

GLOSSARY OF LIBRARY TERMS

A

Abstract: A summary of the main points of an article, as opposed to its full text.

Access Point: An entry point to a systematic arrangement of information, such as a search term.

American Library Association (ALA): The national professional association for librarians and library staff; at www.ala.org.

Annotation: A note that describes, explains, or evaluates; especially such a note added to an entry in a bibliography, reading list, index or catalog.

B

Bibliographic Citation: An entry that includes the title, author name, name of journal, year of publication or other publication information and allows the researcher to locate the item.

Bibliographic Database: A database, which provides bibliographic citations as opposed to a full-text database, e.g., the library catalog.

Bibliographic Record: The identifying information on a book or article, usually including the title, the author, the publisher information, and the date of publication.

Bibliography: A list of publications (books, articles, reports, documents, etc.) that are selected and organized around a particular theme. It may be either comprehensive or selective. See Works Cited.

Book Review: Critical evaluation of a literary work usually published in a periodical or newspaper.

Boolean Searching: A searching strategy using AND, OR, or NOT operators to broaden or narrow search results. To see how it works try the Boolean Machine at <http://kathyschrock.net/rbs3k/boolean/>

C

Call Number: A code used to locate an item on library shelves. Generally, the code is alphanumeric and indicates an item's subject content and/or authorship.

Cataloging: The process of preparing a catalog, or entries for a catalog.

Catalog: A systematic listing of the books and materials in a library with descriptive information about each one—author, title, edition, publisher, date, physical appearance, subject matter, special features, and location.

Circulation: The activity of a library in lending books to borrowers and keeping records of the loans.

Citation: A note of reference to a work from which information or ideas are taken. Includes information useful in locating the source such as name of the author, title, publisher, publication date and format the work is published in.

Classification: The systematic arrangement of objects, ideas, books, or other items, which have like characteristics into groups or classes.

Copyright: The right granted by a government to an author, composer or artist to control the publication, sales and reproduction of a work. The U. S. Copyright Law also has restrictions on the use of photocopying.

Corporate Author: The society, institution, government or business responsible for the organization or writing of a work.

D

Data: A representation of facts, concepts, or instructions in a formalized manner (to which a meaning can be assigned), which is suitable for communication, interpretation, and processing.

Database: A collection of data organized (usually electronically) for easy retrieval.

Dewey Decimal Classification: A system for classifying and shelving books and materials using a scheme of 10 divisions, from 000 to 900. Each of the 10 divisions contains 10 subdivisions. Named after Melville Dewey, pioneer in library science. See also Library of Congress Classification.

Documentation: The systematic collection, classification, recording, storage, and dissemination of specialized information, generally of a technical or scientific nature. Writers also document their work by providing citations where required or useful.

E

E-book (electronic book): A book published and available in electronic form.

E-book Reader: Any of several portable devices that can be loaded with electronic text. Often several books can be loaded on a single device.

Entry: A record in a catalog, database, index or other information source.

F

Fields: A physical space on a data record which is reserved for one or more data elements.

Full Text: Containing the whole text of an article, as opposed to the bibliographic citation or the abstract.

G

H

Holdings: The books, periodicals, and other materials owned by a library.

Hypertext: Text for the Web that has been coded with HTML to enable linkages between documents.

Hypertext Markup Language (HTML): A way of coding text on the Internet so a browser can interpret it correctly.

I

In Press (or Pre-publication): As yet unpublished; in the process of being printed.

In Print: Materials are “in print” when they are currently available for purchase from a publisher or distributor.

Index: Lists sources of information on topics, providing complete bibliographic information.

Information Technology (IT): Used to refer to technology staff, services or department.

Integrated Library System (ILS): A library automation system that typically includes catalog and circulation modules and may include others, such as acquisitions and serials management.

Interlibrary Loan (ILL): A way to fill a request for a specific item from a library user by obtaining the item, or a copy of the item, from another library.

In-text Citations: See Parenthetical Citations

IP Address (Internet Protocol Address): A unique number that devices such as computers, printers, routers use in order to identify and communicate with each other on a network utilizing the Internet Protocol standard, or IP.

Issue: A single numbered or dated issue of a series, a periodical or a serial publication.

J

Joint Author: A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of the other(s).

Journal: A regularly issued publication of a learned society or professional association that prints current news and research reports in a particular field.

K

L

Library of Congress: A library that was established as the research library for the U. S. Congress and acts as the national library; at www.loc.gov.

Library of Congress Classification (LC): A system developed by the Library of Congress for organizing and shelving materials based on the alphabet. Most libraries use either LC (Library of Congress) or Dewey Decimal Classification Systems.

Library of Congress Subject Headings (LCSH): An authoritative listing of the subject headings developed by the Library of Congress.

Listserv: An automated mailing list distribution system.

Local Area Network (LAN): A group of servers, computers and printers linked by data lines, usually serving a single building or a small area. See also WAN.

M

Main Entry: The most complete bibliographic identification of a work contained within a catalog. Usually, the author entry is the main entry in a card catalog.

MARC (MAchine Readable Cataloging): A standard bibliographic format developed at the Library of Congress for the exchange of machine-readable information.

Media Center: A library functioning within an institution of public or private elementary and/or secondary education; a school library.

Microforms: A term that includes microfilm, microfiche and micro-opaques, all forms on film that require special equipment to read.

Mission Statement: A statement that informs the community about the library's priorities in clear and easily understood terms.

MLA Style: A set of rules and guidelines for citing references as well as preparing and submitting manuscripts for publication from the Modern Languages Association. These rules are detailed in the *MLA Handbook for Writers of Research Papers* (the most recent version is available in the library. Call Number 808.02 MLA)

Monograph: A publication of 50 or more pages, i.e., a book, concerned with a single subject and written for consecutive reading.

N

O

OCLC (Online Computer Library Center, Inc.): A not-for-profit computer library research organization providing information systems for more than 53,000 libraries around the world. Supports major library activities, including cataloging and interlibrary loan; at www.oclc.org.

Online Catalog - The electronic version of a library catalog accessible through the Internet.

OPAC (Online Public Access Catalog): Sometimes called an IPAC. See Online Catalog

Online Database: A database located in a remote computer and accessed via data or telephone lines.

Out-of-Print: Materials are not obtainable through the regular market channels because the publishers stock is exhausted. One may try to obtain out-of-print works through friends, used book dealers, interlibrary loan, and advertisements.

P

Parenthetical Citations: Brief citations in the text of a paper that point to sources listed on the works cited or references page.

Peer Review: A process that articles in many scholarly journals go through before they are published. Once an article is submitted for publication, it is sent to an editorial board comprised of experts in the field to be evaluated. The submitted article must receive the approval of the editorial board before it is published. The editorial board is usually identified at the beginning of each issue of a journal.

Periodical: Regularly issued magazine, journals or newspaper.

Primary Source: Information that has not been interpreted by another person, i.e., original articulation of an idea or concept.

Publication Date: The year in which a book is published, or the day of the month on which a periodical is issued.

Publisher: The person, firm or corporate body responsible for the issuing to the public of a book or other printed material.

Q

R

Reference Work: That material designed by its arrangement and treatment to be consulted in the library for definitive, authoritative pieces of information rather than to be read consecutively. Also, a branch of library services: the personal assistance given by the librarian to individual readers needing information.

S

Secondary Source: Information that has been reported, analyzed or interpreted by other persons.

Serial: A publication issued regularly — i.e., a journal, proceedings, or an annual.

T

Title Page: A page at the beginning of a book, giving the full title and usually the author's name, publisher, and publication date.

Truncation: A search technique in which you use a symbol to search for variations on a word:

Symbol	Example	Retrieves
Use ? or * at the left, right, or middle of a word. Never use more than once in a text string.	furni?, furni* cardio*y ?pane	furniture, furnishings cardiology, cardiopulmonary windowpane, counterpane
Use # to find words with alternative spellings.	arch#eology	archeology, archaeology
Use ! to find single-letter spelling variations.	wom!n	woman, women

U

Uniform Resource Locator: See URL.

Union Catalog (or Union List): A database of materials owned by more than one library, designed to locate materials easily across institutions.

URL (Uniform Resource Locator): A system that provides a standard method for identifying addresses for Internet resources. A URL looks like this:
<http://www.sccd.ctc.edu/~library>

V

Virtual Library: Information resources located entirely online, with no need to visit a physical building.

Voice Over IP (VOIP): The routing of voice conversations over the Internet or any other IP-based network. The voice data flows over a general-purpose packet-switched network, instead of a traditional dedicated, circuit-switched voice transmission line.

Volume: A book distinguished from other books by having within its binding a collection of separately published periodical issues, or by being one in a sequence of serially produced publications, or being a subdivision or a large work such as an encyclopedia.

W

Web (World Wide Web, or www): The part of the Internet that consists of hypertext documents.

Web Site: A server on the Internet that runs the HTTP protocol and where HTML documents reside.

Wide Area Network (WAN): A network of LANs in different physical locations.

Works Cited List: A list of all of the sources referenced in a paper.

X Y Z