

Glossary of Library Terms

- A**
- Abstract.** A brief, objective summary of the essential content of a longer document (book, article, report, dissertation, etc.)
- Almanac.** An annual publication providing basic facts and statistics on a variety of subjects usually presented in tables or charts. Almanacs are *Reference works*.
- Alphabetic search.** A search that retrieves an alphabetic list of terms beginning with the term you searched for. See *Keyword search*.
- Appendix.** A section at the end of a book that contains supplementary material such as notes, tables and other material pertaining to part of the text.
- Author.** The person or organization responsible for writing a book, chapter of a book, article, play, poem, etc. In the *Library Catalog*, an artist or a composer of a musical work are also listed as authors.
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- B**
- Bibliographic record.** The electronic record in our *Library Catalog* that describes in detail a book or other material in the library collections. This record includes information such as *call number*, *author*, *title*, *publication date* and *Library of Congress Subject Headings*.
- Bibliography.** (1) A compilation of *citations* of works on a particular subject or by a specific *author*. (2) The list of sources consulted when writing a research paper.
- Boolean searching.** A searching technique that combines terms using AND, OR and NOT (called Boolean operators) in order to specify if terms are present or not in the results of a search.
- AND is used when we want all terms searched to be presented in the results (narrows a search). So, if we are looking for information on the topic of arthritis in children we would search for:
arthritis AND children
 - OR is used when we want either one or both terms to be present in the results (broadens a search). So, if we are looking for information on morning beverages we would search for:
coffee OR tea
 - NOT is used when we do not want a term to be present in the results (omits results that contain an unwanted term). So if we are looking for information on radiation but not nuclear radiation we would search for:
radiation NOT nuclear
- See also *Truncation*.
- Bound volume.** (1) A number of issues of a *periodical* comprising one volume bound (sewn) together; (2) a book that is bound.
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- C**
- Call number.** A unique combination of numbers and letters used to identify a book in the library. It indicates its location in the library and determines its position on the shelves. The call number is marked on the

spine of the book. Books are arranged on the shelves in call number order. Call numbers in our libraries are based on the *Dewey Decimal Classification* system which arranges books according to their subject.

Check out. To borrow a library item for a predetermined period of time.

Circulation Desk. The area in the library where you go to *check out* and renew library material.

Citation. The necessary information used to identify the location and content of a publication. Citations are provided in *bibliographies* and *indexes*. The format of a citation varies according to the field of study and/or the requirements of particular publications. A book citation usually includes *author(s)*, title, *publisher*, *publication date*. An article citation usually includes *author(s)*, article title, journal title, *publication date*, volume and page numbers.

Copyright. The exclusive legal rights granted to the creator of a piece of intellectual property (book, article, musical composition, etc.) to publish, produce, sell or distribute copies of his/her work. All works of intellectual property are protected by copyright law which limits the rights of copying, reproduction, resale or reuse without the permission of the creator.

Copyright date. The year in which a work was first published. This date is usually printed on the *copyright page*, following the copyright symbol ©. If several dates are given, they signify *editions* or renewals of copyright. The first copyright date indicates the date of the first edition of a work and is the same as the date of the first publication.

Copyright page. The page of a book bearing official notice of copyright, usually the copyright symbol © followed by the *copyright date*.

Course reserves. Any material set aside by an instructor for the students of a particular class. This material is kept at the *Circulation Desk* and can be checked out for short periods of time.

D Database. A collection of digitized information organized in a uniform format for easy and quick access.

Dictionary. A type of publication providing definitions of the words of a language or the vocabulary of a particular subject. Words in a dictionary are arranged in alphabetical order. A language dictionary typically gives the orthography, pronunciation and examples of usage. A dictionary of a particular subject usually only gives the meaning of terms. Dictionaries are *Reference works*.

Directory. A type of publication providing names addresses and other data such as telephone numbers of specific persons, groups or firms. Directories are *Reference works*.

Dewey Decimal Classification. A system developed to classify and shelve library material by using numbers to represent subject content. Dewey divides knowledge into ten main classes with further subdivisions represented by decimal numbers. The ten main classes are divided as follows:

- 000 General works
- 500 Natural sciences and mathematics

- 100 Philosophy and psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 600 Technology and applied sciences
- 700 Arts
- 800 Literature and rhetoric
- 900 Geography and history

E **Edition.** All copies of a work printed at the same time without alteration and issued by the same entity.

Editor. A person who selects organizes and prepares the work of another person or persons for publication. The work of an editor is usually limited to selecting and introducing material for publication.

Encyclopedia. A work in either print or electronic format containing authoritative information about a variety of topics in the form of short essays. An encyclopedia can be general (e.g. *Encyclopædia Britannica*) or limited to a specific field or subject (e.g. *Encyclopedia of Management*). Encyclopedias in electronic format may include multimedia and other interactive elements.

F **Footnote.** A note placed at the bottom of a page or at the end of a chapter, usually in smaller type than the text, giving a *citation* or explaining part of the text.

Format. The storage medium of an information source: e.g. electronic, print, *microfilm*, CD, CD-ROM, video.

Full text. Any information source (particularly journal articles) fully available in electronic format.

H **Handbook.** A single-volume *reference work* of compact size that provides concise factual information on a specific subject, organized systematically for quick and easy access.

Hold, To Place a. The process by which a library user can request material temporarily unavailable, such as items checked out or in processing.

I **Index.** (1) A list of *citations* to *periodical* articles and/or books arranged by subject, *author*, or title; indexes can be in print or electronic format. (2) An alphabetical list of subjects and/or authors in the back of a book indicating the page or pages on which they are mentioned in the text.

Inter-library loan. The process by which a book or other material is lent between libraries.

Internet. A world-wide network of computers allowing the exchange and presentation of information in electronic format.

J **Journal.** A scholarly or scientific *periodical* consisting of articles written by researchers. See also *Peer-reviewed journal*.

Journals A-Z. An online list of all English *full text periodical* titles available at the DERE E Libraries in print, *microfilm* or electronic format.

K **Keyword search.** A search that retrieves records containing your search

terms.

L **Library Catalog.** A computerized database of books and other material in the library. The Library Catalog is searchable by *author*, title and subject.

Library of Congress Subject Headings (LCSH). A list of established terms or phrases used to describe the content of a book. These are entered in the *bibliographic record* and help you locate books in the library by subject. The full list of the LCSH can be found on the table next to the *Library Catalog* terminals across from the *Circulation Desk*. They are also known as the Big Red Books.

M **Magazine.** A type of *periodical* consisting of a variety of articles written by various *authors* in a non-scholarly style. Most magazines are heavily illustrated and contain advertising.

Media Center. The area on the lower level of John S. Bailey Library where you can watch a video, listen to music or use CD-ROMs. The Media Center is also the place to go if you need to use specialized equipment such as video projectors, slide projectors and CD players for class.

Microfilm. A miniature-sized photographic reproduction of a publication, used to preserve fragile material and save space. It requires special equipment (microfilm reader) to be viewed. Several older issues of *periodicals* in our libraries are available in microfilm.

P **Peer-reviewed journal** (also called **Refereed journal**). A type of *journal* that guarantees top quality research by only accepting articles that go through a process of critical evaluation by one or more experts in particular fields, who determine the quality and originality of research.

Periodical (also called **Serial**). Any publication issued at regular intervals. Types of periodicals include *journals*, *magazines* and newspapers.

Periodical list. A printed, alphabetical list of the *periodical* holdings in print and *microfilm* at the ACG Libraries.

Plagiarism. To copy or closely imitate the work of another creator (author, composer, etc.) without permission and with the intention of passing the results off as original work.

Publication date. The exact date a creative work was released to the public. In books the publication date is given as the year, usually printed on the *title page*. In *periodicals*, it is the day and month or period of issue (spring, summer, fall, winter) usually printed on the front cover.

Publisher. A person, firm, or corporate entity responsible for placing a book on the market.

R **Reference Desk.** The location in the library where you can get help in: (1) doing research, (2) using the library and its resources.

Reference work. A type of publication containing authoritative information, not intended to be read from cover to cover but to be consulted. Reference works include *almanacs*, *atlases*, *bibliographies*, biographical sources, *dictionaries*, *directories*, *encyclopedias*, *indexes*, *yearbooks*, etc.

S **Search engine.** A computer program that allows users to locate information available on the World Wide Web.

Serial. See *Periodical*.

T **Thesaurus.** (1) A reference tool which identifies synonyms or near synonyms and antonyms of words; (2) a list of terms comprising the specialized vocabulary of a discipline or field of study showing the logical and semantic relations among terms.

Title page. The page at the beginning of a book or other printed publication, often of special design, bearing the title and subtitle of the work and usually the names of the *author(s)*, *editor(s)*, translator(s), *publisher(s)* as well as the *publication date*.

Truncation. A searching technique typically used to retrieve terms sharing a common root. E.g. a search for comput* will retrieve computer, computers, computerized, computing, etc. See also *Boolean searching*.

Y **Yearbook.** An annual compendium of facts, statistics, photographs, articles, etc. about the events of the preceding year often limited to a specific country, discipline, subject or institution.

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