of content in the future.

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[5] If agreement can't be reached obligations on publishers will be as set out in section 1.

4.11 It is expected that arrangements to support this process will be in place by late 2011.

4.12 Publishers will be invited to deposit content with the partner, who will process the data and deliver content to the British Library for ingest into the Digital Library System.

4.13 The Legal Deposit Libraries will provide controlled and secure access in their respective reading rooms to the public.

Section 6: Security?

Background

6.1 A common concern in publisher responses to the government's consultation on non-print legal deposit relates to the security of the content deposited under the proposed regulations. This paper outlines the systems and procedures that the deposit libraries have already implemented, and a small number of additional controls that will be in place prior to any material being deposited under the Regulations. Together, these controls ensure that all reasonable steps have been taken to ensure the security of electronic content held by the deposit libraries.

Definitions

6.2 Digital Library System (DLS): an electronic system, developed by the British Library, for managing digital content assets, including (but not limited to) legal deposit content;

6.3 Shared Technical Infrastructure (STI): the infrastructure shared by the deposit libraries, of which the DLS is a part.

Security Policy and Principles

6.4 Each Legal Deposit Library has a well-defined Information Security Policy. Key points of note are:

> ➤ Information governance committees within each library or its parent institution are charged with the task of coordinating that library's work on information governance, which includes information security. The committees have the remit to direct, monitor and control the implementation of information security within the relevant library;
> ➤ Each library or parent institution has appointed a senior member of staff as responsible for information security. This ensures that the critical nature of information security is addressed at the highest level of each organisation;
> ➤ Each library or parent institution also has a technology security officer who is responsible for the security of information in electronic form.

Infrastructure Security

6.5 The STI is protected against unauthorised access and other information security risks to the confidentiality, integrity and availability of information held within electronic systems. All access to each library's facilities and information assets is restricted to authorised hardware, software, organisations, and people. Access to each library's network is limited to authorised users according to business need and in accordance with the library's information security policy.

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6.6 Access to each library's network is controlled by industry leading security appliances.

6.7 Within the STI, additional security has been implemented within the DLS to further restrict access to electronic content. A dedicated security appliance ensures that the perimeter of every DLS node is secure. Access to maintain this appliance and the firewalls is limited to specially authorised British Library staff.

6.8 Transfer of data between nodes of the Digital Library System (of which there are four, in London, Boston Spa, Aberystwyth and Edinburgh) is across secure Virtual Private Network connections. Encryption is implemented between the firewalls on the VPN.

6.9 The DLS nodes only exist on a private network and have no direct internet access.

6.10 Each DLS node constitutes a separate domain and library staff have no access to the DLS; separate access must be explicitly granted.

6.11 Secure File Transfer Protocol is available for publishers depositing electronic content. Content deposit into the DLS itself only takes place at the British Library. Content is secured within the STI whilst waiting to be processed, and deleted once processing into the DLS is complete.

6.12 Information systems, software and data are protected against risk arising from malicious software. A leading anti-virus product is used to check all electronic content on each library's network; in addition, a second (also leading) anti-virus product performs a second stage virus check on all content deposited to and stored in the DLS.

6.13 Reader access to content is controlled. At present the system allows delivery of content only to designated and locked-down computers that have a restricted capability to print, and no active USB ports. The first delivery causes all subsequent requests for the same content from the same library to be denied for the rest of the day. In future, the system will also allow another view of the same content as soon as the previous view has ended.

6.14 The DLS records all requests for access to items that it holds. This access record will allow us to verify that no concurrent access has occurred.

6.15 The results of all IT audits – internal and external – are reported to the relevant information governance committee(s), who are responsible for ensuring that prompt and effective action is taken to remedy vulnerabilities that have been identified. Should rectification be required, a follow-up audit is commissioned to ensure that the reported vulnerability has been addressed and the security of the STI is maintained at all times.

6.16 Following approval of the proposed regulations, external audits of the IT security for non-print legal deposit, including the management of access in all legal deposit libraries, will be carried out on a regular basis. The results of all such external audits, plus any internal audits for non-print legal deposit, together with any action plans to remedy vulnerabilities, will be confidentially reported to all members of the joint management structure in which both publishers and the legal deposit libraries are represented. Additional jointly-sponsored audits will be carried out when required.

Publisher Password Security

6.17 The proposed regulations envisage that publishers should provide any user name and password necessary to access protected areas, so that online material within the scope of the regulations can be deposited. The deposit libraries will implement additional security measures to protect these access credentials and ensure that they are only used for the purposes permitted by the regulations.

6.18 Requests for passwords will only be made from designated e-mail addresses and internet protocol addresses, to ensure that fraudulent requests can be identified by publishers. Passwords will be transferred between the deposit library and publisher using encrypted email.

6.19 A commercial password management system will be implemented to store access credentials in a secure repository. This password management system will mediate all access to the publisher web site limiting access to the credentials to named individuals who will have administration access to the password repository. A log of all transactions made in this password management system will be maintained.

6.20 For each publisher, the Legal Deposit Library responsible for harvesting their content will maintain details of a designated contact at that publisher. If the supplied credentials should at any time fail, a representative of the library will contact the designated person to resolve the issue.

Section 7: What access is allowed to deposited works?

7.1 Access to works that the Legal Deposit Libraries have received under Legal Deposit is restricted to the display terminals on premises controlled by the Legal Deposit Libraries.

7.2 There are no restrictions on how many display terminals a Legal Deposit Library may have. However, they must be situated on premises controlled by the Legal Deposit Libraries and only readers who are on premises controlled by the Legal Deposit Libraries can be allowed access to (i.e. can view) the work on a display terminal.

7.3 Access to the same non-print work is restricted to one display terminal at any one time in any premises controlled by each of the Legal Deposit Libraries. Therefore the same non-print work can only be viewed on a maximum of six display terminals at the same time as there are only six Legal Deposit Libraries (including Trinity College Dublin). This mirrors the system for printed publications whereby a maximum of six copies of the same work are available for readers across the six Legal Deposit Libraries.

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Annex A: Glossary of Terms

Deposit Transactions and Activities

Term	Definition	Source and/or Comment
Access	The relevant material can be used in order to give access for reading by library readers on library premises of each deposit library entitled to deposit of a work published online, but in such a way that no more than one person in each deposit library can read the same work at any one time	
Discovery (Resource discovery)	The process of searching, finding, identifying, selecting and obtaining access to a work.	The internationally recognised Functional Requirements for Bibliographic Records (FRBR), at the most basic level, are to support: Finding a collection, Identifying the relevant work, Selecting a manifestation of it, and Obtaining [access to] it. See: http://www.ifla.org/en/publications/functional-requirements-for-bibliographic-records
Collecting Policy	A policy document published by the Legal Deposit Libraries each year that sets out a plan of what content they will be collecting under the non-print legal deposit Regulations and what strategies they propose using to collect it.	
Copying (print and digital)	The duplication of information (either part or whole). Material can be duplicated either by making a print copy	

	(to paper) or a digital copy (downloading to a storage device, for example a disk, memory stick, mobile phone, etc)	
Harvesting/Harvester	Means the software which is used to search the world wide web and requests delivery of an on line publication on behalf of a deposit library.	See also "Web Crawler"
Ingest	The process of taking or importing files for computer storage, usually in a digital asset management system or repository.	
Iterative Steps	The Web Crawler will automatically follow links from the home or root page to the next level down within the same domain, issuing a separate request for each page or file. This process may be repeated at each level within the same domain, until either there are no further links to follow or the Web Crawler reaches a maximum number of links programmed by the operator.	
Descriptive Metadata	Data or information about a publication that that makes it discoverable ('information that enables resource discovery')	A description or descriptors of the publication's intellectual works or subject matter (including author, title etc); physical properties (type of file, file size, etc); unique characteristics (such numerical identifiers as ISBNs, etc). From Legal Deposit Advisory Panel's 'The Legal Deposit of UK Commercial and Other Protected Online Publications Recommendation'
Password	Any combination of characters (alpha, numeric, etc) that is	Legal Deposit Advisory Panel has specified

	used to prove identity or gain access to a resource	that electronic publications are either to be delivered without password protection, or with the passwords.
Publicly Available	This is any information that is not deemed as a private work.	
Seed List	Information that is manually loaded into the web crawler that sets the beginnings of the search parameters such as target URLs for home or root pages.	
Snapshots	In harvesting for deposit, an individual file-based duplication of any given online publication at a single point in time and in a single state.	While a snapshot is a single copy of a publication, multiple 'instances' or a series of snapshots are stored to form a cohesive representation of that publication over time.
Uploading/Downloading	Uploading is the transfer of data, in the form of a file for example, to a remote system, for storage, to provide access, etc. Downloading is the receiving of or retrieval of that data, by the LDL. Examples of remote systems include web, FTP, email or other servers.	
User-agent String	The user-agent string is a piece of information communicated by the harvester (and typically by web browsers and other software) to the web hosting server, which provides some information about the harvester, and its IP address. For example the British Library's current harvesting user-agent string for the (voluntary) UK Web Archive, is "Mozilla/5.0 (compatible; heritrix/1.14.1 +http://www.webarchive.org.uk/)".	
Web Crawler	Means the software which is used to search the world	See also "Harvesting/Harvester"

	wide web and requests delivery of an on line publication on behalf of a deposit library.	
Web Feeds	Web feeds are a form of distribution or syndication over the web by which data is streamed continuously over time. The most commonly recognised sources of web feeds are from news sites, but more structured specific data can be streamed, such as weather data. RSS, or *Really Simple Syndication*, is one type of Web feed.	
Web Hosting Server	A computer server which hosts the data which forms the content of the webpage being viewed or harvested	
XML	Extensible Markup Language: As with HTML, XML defines the delivery, appearance of a document over the Web. However, it provides a wider variety of structured format and also allows for coding that describes works in a semantic way, i.e. through the inclusion of fields for metadata	

Other Terms

Term	Definition and Source	Comment
CIP	Cataloguing-in-Publication (CIP) provides records of new and forthcoming books in advance of publication in the United Kingdom and Ireland, which are included in the British National Bibliography	Source: British Library website http://www.bl.uk/bibliographic/cip.html
CrossRef	CrossRef is an independent membership association, founded and directed by publishers. CrossRef's mandate is to connect users to primary research content, by enabling	Source: www.crossref.org

	publishers to work collectively. CrossRef is also the official DOI® link registration agency for scholarly and professional publications	
Digital Library System	Name given to a secure repository or digital asset storage system developed by the British Library.	
Domain Name	A domain name is a subset of a URL (Uniform Resource Locator) that is selected and registered by an individual, business or organisation to represent its web presence. It is an alpha-numeric web name, corresponding to the numeric IP address, which may have various suffixes, such as .com, .net, .edu, or.org, that can designate the type or sometimes, location of a site. Because the Internet is based on numeric IP addresses, not alphanumeric domain names, a 'domain name server' is required to translate domain names into IP addresses. For example, the domain names of large organisations, such as Microsoft.com, can represent various IP addresses. And, the Microsoft url extends beyond the domain name to include pages for all its services and products, for example, http://mobile.microsoft.com/windows/en-us/windows7/default.mspx is the url for its Windows 7 mobile web page	The domain name is composed of different parts, one of which is the 'country code top level domain', in other words, that part referred to, for example, as .uk. This is known, then, as the 'UK domain' and as such has been estimated as including over 7 million registered domain names.
(Technical) Infrastructure	Generally, this means the physical hardware used to deliver information and services, but usually also includes the software required by the system, especially to facilitate the interaction between the user and the data stored by the	

	hardware.	
Internet	A world-wide system of computer networks that uses a standard, Internet Protocol Suite (TCP/IP) to facilitate data transmission. Not to be confused with the World Wide Web, it uses this international communication standard to route data around the world, with delivery facilitated by IP addressing.	Where the 'Internet' is the delivery mechanism and the 'WWW' is the presentation mechanism. The relationship is one of 'whole to part' where the 'Web' is a subset of the 'Net'
IP Address	Internet Protocol Address: A numerical identifier or label attributed to any device (PC, laptop, tablet etc) which is active on the Internet. The label identifies the computer and where it is located, and is the means by which ('address') data is sent to a computer upon request.	
ISBN Listing	International Standard Serial Numbers (ISSNs) are 8-digit codes which are used to identify a serial publication, i.e. a publication issued in successive parts, having a common title, and intended to be continued indefinitely. ISSNs for UK publishers are issued by the British Library	
ISSN listings	International Standard Book Numbers (ISBNs) are 13-digit codes which are used to identify a specific edition of a book title from one specific publisher; the ISBN is unique to that edition. ISBNs for UK publishers are issued by the UK International Standard Book Numbering Agency	
Robots.Txt	This is a permissions file, located in the root directory, that is designed to be read by web crawlers and gives instructions about which web pages should not be harvested or indexed by a search engine. The Robots Exclusion Protocol is a	

	convention to prevent cooperating web crawlers and other web robots from accessing all or part of a website which is otherwise publicly viewable It is considered a 'courtesy', but not obligatory, to abide by the instructions given.	
Uniform Resource Locators (URL)	Uniform Resources Locator: Whereas an IP is a computer's address on the internet, a URL is the address representing a page or other resource on the Web.	
Web Browser	A program used to view web-based documents/publications etc.	
World Wide Web	A series of hyperlinked documents or publications (presented as 'web pages' and 'web sites') broadcasted through such mark-up languages as HTML and XML, and viewed through the use of 'web browsers'	

Government Departments and other organisations

Term	Definition and Source	Comment
DCMS	Department of Culture, Media and Sport http://www.dcms.gov.uk/	
LDAP	Legal Deposit Advisory Panel	
IPO	Intellectual Property Office http://www.ipo.gov.uk/	