



Glossary of Library Terms



1. **abstract** - Brief summary of a book or an article.
2. **annotation** - A note or comment about a text, usually critical or explanatory.
3. **author(s)** - The person(s) who wrote the book, article, etc. One who writes or creates something.
4. **bibliography** - A list of sources, such as books and articles, used for a report or research paper.
5. **biography** - An account of a person's life written by another person.
6. **boolean operators**- The connectors **and**, **or**, and **not**, used when searching on computerized indexes, such as InfoTrac.
7. **browser**- Computer software (such as Netscape or Internet Explorer) that allows you to view the World Wide Web.
8. **call number** - Group of letters and numbers on the spine or cover of a book which indicates the classification of material and where the book is located on the shelves.
9. **catalog** - A file of items (books, films, videotapes, computer software, etc.) sometimes accessed through cards or online computers.
10. **CD-ROM (compact disk - read-only memory)** - Information contained or stored in an optical disk. This data is accessed through a computer.
11. **circulating materials** - Any material that can be physically removed from the library after being checked out at the circulation desk.
12. **citation** - A reference to an authority that usually includes author, title, dates, pages.
13. **database** - An organized collection of information, used for research. Usually refers to searching with a computer.
14. **entry** - Word or words, in a list (usually alphabetical such as in a library catalog or an index) which give access to information. For example, the catalog contains author, title, and subject entries.
15. **holdings** - A library's collection of books, periodicals, and media.
16. **HTML** - Hyper Text Markup Language. Computer code used to write Internet webpages.
17. **HTTP** - Hyper Text Transfer Protocol. When *http://* is put at the beginning of an Internet address (such as *http://www.delta.edu*) this tells the browser to use Hyper Text Transfer Protocol to transfer the webpage from the computer it is stored on (called the *web server*) to the browser
18. **index** - Listing, usually arranged alphabetically, of the contents of a book or journal. A periodical index lists the contents of journals and magazines, thus providing subject access.
19. **interlibrary loan** - Service whereby a library borrows materials from outside institutions.
20. **internet** - The largest online system in the world where data is sent or shared among computers over long distances.
21. **journal** - A periodical which contains scholarly articles usually on one subject and issued by a professional group or organization.
22. **keyword** - search term that can be retrieved from anywhere in a record, title, subject, abstract, etc.
23. **LAN (local area network)** - Private communication network where two or more computers are linked in the same location.
24. **Library Of Congress Classification System** - A [classification system](#) using letters of the alphabet for organizing collections. Used by most colleges and universities.

25. **magazine** - A periodical for general reading containing articles on various subjects by different AUTHORS. See also "PERIODICAL".
26. **media** - Materials or items that are in a variety of formats other than print, i.e. film, video, audio cassette, slides, etc. Also called Audio Visuals.
27. **microfiche** - A flat sheet of photographic film containing micro images of printed or graphic material.
28. **microfilm** - A roll of photographic film containing micro images of printed or graphic material.
29. **microfilm/fiche reader/printer** - A machine that magnifies the micro image. The printer can also make a copy of that image.
30. **Netscape** - See "BROWSER"
31. **online** - Connecting a computer terminal to a mainframe computer.
32. **periodical** - Newspapers, magazines or journals that are issued periodically.
33. **publisher** - The firm or corporation responsible for the manufacture and distribution of materials to the public.
34. **reference collection** - A collection of books, special resources, and other materials used in searching for information and useful for supplying authoritative information or identifying sources. Reference books are usually consulted rather than read through. Generally, these materials are not allowed to be checked out.
35. **reference librarian** - A professional person(s), with a Master's degree in Library Science, responsible for assisting users in finding information/resources in the library.
36. **reference question** - Any request by a library user for information or assistance in locating information.
37. **reserves** - Books or other materials that are kept at the circulation desk, so as to assure greater availability to an entire class. Many reserve materials have been put at the reserve desk by instructors for use by students in specific classes and are usually checked out on an hourly or daily basis.
38. **search engine** - A program that searches documents for specified keywords and returns a list of documents where the keywords were found. Although *search engine* is really a general class of programs, the term is often used to specifically describe systems like Alta Vista and Excite that enable users to search for documents on the World Wide Web and USENET newsgroups. Typically, a search engine works by sending out a spider to fetch as many documents as possible. Another program, called an indexer, then reads these documents and creates an index based on the words contained in each document. Each search engine uses a proprietary algorithm to create its indices such that, ideally, only meaningful results are returned for each query.
39. **stacks** - A series of shelves arranged in rows that hold most of the library's collection of books and/or materials.
40. **stand-alone CD-ROM** - A CD-ROM that must be used on a single computer by a single user.
41. **subject heading** - A word or group of words that designates a particular area of interest to the library user under which all material dealing with a given subject is entered in an index, library catalog or bibliography.
42. **title** - The distinguishing name of a book, magazine, article, or other item.
43. **URL** - abbreviation of *Uniform Resource Locator*, the global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use, and the second part specifies the IP address or the domain name where the resource is located.
44. **vertical/pamphlet file** - Loose leaf material kept in folders and arranged alphabetically by subject. Ask the librarian for the location of this file and assistance in accessing the materials.

