

# Table of Contents

Introduction	1
I. DEFINITIONS OF TERMINOLOGY	2
1. Hardware definitions	2
1A. Principal hardware components: the CPU	3
1B. Principal hardware components: the terminal	4
1C. Principal hardware components: storage devices	5
1D. Peripheral hardware components: output devices	5
1E. Peripheral hardware components: communication devices and networking	6
1F. Peripheral hardware components: input devices	7
1G. Peripheral hardware components: remote storage devices	7
2. Software definitions	8
2A. Operating Systems	8
2B. Applications software: general introduction	9
2C. Applications software: cataloguing systems	10
2D. Applications software: system weaknesses	12
II. QUESTIONS TO BE PUT TO SYSTEMS SUPPLIERS	13
1. Hardware and operating system limitations	13
1A. Hardware limitations	13
1B. Operating system limitations	13
2. Size and format restrictions	14
2A. Field size	14
2B. Record size	15
2C. File size	15
3. Setting up the system	16
3A. Specificity of application	16
3B. System maintenance and support	17
4. System security	18
4A. Security provisions	18
4B. System robustness	18
4C. Data security	19
5. System usage: data entry	19
5A. Data limitations	19
5B. Record/field identifications	20
5C. Data entry facilities	21
6. System usage: data editing	22
6A. Editing procedures	22
6B. Editing implications	23
7. System usage: data retrieval	23
7A. Selection	24
7B. Display	26
8. The outside world and the future	27
8A. Connections with other systems	27
8B. Connections with the outside world	28
8C. Connections with new technology	28
Conclusion	29
Bibliographic note	30
Index	31