
definitions & terms

Libraries often use special terms that can be confusing. The following glossary will help to explain the definitions of the more common library terminology that you may come across:

<u>Abstract</u>	A summary of the essential points of an article or literary work.
<u>Appendix</u>	Additional material such as statistics, tables, etc., attached as a separate item at the end of a work.
<u>Autobiography</u>	The story of a person's life written by him/herself.
<u>Bibliography</u>	A list of related library materials or resources. Includes citations to books, periodicals, electronic resources, and other materials used.
<u>Biography</u>	A written account of a person's life.
<u>Boolean Terms</u>	Use of the terms AND, OR, NOT to formulate online search strategies for the retrieval of online information
<u>Call Number</u>	A number assigned to library materials for the purposes of shelving and location.
<u>Catalog</u>	A list of library materials contained in a collection.
<u>Circulation Desk</u>	The front desk at the library where users can borrow materials by checking items out, obtain reserve materials, ask questions, etc...
<u>Citation</u>	The basic information needed to find specific materials. For books, this information usually includes the author, title, place of publication, publisher, and date. For articles, the citation usually includes author, title, name of journal, date, volume, issue, and pages.
<u>Copyright</u>	The exclusive right given by law to authors, composers, or publishers to sell, reproduce, or publish a work during a given period of time.
<u>Database</u>	A collection of records in machine-readable form that is then searchable on a computer workstation.
<u>Full-text</u>	Completely written text of a document.
<u>Index</u>	A systematically arranged list of terms or topics. A periodical index lists articles in magazines, journals, and newspapers. An index in a book lists subjects with the page numbers of where they can be found in the book.
<u>Interlibrary Loan</u>	A service, which allows users to obtain materials owned by other libraries.
<u>Library of Congress Classification</u>	A classification system made up of letters and numbers which divides knowledge into subject areas. Books in the DABCC Libraries are shelved using the Library of Congress Classification system.
<u>Magazine</u>	A periodical publication considered to be more general or popular in nature.

<u>Online Catalog</u>	A computerized system for finding out what materials are owned by the library, the call number, and location information.
<u>Periodical</u>	A magazine, journal, or newspaper publication which is published at regular intervals.
<u>Reference Collection</u>	A collection of books intended to be referred to rather than read. Reference materials cannot be removed from the library.
<u>Reserve Collection</u>	A collection of materials that are in high demand. Circulation is usually for a limited period of time and most can only be used in the library. Often times, reserve materials are textbooks, articles, study guides, or optional materials for the course.
<u>Search Term</u>	A word or phrase entered into a database used to find relevant records.
<u>Serial</u>	A publication issued in successive parts usually at regular intervals (e.g., journals, magazines, newspapers, and annuals).
<u>Truncation</u>	Abbreviations of a search term using a special symbol (*, ?) in order to include variants of the terms (e.g., child* = child and children, dog* = dog and dogs).

Some definitions taken from *LibrarySpeak: a handbook of terms in librarianship and information management* compiled by Mary Mortimer. (REF Z1006 .M67 1997)