GLOSSARY OF LIBRARY TERMS

Abstract - A brief description of the contents of a journal article or book. Many article records in online databases include abstracts so researchers can easily determine if the article/book will be of value to their topic.

Annotated Bibliography – In addition to the citation information for the articles/books listed, an annotated bibliography includes a description of each item. The descriptions are written by the author of the bibliography and often include thoughts on why each reference is pertinent to his/her research.

Annotation – An explanatory or critical note or commentary. Annotation is also the process of adding an explanatory or critical note or commentary to a text. Reference lists are often annotated with comments about what each resource covered and how useful it was.

Appendix – A group of supplementary material appended to a text. It is usually related to the material in the main part of the text but not so closely related to it that it should be put into the main text. Put background information and supporting facts in the appendices. An example of a file that should be put in an appendix is a file of detailed charts and graphs of recent research closely related to the paper's main topic.

Archive – A place in which historical documents and other records are preserved. Usually operated by large organizations, they may or may not be open to the public.

Author – An originator of a creative work, particularly a writer of a text. Searching by author can be an effective form of information gathering.

Bibliographer – A librarian who selects library materials for a specific subject area, often working closely with faculty in the corresponding department(s) to decide on materials that best support the curriculum.

Bibliographic Record - A record in a database for an individual item (such as a book or journal). Information is divided into fields such as title, author, publication date, etc. This is sometimes referred to as the "full record" for an article or other entry in a database.

Bibliography - A list of citations to journal articles, books and other materials on a particular subject or by an individual author. Authors of research papers, journal articles, and books include bibliographies of the references used in their research.

Boolean Operators – The term applied to the words "AND" "OR" "NOT" when they are used to limit or expand a search in an electronic database.

Examples:

- counselling AND adolescents – (finds ALL keywords)
- principals OR administrators -- (finds either one or both keywords)
- recreation NOT hiking -- (finds 1st keyword, excludes the other)

Browse – To inspect something casually, particularly to use an internet browser to casually inspect Web pages. This involves following links from page to page (also called surfing) rather than searching directly. The main difference between browsing and searching is that with browsing you have very little advance knowledge of what will be on the next page.

Browser - Software on your computer allowing you to access the Internet. Chrome, Internet Explorer, Firefox and Safari are the most common browsers.

Call Number – Numbers and letters assigned to each book in the library. Usually found on the spine of the book, call numbers group books by subject and make it easier to find a book on the shelves.

Catalogue - The database of books and other materials housed within the library. Foley Library's catalogue is accessed through Library Search on the library's home page.

Circulation/ Circulation Desk – The library department responsible for checking out books and other library materials. They also handle renewals, recalls, holds, overdue notices and reserves for materials in the collection.

Citation - A reference to a book, article, or other material, that provides the information necessary for others to find the same work. A book citation includes author, title, publisher and year of publication; a journal citation includes author, article title, periodical title, date, volume, issue number and page numbers of the article.

Examples of citations:

- Book: Houston, P. D., Blankstein, A. M., Cole, R. W., & Hope Foundation. (2007). Out-of-the-box leadership. Thousand Oaks, CA: Corwin Press.
- Article: O'Connor, B., & Cordova, R. (2010). Learning: The Experiences of Adults Who Work Full-Time While Attending Graduate School Part-Time. Journal of Education for Business, 85(6), 359-368.

Copyright - Legal privilege granted to an author, composer, etc. for exclusive rights of publication and distribution of a work. Some uses of copyrighted material require paying a copyright fee.

Database - A large collection of data or information that has been organized for rapid retrieval. Some databases provide citation information only, while others offer the full-text of articles online.

Dissertation – A document written in completion of requirements for a PhD; also called doctoral dissertation. A dissertation is the culmination of years of researching, writing, revising and stress.

Document Delivery – This is a service that delivers electronic copies (PDFs) of journal articles and other documents. When you find articles on the internet you will often have a publisher or document delivery service offer to sell you the article.

DOI Number – DOI stands for Digital Object Identifier. Online academic articles have been assigned an individual DOI number. Just like an ISBN number on books or an ISSN number for journals, the DOI number is unique to that article.

Edition – A version of a published text, or all the instances of a published text issued at a given time. An example would be the 2nd edition (2001).

Entry – Any record, or a field in a record, that has been included, or entered, into a database. An **entry word** is the headword in a dictionary, encyclopedia, or glossary.

Field - A section of a bibliographic record containing specific information such as the author, title, abstract or descriptors for an item. It is possible to specify which field you want the database to search in for a particular keyword.

Full-Text Database - A database that provides the entire text of an article, usually in PDF or HTML format. Full-text articles can be printed, saved or emailed.

Hold - You can request or place a "hold" on an item that is checked out to another patron or on the shelf. See **Request.**

Index – An index is a book or database that lists citations to journal articles or books. Abstracts and full-text are usually not included.

Information Literacy – Critical thinking skills that enlighten the process of finding, evaluating and using information, including information found on the Internet.

Journal - A periodical containing scholarly articles written by researchers in a particular field. Journal articles often include an abstract and a list of references (bibliography).

Keyword Search – A search of a database using some keyword, a significant word from the title, abstract or descriptor of a record as a point of reference to the article's overall content.

Literature Review – A systematic and thorough search of all material, print or electronic, published on a given topic. This can include books, journals, newspapers, catalogues, encyclopaedias, dictionaries, atlases, bibliographies, handbooks, manuals, indexes, yearbooks, gazetteers, directories, chronologies, almanacs and guides.

Magazine - A periodical such as *Time, Newsweek, Forbes*, etc. that is published primarily for the general public. Magazine articles are not considered appropriate for most scholarly research.

Microform – A microform is a way to store and preserve articles and other documents. The documents are photographed and reduced to fit on a film or card. Special equipment is needed to view, scan or print articles and other documents stored in one of these formats. There are two microform formats at Foley Library:

Microfiche – Microfiche is similar to microfilm, but the images are on individual sheets of transparent plastic 105 x 148mm (approx. 4"x6"). Each sheet holds up to 98 page images.

Microfilm - Microfilm is a long strip of transparent plastic wound on a reel. One roll of microfilm can hold as many as 800 images of newspaper pages.

Monograph – A boring-sounding library term for a book on a single topic.

Online Catalogue or **Electronic Catalogue** – A record of the holdings of an institution (e.g. library or museum) or group of institutions (a consortium), often searchable, that can be found on the Internet.

Open Source - In production and development a philosophy or methodology promoting free redistribution and access to an end product's design and implementation details.

Peer-Reviewed Journal – Also called a "Refereed Journal", this is a journal where articles must be reviewed by two or more other professionals in the field and prior to being accepted for publication. Most graduate literature reviews require peer-reviewed articles.

Periodical – A generic term for publications such as journals, magazines or newspapers that are published at regular intervals.

Plagiarism – Plagiarism consists of intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, written or oral. Compositions, term papers, lab reports, or computer programs acquired in part or in whole from published or internet sources, commercial sources or from other students and submitted as one's own work is plagiarism.

Primary Source – The originator of a primary record. A primary record is a resource created by the individual(s) that initially experienced or used it. They create the records for their own purposes, records that often remain unpublished. Sometimes they witness an event, sometimes they are involved in an event, and sometimes the record is directly created by the event.

Record – A collection of related data field or an individual entry in a database. Each field, although related, is of a different type to all the other fields in the record.

Refereed Journal – see Peer Reviewed Journal.

Renewal – An extension on a book's loan period. The renewal period is equivalent to the original check out period. Most items can be renewed twice as long as the item has not been requested by another user. You can request renewals through visiting or calling the library.

Request – When you place request for an item, the staff holds that item for you, whether it is on the shelf or checked out to another person.

Reserves -- Professors often put items (books, DVDs) on reserve at the Circulation Desk. These are usually assigned readings or films that need to be made available to all students in a class. Reserve items have shorter loan periods and some must be used only in the library.

Scholarly Journal – see Peer-Reviewed Journal.

Subject Directory – A hierarchical grouping of related subject headings. The tree structure shows relationships between subject headings. They can be found either inside a database or separate from a data base.

Thesaurus - A list of subject headings or descriptors for a particular database. You can browse a database's thesaurus to find controlled vocabulary terms to use in your searching.

Truncation – A search technique that expands a root word by using a specified symbol. In most databases, an asterisk * is used for truncation.

- For example: enter the keyword leader* to search for the words: *leader, leaders, leadership*.

URL - Uniform Resource Locator. The Internet address for a website.

Adapted from: researchguides.gonzaga.edu