

**Appendix E**  
**Questionnaire and Glossary of Terms**



NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

**GOVERNMENT INFORMATION  
PRODUCT ASSESSMENT QUESTIONNAIRE**

**Directions:** This form is to be completed *only* for products that are either already in electronic mediums or products that are to be migrated to electronic mediums. Do *not* complete this form for products that will remain in paper or microform mediums only. A product is defined as “a Government publication or other work of the United States Government conveyed in a tangible physical medium such as a book, CD-ROM, etc., or disseminated through an electronic Government information service and intended for public dissemination.” (See enclosed glossary for definitions of terms used throughout this questionnaire.) *Complete one questionnaire for each product. (Please note that a Website is not considered a product, although products might be on a Website.)*

**A. GENERAL INFORMATION**

- 1. Agency Name: \_\_\_\_\_  
Sub-Unit: \_\_\_\_\_
- 2. Name of Product: \_\_\_\_\_
- 3. Brief Description of Product: \_\_\_\_\_  
\_\_\_\_\_
- 4. URL for Product Website: \_\_\_\_\_  
 Check if no Website

**B. CURRENT PRODUCT PROFILE**

- 5. How is this product used by the end user? (*Check all that apply.*)
  - a. Information access and retrieval..... <sup>1</sup>
  - b. Data analysis (e.g., to support analysis by end user) <sup>1</sup>
  - c. Other (*specify*) \_\_\_\_\_ <sup>1</sup>  
\_\_\_\_\_  
\_\_\_\_\_

6. What types of data are contained within this product?

In **Column A**, indicate which type of data this product contains. (*Check all that apply.*)

In **Column B**, indicate the primary type of data contained in this product. For example, if you checked boxes for items b and f in column A, indicate which of the two is the primary type of data by placing a check in the appropriate box in column B.

Type of data	A. Type of data contained	B. Primary type of data
	( <i>Check all that apply</i> )	( <i>Check only one</i> )
a. Bibliographic data	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>
b. Graphical data (photos, charts, graphs, tables, drawings)	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>
c. Numerical data	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>3</sup>
d. Sound	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>4</sup>
e. Spatial data (maps, coordinate files)	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>5</sup>
f. Textual data (books, serials, reports)	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>6</sup>
g. Video	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>7</sup>
h. Multimedia (sound, video, text, graphics)	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>8</sup>
i. Other ( <i>specify</i> )	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>9</sup>

7a. In what mediums is this product publicly available?

In **Column A**, indicate which type of medium is used. *(Check all that apply.)*

In **Column B**, for each medium used, indicate whether there is a medium standard that is mandated by the agency, a common practice in the agency (although not mandated), other (i.e., not agency-mandated standard or common agency practice, but new and promising and beginning to be used, etc.), **OR** none of these.

In **Column C**, for each type of medium used, check **one** box to indicate the primary type used.

Medium	A. Type of mediums used	B. Standard— Is there...				C. Primary type of medium used <i>(Check only one)</i>
	<i>(Check all that apply)</i>	Agency-mandated standard	Common agency practice	Other	None	
		<i>(Check one for each category)</i>				
<b>Pre-Electronic Mediums</b>						
a. Paper.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. Microform.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. Other ( <i>specify</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
<b>Electronic Mediums</b>						
<b>Magnetic Mediums</b>						
d. Magnetic tape.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>4</sup>
e. Floppy diskette.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>5</sup>
f. Hard drive.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>6</sup>
g. Other ( <i>specify</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>7</sup>
Describe medium in more detail _____						
<b>Optical Mediums</b>						
h. CD-ROM.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>8</sup>
i. WORM (Write once, read many disk).....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>9</sup>
j. DVD (digital video disk).....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>10</sup>
k. Other ( <i>specify</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>11</sup>
Describe medium in more detail _____						
<b>Online Mediums</b>						
l. Web.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>12</sup>
m. Gopher.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>13</sup>
n. Bulletin Board Systems.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>14</sup>
o. Other ( <i>specify</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>15</sup>
Describe medium in more detail _____						

7b. If you checked "Other" category in Question 7a, Column B, please explain. \_\_\_\_\_

8a. Which of the following types of formats does this product use?

In **Column A**, indicate which type of format is used. (*Check all that apply.*)

In **Column B**, for each format used, indicate whether there is a format standard that is mandated by the agency, a common practice in the agency although not mandated, other (i.e., not agency-mandated standard or common agency practice, but new and promising and beginning to be used, etc.), **OR** none of these.

In **Column C**, for each type of format used, check one box to indicate the primary type that is used **within each major category** (e.g., database, spreadsheet, word processing, etc.).

Format	A. Formats used?	B. Standard— Is there...				C. Primary type of format used (Check one in each category)
	(Check all that apply)	Agency-mandated standard	Common agency practice	Other	None	
(Check one for each category)						
<b>Database</b>						
a. Oracle .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. Sybase.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. dBase.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
d. WAIS.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>4</sup>
e. MARC .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>5</sup>
f. Other (specify) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>6</sup>
<b>Spreadsheet</b>						
a. Excel.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. Lotus 1-2-3.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. Other (specify) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
<b>Tagged Markup</b>						
a. HTML.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. XML.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. SGML.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
d. Other (specify) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>4</sup>
<b>Image</b>						
a. GIF .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. JPEG.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. TIFF.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
d. PDF.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>4</sup>
e. Other (specify) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>5</sup>
<b>Audio</b>						
a. WAV.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. AU .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. AIFF .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
d. Other (specify) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>4</sup>
<b>Video</b>						
a. MOV.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. MPEG.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. AVI.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
d. Other (specify) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>4</sup>
<b>Text</b>						
a. ASCII.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. Rich Text Format.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. ANSI.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
d. Other (specify) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>4</sup>

8a. (continued)

Format	A. Formats used?	B. Standard— Is there...				C. Primary type of format used (Check one in each category)
	(Check all that apply)	Agency-mandated standard	Common agency practice	Other	None	
<i>(Check one for each category)</i>						
<i>Word Processing</i>						
a. Word Perfect .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>
b. Microsoft Word .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>2</sup>
c. Other ( <i>specify</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>3</sup>
<i>Other (specify)</i> _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>	<input type="checkbox"/> <sup>1</sup>

8b. If you checked “Other” category in Question 8a, Column B, please explain.

---



---



---

9a. Is this product in an online medium?  
 Yes .....  (Continue with question 9b)      No .....  (Skip to question 10a)

9b. Which of the following online approaches are used?

In **Column A**, indicate which type of approach is used. (*Check all that apply.*)

In **Column B**, if the approach is used, indicate whether it is mandated by the agency, a common practice in the agency although not mandated, other (i.e., not agency-mandated standard or common agency practice, but new and promising and beginning to be used, etc.), **OR** none of these.

Online approaches	A. Type of on-line tool used	B. Standard— Is there...			
	<i>(Check all that apply)</i>	Agency-mandated standard	Common agency practice	Other	None
		<i>(Check one for each category)</i>			
<i>User Interfaces Supported</i>					
a. Netscape ( <i>specify version</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
b. Internet Explorer ( <i>specify version</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
c. Telnet .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
d. FTP.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
e. Nongraphical/dial-up shell.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
f. Other ( <i>specify</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
<i>Web Design Approaches</i>					
a. Basic HTML only ( <i>specify version</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
b. Tables .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
c. Frames .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
d. CGI Scripts .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
e. Use of Javascript .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
f. Use of Java Applets .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
g. XML.....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
h. Other ( <i>specify</i> ) _____	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>
<i>Bulletin Board Systems (BBS)</i>					
a. Graphical interface/browser .....	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>2</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>4</sup>

9c. If you checked “Other” category in Question 9b, Column B, please explain.

---



---



---



**Searchability of Product**

10a. Please indicate whether this product is... (Check all that apply.)

- a. Included as part of a full-text searchable database with no fielding ..... <sup>1</sup>
- b. Indexed by full-text and field ..... <sup>1</sup>
- c. Available as “view only” — non-searchable ..... <sup>1</sup>
- d. Other (specify) \_\_\_\_\_ <sup>1</sup>

10b. This product is officially hosted by... (Check all that apply.) (Host refers to the primary site where the public can find the product.)

- a. Your agency ..... <sup>1</sup>
- b. Another agency (specify) \_\_\_\_\_ <sup>1</sup>
- c. Contractor ..... <sup>1</sup>
- d. Educational institution ..... <sup>1</sup>
- e. Other (specify) \_\_\_\_\_ <sup>1</sup>

**Retrievability**

11. This product and any associated software... (Check all that apply.)

- a. Can be downloaded, saved, and is not subject to any restrictions on use or re-use by the end user ..... <sup>1</sup>
- b. Cannot be downloaded, saved, and/or re-used because it is part of a database and does not exist as a distinct product ..... <sup>1</sup>
- c. Cannot be downloaded, saved, and/or re-used because it requires proprietary software that is not freely distributable ..... <sup>1</sup>
- d. Other (specify) \_\_\_\_\_ <sup>1</sup>

**C. PLANNED PRODUCT PROFILE** (This next section refers to future plans for the product.)

**Type(s) of Data - Future Plans**

12a. Are there any plans to discontinue publication of this product?

Yes ..... <sup>1</sup> (Continue with question 12b)                      No..... <sup>2</sup> (Skip to question 13a)

12b. If yes, please explain. \_\_\_\_\_ (Skip to Section D.)

13a. What kind of data will this product contain? If product contains more than one type of data, respond for all data types. (Check one.)

- Retain existing type(s) of data, no changes planned..... <sup>1</sup> (Skip to question 14a)
- Retain existing type(s) of data and add items of one or more new types of data (specify) \_\_\_\_\_ <sup>2</sup> (Continue with question 13b)
- \_\_\_\_\_
- Discontinue one or more types (specify) \_\_\_\_\_ <sup>3</sup> (Continue with question 13b)
- Change to new type(s) of data (specify) \_\_\_\_\_ <sup>4</sup> (Continue with question 13b)
- \_\_\_\_\_

13b. Change(s) will occur in the: (Check all that apply.)

- Short term: within 1 year or less ..... <sup>1</sup>
- Medium term: within 2 to 5 years ..... <sup>1</sup>
- No changes indicated..... <sup>1</sup> (Skip to question 14a)

If you checked *both* “short term” and “medium term” in question 13b, continue with question 13c. Otherwise, skip to question 13d.

13c. If you have short-term and medium-term plans, how are your short-term plans different from your medium-term plans? For example... (Check all that apply.)

Short-term plans call for one type of data, but medium-term plans call for a different type of data.  
(specify) \_\_\_\_\_ <sup>1</sup>

In the medium term there are plans to combine resources to create a new version of a product using a different type of data that may be different from short-term plans.  
(specify) \_\_\_\_\_ <sup>1</sup>

Other (specify) \_\_\_\_\_ <sup>1</sup>  
\_\_\_\_\_  
\_\_\_\_\_

13d. Do you have any long-term plans (6 or more years) for changing this product to new types of data?

Yes ..... <sup>1</sup> (Continue with question 13e)      No..... <sup>2</sup> (Skip to question 14a)

13e. If yes, please describe them here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Medium - Future Plans

14a. What kind of medium(s) will this product use? If product is delivered in more than one medium, respond for all mediums. (Check one.)

Retain existing medium(s), no changes planned ..... <sup>1</sup> (Skip to question 15a)

Retain existing medium(s) and add items of one or more new types of mediums  
(specify) \_\_\_\_\_ <sup>2</sup> (Continue with question 14b)

Discontinue one or more types (specify) \_\_\_\_\_ <sup>3</sup> (Continue with question 14b)

Change to new type(s) of medium  
(specify) \_\_\_\_\_ <sup>4</sup> (Continue with question 14b)

\_\_\_\_\_  
\_\_\_\_\_

No agency-mandated medium applies..... <sup>5</sup> (Continue with question 14b)

14b. Change(s) will occur in the: (Check all that apply.)

Short term: within 1 year or less ..... <sup>1</sup>

Medium term: within 2 to 5 years ..... <sup>1</sup>

No changes indicated..... <sup>1</sup> (Skip to question 15a)

**If you checked both “short term” and “medium term” in question 14b, continue with question 14c. Otherwise, skip to question 14d.**

14c. If you have short-term and medium-term plans, how are your short-term plans different than your medium-term plans? For example... (Check all that apply.)

Short-term plans call for one type of medium, but the medium-term plans call for a different type of medium. (specify) \_\_\_\_\_ <sup>1</sup>

In the medium term there are plans to combine resources to create a new version of a product in a medium that may be different from short-term plans. (specify) \_\_\_\_\_ <sup>1</sup>

Other (specify) \_\_\_\_\_ <sup>1</sup>

\_\_\_\_\_  
 \_\_\_\_\_

14d. Do you have any long-term plans (6 or more years) for changing mediums for this product?

Yes ..... <sup>1</sup> (Continue with question 14e)      No..... <sup>2</sup> (Skip to question 15a)

14e. If yes, please describe them here.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Format - Future Plans**

15a. What kind of format(s) will this product contain? If the product uses more than one format, respond for all formats. (Check one.)

Same as existing format(s), no changes planned..... <sup>1</sup> (Skip to question 16a)

Retain existing format(s) and add one or more new format types (specify) \_\_\_\_\_ <sup>2</sup> (Continue with question 15b)

\_\_\_\_\_

Change to new format type(s) (specify) \_\_\_\_\_ <sup>3</sup> (Continue with question 15b)

\_\_\_\_\_

Discontinue one or more types (specify) \_\_\_\_\_ <sup>4</sup> (Continue with question 15b)

No agency-mandated format applies..... <sup>5</sup> (Skip to with question 16a)

15b. Change(s) will occur in the: (Check all that apply.)

Short term: within 1 year or less ..... <sup>1</sup>  
 Medium term: within 2 to 5 years ..... <sup>1</sup>  
 No changes indicated..... <sup>1</sup> (Skip to question 16a)

**If you checked both “short term” and “medium term” in question 15b, continue with question 15c. Otherwise, skip to question 15d.**

15c. If you have short-term and medium-term plans, how are your short-term plans different from your medium-term plans? For example... (Check all that apply.)

Short-term plans call for one kind of format, but the medium-term plans call for a different type of format. (specify) \_\_\_\_\_ <sup>1</sup>

In the medium term there are plans to combine resources to create a new version of a product using a different format that may be different from short-term plans. (specify) \_\_\_\_\_ <sup>1</sup>

Other (specify) \_\_\_\_\_ <sup>1</sup>

15d. Do you have any long-term plans (6 or more years) for changing formats for this product?

Yes ..... <sup>1</sup> (Continue with question 15e)      No..... <sup>2</sup> (Skip to question 16a)

15e. If yes, please describe them here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. OTHER INFORMATION**

**Metadata**

16a. Is there a metadata record for this product (e.g., GILS, MARC)?

Yes..... <sup>1</sup> (Continue with question 16b)      No..... <sup>2</sup> (Skip to question 17a)

16b. If yes, please specify \_\_\_\_\_

**Permanent Access**

17a. Permanent public access to this product is currently provided by: (Check all that apply)

Your agency ..... <sup>1</sup> (Continue to question 17b)

Another agency (specify) \_\_\_\_\_ <sup>1</sup> (Continue to question 17b)

Other (specify) \_\_\_\_\_ <sup>1</sup> (Continue to question 17b)

No permanent public access provided ..... <sup>1</sup> (Skip to question 17c)

17b. How is permanent public access provided? (specify) \_\_\_\_\_

\_\_\_\_\_ (Go to question 18a)

17c. Are there plans to provide permanent public access in the future for this product?

Yes..... <sup>1</sup>      No..... <sup>2</sup>

**Permanent Retention**

18a. Is this product scheduled for permanent retention by the National Archives and Records Administration?

Yes..... <sup>1</sup> (Continue with question 18b)      No..... <sup>2</sup> (Skip to question 19a)

18b. What is the planned retention period for this product? (specify) \_\_\_\_\_

**Ensuring Authenticity**

- 19a. Does the agency ensure authenticity (official status determination) for this product?  
 Yes..... <sup>1</sup> (Continue with question 19b)      No..... <sup>2</sup> (Skip to question 20)
- 19b. How does the agency attest to authenticity? (specify) \_\_\_\_\_  
 \_\_\_\_\_

**Updating/Upgrading Plans**

20. How frequently is this product updated or refreshed? (Check one.)
- Daily ..... <sup>1</sup>  
 Weekly..... <sup>2</sup>  
 Monthly..... <sup>3</sup>  
 Annually..... <sup>4</sup>  
 Other (specify) \_\_\_\_\_ <sup>5</sup>
- 21a. Are there plans for changing the product’s supporting technology?  
 Yes..... <sup>1</sup> (Continue with question 21b)      No..... <sup>2</sup> (Skip to question 22a)
- 21b. If yes, specify \_\_\_\_\_  
 \_\_\_\_\_

**User Fees**

- 22a. Is a user fee charged for this product? (Check one.)
- Yes, for all users..... <sup>1</sup> (Continue with question 22b)  
 Yes, for some users..... <sup>2</sup> (Continue with question 22b)  
 No..... <sup>3</sup> (Skip to question 23a)
- 22b. If yes, explain and specify amount of fees. \_\_\_\_\_  
 \_\_\_\_\_

**Licensing**

- 23a. Has the agency licensed commercial search and retrieval software for use with this product?  
 Yes..... <sup>1</sup> (Continue with question 23b)      No..... <sup>2</sup> (Skip to question 24a)
- 23b. Specify the software vendor and product name. \_\_\_\_\_
- 23c. Does the agency’s license cover use by... (Check all that apply.)
- a. Agency personnel ..... <sup>1</sup>  
 b. Agency’s primary target constituencies..... <sup>1</sup>  
 c. Federal Depository Libraries ..... <sup>1</sup>  
 d. All libraries ..... <sup>1</sup>  
 e. Public users ..... <sup>1</sup>  
 f. Other \_\_\_\_\_ <sup>1</sup>

**Public Domain**

24a. Is this product in the public domain? *(Check one.)*

- Yes, for the entire product..... <sup>1</sup> *(Continue with question 25)*
- Yes, for part of product..... <sup>2</sup> *(Continue with question 24b)*
- No..... <sup>3</sup> *(Skip to question 24c)*

24b. If yes for part of product, please explain. \_\_\_\_\_

24c. If no, has the agency entered into an arrangement with the private sector that would limit use of this information?  
*(Please briefly explain the arrangement.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. COMMENTS**

25. If you wish to comment on matters that you believe are not otherwise adequately covered in this survey, do so here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

26. **Key person completing this form.**

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Other person(s) providing responses to questions or assistance in completing this form.**

27. Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

28. Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**THANK YOU. PLEASE RETURN THIS SURVEY TO:**

**DENISE GLOVER  
WESTAT, ROOM TA2064  
1650 RESEARCH BOULEVARD  
ROCKVILLE, MD 20850  
FAX: 301-517-4134  
PHONE: 301-251-2269  
gloverd1@westat.com**

**FOR QUESTIONS ABOUT COMPLETING THE SURVEY, CONTACT DENISE GLOVER.**

**PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.**





## **Glossary of Terms, Abbreviations, and Acronyms for the Government Information Product Assessment Questionnaire**

**ASCII**—An acronym for American Standard Code for Information Exchange, ASCII is an international standard in which numbers, letters, punctuation marks, symbols, and control codes are assigned numbers from 0 to 127.

**AIFF**—Short for Audio Interchange File Format, a common format for storing and transmitting sampled sound.

**ANSI**—Acronym for the American National Standards Institute, a voluntary organization that creates standards for the computer industry. In addition to programming languages, ANSI sets standards for a wide range of technical areas, from electrical specifications to communications protocols.

**AU**—Short for audio, a common format for sound files on UNIX machines.

**AVI**—A format developed by Microsoft Corporation for storing video and audio information.

**Accessibility**—The degree to which the public is able to retrieve or obtain Government information products, either through the Federal Depository Library Program (FDLP) or directly through an electronic information service established and maintained by a Government agency or its authorized agent. The other aspects of accessibility include the degree to which these Government information products are available to the public in a useful format or medium and in a time frame in which the information has utility. In the context of the FDLP, accessibility includes the degree to which Government information is accurately identified and described bibliographically, the information's availability is made known to the public, and technological, social, economic, political and physical barriers to gaining access are minimized.

**Authentication**—The certification of a Government information product attesting to its legitimate official status. Ensuring the authenticity of a product involves product design, planning, and policy development, as well as technical considerations.

**Availability**—The degree to which information is physically or electronically obtainable through the intentional or unintentional provision of Government information products to the public. In the context of the FDLP, availability includes the measures taken by Government agencies and the FDLP to include Government information products in the program. Accessibility is meaningless if information is unobtainable from its source.

**BBS**—Bulletin Board System, an electronic message center. Most bulletin boards serve specific interest groups. They allow users to dial in with a modem, review messages left by others, and leave their own message.

**CGI Scripts**—Abbreviation for Common Gateway Interface, a specification for transferring information between a World Wide Web server and a CGI program. CGI programs are the most common way for Web servers to interact dynamically with users. An increasingly common way to provide dynamic feedback for Web users is to include scripts or programs that run on the user's machine rather than the Web server.

**CD-ROM**—Compact Disk-Read Only Memory; an optical disk from which information may be read but not written.

**DVD**—Short for digital versatile disk or digital video disk, a new type of CD-ROM that holds a minimum of 4.7GB (gigabytes), enough for a full-length movie.

**Digital Image**—An electronic version of a bit-mapped image of a document or other information format that allows text to be searched at the character level; "digitalize" means the process and accompanying technologies required to effect the conversion from bit-mapped (e.g., a fax) to searchable format.

**Dissemination**—The act of making Government information products accessible to the public through distribution to depository or program libraries or by using a Government electronic information service.

**Electronic Government Information**—Information that is organized, stored, and disseminated using electronic or optical mediums as opposed to paper-based or microfiche-based mediums.

**FTP**—An acronym for of File Transfer Protocol, the protocol (agreed-upon format) used on the Internet for sending files.

**Format**—The manner in which data, documents, or literature are organized, structured, named and described, classified, and arranged. For example, full narrative texts in English language could be in the following forms: books or articles, abstracts of text used in reviews and summaries, indexes and catalogs, maps, photographs, drawings, sound recordings, video tapes, bibliographies, and statistical and other numeric kinds of tabulations. A screen format is the layout of fields on the screen. A report format is the layout of the printed page including print columns and page headers and footers. A record format is the layout of fields within a record. A file or database format is the layout of fields and records within a data file, layout codes within a word processing document, or display lists (vector) or bit maps (raster) within a graphics file. The term is sometimes used to refer to the way digital data is encoded or inscribed. Archivists used the terms "genre" or "form of material" to cover what is meant by format in this context.

**Frames**—A feature supported by most modern Web browsers that enables the Web author to divide the browser display area into two or more sections (frames). The contents of each frame are taken from a different Web page.

**GIF**—Pronounced jiff or giff (hard g), it is short for graphics interchange format, a bit-mapped graphics. GIF supports color and various resolutions. It also includes data compression, making it especially effective for scanned photos.

**GILS**—Short for Government Information Locator Service. A metadata tool for identifying, locating, and describing publicly available Federal information resources, including electronic information resources.

**Gopher**—A method of making menus of material available over the Internet. Gopher pre-dates the World Wide Web for organizing and displaying files on Internet servers.

**Government Electronic Information Service**—The system or method by which a component of the Government, or its authorized agent, disseminates Government information products to the public via such means as a network or use of CD-ROMs at a kiosk.

**Government Information**—Refers to information, regardless of form, medium, or format, that is created or compiled by employees of a component of the Government, or at Government expense, or as required by law. Government information as used here does *not* include information for official use only, information classified for reasons of national security, or information used strictly for administrative or operational purposes (e.g., not of public interest or educational value).

**Government Information Product**—A Government publication or other work of the United States Government conveyed in a tangible physical medium such as a book or CD-ROM, or disseminated through an electronic Government information service established and maintained by a Government agency or its authorized agent.

**Graphical User Interface**—A program interface that takes advantage of the computer's graphics capabilities to make the program easier to use.

**HTML (HyperText Markup Language)**—The authoring language used to create documents on the World Wide Web.

**HTTP**—Short for HyperText Transfer Protocol, the underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted and what actions Web servers and browsers should take in response to various commands.

**Information Intermediary**—Refers to any person, institution, or mechanism that adds value to information products so that they are more useful to information users. Intermediaries perform their work at the middle information life cycle stages—that is, between information creation and information disposition or destruction. Federal libraries and information centers are examples of intermediaries.

**Information Life Cycle**—The various stages through which information passes, including creation, production or collection, review and editing, organization and reorganization, packaging, storage, search and retrieval, communication and re-communication, dissemination, disposition, archiving, and destruction.

**JPEG**—Joint Photographic Experts Group (JPEG) is an image compression format used to transfer color photographs and images over computer networks.

**Java Applets**—The use of small Java programs. Java Applets allows Web pages to include functions such as animations, calculators, and other fancy tricks.

**Javascript**—A scripting language developed by Netscape to enable Web authors to design interactive sites.

**MARC**—Short for machine-reading cataloguing. The USMARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. The Library of Congress, in consultation with various user communities, maintains USMARC formats.

**MPEG**—Short for Moving Picture Experts Group, a working group of ISO. MPEG generally produces high-quality video.

**Medium**—The physical, chemical, or biological substrate used to create, organize, store, search for, retrieve, disseminate, or permanently archive data, documents, or literature including, for example, paper, microforms, fiber optic cables, photographic film, CD-ROM, floppy diskettes, magnetic storage devices, sound recordings, and videotape.

**Metadata**—Metadata is data about data. Metadata describes how and when and by whom a particular set of data was collected and how the data are formatted. These data can be collections or individual instances of objects or documents, Internet resources, etc.

**Migration**—The transfer of an information product from one hardware type, software package, system, network, format, or medium to another. The transfer of an information product from a pre-electronic medium such as paper or microform to an electronic medium such as CD-ROM is an example of migration.

**PDF**—Short for Portable Document Format. A file format developed by Adobe Systems, PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended.

**Permanent Public Access**—The indefinite, continuing accessibility of Government information products by the public including the policies, programs, formats, mediums, and standards used. Simply because data such as weather and tide information, lists of Government contractors, editions of annual reports, and statistical series are continuously updated with more current information does not necessarily mean that provision should not be made for retaining (making permanently accessible) the replaced information. Care should be exercised in this regard, however, to ensure no harm is done to the public by making available out-of-date information.

**Preferred Medium or Format Standard**—A medium or format standard that may not be agency mandated but is either common agency practice or applies to a new or promising product format or medium.

**Public Domain**—A term of American copyright law referring to works that are not copyright protected; free for all to use without permission.

**Refreshing**—A technical term meaning the manner in which information mediums and technologies are periodically reassessed and upgraded to ensure that they are not becoming obsolete, thereby risking the loss of information and the compromising of Permanent Public Access policies. The term is also sometimes applied to formats and standards (not just mediums) that are in danger of becoming obsolete and need to be replaced or upgraded.

**Rich Text Format (RTF)**—A standard for specifying formatting of documents. RTF files are actually ASCII files with special commands to indicate formatting information, such as fonts and margins.

**SGML**—Short for Standard Generalized Markup Language, SGML is a system for organizing and tagging elements of a document. SGML was developed and standardized by the International Organization for Standards (ISO) in 1986.

**Standard**—An agreed-upon authoritative convention, whether formal or informal, whether official or unofficial, whether de facto or de jure, by which information products are created, produced, formatted, published, stored, communicated, and moved through the remainder of the stages of the information life cycle. Standards (and the more informal concept and term "guidelines") minimize incompatibility and interoperability problems when an information sender tries to move data, documents, or literature into and out of several different formats and mediums to a receiver. Standards may be set by formal national or international standard-setting bodies, or by agencies, or by groups of users informally by common consent.

**TIFF**—The acronym for Tagged Image File Format, a graphic file format developed by Aldus and Microsoft.

**Telnet**—A terminal emulation program for TCP/IP networks such as the Internet. The Telnet program runs on a user's computer and connects his/her PC to a server on the network. This enables users to control the server and communicate with other servers on the network.

**Type of Data**—The general nature of the information content of a Government information product and how it is arranged, structured, and presented for ease of handling in a medium. Some examples include textual data, graphical data, spatial data, numerical data, etc.

**WAIS**—Short for Wide Area Information Server. A distributed information service that offers simple natural language input, indexed searching for information retrieval, and a relevance feedback mechanism. It has an easy-to-use interface that searches all documents relative to your query, ranks them, and makes them available to retrieve.

**WAV**—The format for storing sound in files developed jointly for Microsoft and IBM.

**WORM**—Short for write once, read many, an optical disk technology that allows one to write data onto a disk just once.

**World Wide Web (WWW)**—WWW is a system of Internet servers that support specially formatted documents. The documents are formatted in a language called HTML (HyperText Markup Language) that supports links to other documents, as well as graphics, audio, and video files.

**XML**—Short for eXtensible Markup Language. XML is a pared-down version of SGML, designed especially for Web documents. It enables designers to create their own customized tags to provide functionality not available with HTML.