

Library Glossary of Terms

Abridged: a shortened version of a written work

Abstract: a summary of the essential points of a written work

Academic Library: a library within a university or college that strives to meet the research needs of its students, staff, and faculty. Emphasis is placed on collecting materials that support the curriculum of the various colleges within the university

Access: ability to enter or communicate with (as in access point)

Access Services: 1st floor, Circulation, Interlibrary Loan, Reserves, and Archives service area

Acquisitions: 4th floor, this library department orders, purchases, receives and catalogs new material (books, DVDs, videos, etc.)

ALA: professional organization, American Library Association

Annotated Bibliography: a list of books, articles and documents followed by a descriptive paragraph

Anthology: a collection of works (poems, short stories, etc.) by various authors compiled in a single volume

APA style: American Psychological Association style guidelines for properly citing references in a paper, article, book, etc.

Appendix: supplementary material added to the end of an article or book or paper, etc.

Archives: a collection of often original documents on a specific topic, like the university, kept in protective boxes that preserve the material over time

Article: a piece of writing on a specific topic, by one or more authors, that forms an independent part of a periodical

Article Linker: “Find Text” – connects the periodical citation to the full text article

Asynchronous: “not at the same time” – occurring at different times

Authoritative: an official source that is reliable because the author is recognized by experts in the field

Autobiography: the author’s life story

Availability: said of a book, video, etc. – a circulation status that indicates the work is not checked out

Back Issue: said of a periodical, older issues or one that comes before the current issue

Bias: strong leaning to one side of an issue; having slanted viewpoints

Bibliographic record: an entry in a library catalog or database that contains the description of the item being viewed

Bibliography: an orderly list of topics or references written by an author on a given subject, usually found at the end of the work

Biennial: issued every two years

Bimonthly: issued every other month (6 issues)

Biography: a written work about someone else's life, not your own

Biweekly: issued every two weeks

Boolean operators: AND, OR, NOT – connecting terms used to develop a search strategy

Bound Periodical: issues that make up a volume of a periodical that have been put together and given a hard cover; located on the 2nd floor

Call Number: the number assigned to an item, based on its subject that indicates its location within the library

Catalog (online card catalog): CardCat, MelCat, WorldCat – a file of records created to describe the materials held in a library

Ceased publication: material that has stopped being published

Circulating collection: those items that can be checked out of the library

Circulation (desk): service area that checks out items, provides Reserve copies, and distributes interlibrary loan requests

Citation: information in the Works Cited page or bibliography that provides enough information about a source or reference that someone can find the item: author, title, volume number, issue, date, page number

Cite: as in, cite your source, to quote the authority of a work: author, title, publication information, etc.

Classification: systematic arrangement of a collection, as in LC (Library of Congress) classification (subject arrangement)

Consortium: a group of libraries that have a formal agreement and share their resources, as in interlibrary loan

Controlled vocabulary: a list of terms and concepts that provide a standard vocabulary of words to use in searching a certain database

Database: electronically stored collection of data; a collection of computer records that have a common format and content that are arranged for ease of use

Descriptor: like a subject heading, it's a term that describes the subject of an item, usually found by using a thesaurus

Document delivery service: part of interlibrary loan – a service to obtain requested materials that cannot be obtained from the home library

e-Journal: an electronic journal available online

e-book: an electronic book, like a NetLibrary book, available online

Embargo: the time, usually one-year, during which articles are not supplied to a database by a publisher

ERIC: an education database; Education Resources Information Center

FIND TEXT: in a database search result, it links periodical citations from one database to the full text article (if available) in another database

Google Scholar: web search engine that provides citations and full text scholarly journal articles

GPO: Government Printing Office

Hit(s): the number of records retrieved from an online search

Hold: to place a book on hold is to reserve it for your later use

Holdings: the inventory of a library collection; what the library owns

Index: a systematic guide to the contents of an information source. There are two types: the index found at the back of a book and a periodical index, which refers users to specific issues of periodicals

Interlibrary Loan (ILL): a subsidized service provided by libraries whereby they obtain materials (articles, books) not available at the home library from another library for a patron's use

ISBN: an unique book identification number; International Standard Book Number

ISSN: an unique periodical or serial number; International Standard Serial Number

Issue: one of a series published periodically

Journal: a periodical that is scholarly or academic in content and purpose.

Juvenile Collection: 4th floor, a collection of books written at a reading level for children

Keyword(s): a significant word or phrase in the title, subject headings, contents notes, abstract, or text of a record in an online catalog or database which can be used as a search term in a free-text search to retrieve all the records containing it.

Library of Congress (LC) classification: the system of letters and numbers used by most academic libraries to assign a call number to materials

Loan period: the length of time an item may be checked out or borrowed

Magazine: A general-interest periodical that has a broad, wide audience

Microfiche: Flat sheets of film containing micro images of periodicals or books arranged in a grid pattern

Microfilm: Roll film containing micro images of periodicals or books

MLA style: A format for citing sources and typing research papers in the humanities, developed by the Modern Language Association of America and published in the official MLA Handbook for Writers of Research Papers

Nesting: using parentheses to group Boolean search terms to specify the order of operations e.g. (cat OR feline) and (health OR care)

Noncirculating: an item that does not circulate or cannot be checked out, like periodicals and reference books

OCLC: Online Computer Library Center, Inc., Dublin, Ohio. OCLC is a major commercial provider of library cataloging services and runs the Online Union Catalog, or WorldCat

OED: available in print and online, the Oxford English Dictionary

Online catalog: the database that lists the books available in a given library or library consortium; sometimes referred to as the OPAC

OPAC: online public access catalog; often simply called the online catalog (CardCat)

Overdue: an item that has exceeded its loan period; a fine may be charged for each day late in returning the item to the library

Peer review: The procedure by which academic journal articles are reviewed by other researchers before being accepted for publication.

Periodical: a generic term for anything published periodically, including magazines, journals and newspapers

Plagiarism: copying another's work and saying it is your own

Primary source: Original manuscripts, contemporary records, or documents (speeches, letters, interviews, and diaries) created at the time an event occurred

Refereed: said of a journal, synonymous with *peer review*, articles that are evaluated by experts in the field or discipline prior to publication

Reference Collection: consist of books that contain facts, statistics, biographical information, or other such information as to make it a valuable resource for answering reference questions. These books do not circulate (cannot be checked out) and are shelved separately from the rest of the collections on the 1st floor of Zahnnow Library

Reference Desk: service area on the 1st floor that is staffed by professional librarians who answer questions, provide research assistance, and help searching databases for patron requests

Research: diligent and thorough inquiry and investigation into a subject

Reserves: where materials are placed to be used by all students in a class. Any type of material that a professor deems appropriate may be put on reserve. Located on the 1st floor at the Circulation desk

Scholarly journal: A type of periodical that contains scholarly articles written by specialists aimed at other specialists in a particular field. An article in a scholarly journal is usually documented with footnotes and/or a bibliography. For the most part, scholarly journals are published monthly or quarterly and contain little advertising or few, if any, color illustrations.

Search strategy: Systematic plan that defines the topic and main points of an information need and determines the appropriate resources to search.

Secondary source: Interprets and analyses primary sources. It's any material other than primary sources

Semimonthly: Issued twice a month. Thus, published once every two weeks.

Stacks: the area of the library where books and bound periodicals are shelved

Stopword: common words (i.e., a, of, the, on) that have little or no meaning by themselves. Stopwords are not used in keyword searching.

Style manual: A book or web page that prescribes how materials used in research should be listed in a bibliography or Works Cited page. The most commonly used style manuals are those from the Modern Language Association (MLA) and the American Psychological Association (APA).

Subject heading: a word or phrase from a controlled vocabulary which is used to describe the subject of a document

Thesaurus: A list of all the subject headings or descriptors used in a particular database, catalog, or index; controlled vocabulary

Trade journal: A periodical publication focusing on matters concerning a particular industry or group of industries. Also called a "trade publication".

Truncation: In database searching, the addition of a symbol at the end of a word so the computer will look for all variations of the word. You can use the characters "?" or "*" after the root "famil?" and the computer will consider "family" and "families."

Unabridged: something that is comprehensive; it has not been shortened, as in a dictionary