

Palomar College Library

Useful Terms or Library Lingo or Information Glossary

Abstract - A brief summary that gives the essential points of the contents of a book, pamphlet, article, etc.

Academic Library - A library that is an integral part of a college, university or other institution of postsecondary education whose purpose is to meet the information needs of students, faculty and staff.

Access - Ability to get to information.

Access Code – An identification code, such as a username, password or PIN, which a user must enter correctly to gain access to a computer system.

Annotation - A sentence or two describing, explaining, or evaluating an item in a bibliography.

Bibliography - An organized list of books or other material providing author, title, publishing information, etc.

Browser - A software program that allows you to navigate the Internet and view Web documents, examples: Internet Explorer, Netscape, etc.

Call Number - A unique set of letters, numbers, or symbols assigned to books and other materials designed to specify location by subject.

Catalog - A catalog is a collection of bibliographic records for the materials a library owns. It may be in card or computer format.

CD ROMS – (Compact Disc Read Only Memory) introduced in 1985. Information on one CD ROM may equal about 300,000 pages of print information.

Circulating Book – A book that may be checked out by registered borrowers for use inside or outside the library.

Circulation - The checking in and checking out of items from the library collection.

Citation - The listing of a work in a bibliography, footnote, or index. A citation has enough bibliographic information to enable someone to easily locate the same work.

Classification - The system used to organize a collection of materials. The two major classification systems used in libraries are Library of Congress and Dewey Decimal.

Copyright Date - The year in which the author's application to the Library of Congress for copyright is granted.

Database - A file of records which may contain any variety of information. The information is arranged by fields. Two common bibliographic databases used at Palomar are EBSCOhost and JSTOR.

Direct Access – The use of an electronic resource such as a periodical database, available from vendors or subscription.

Distance Learning – A method of instruction and learning using materials available electronically and/or by mail.

Domain Name - The official name of a computer connected to the Internet. Domain names include a host name and are followed by a domain category, i.e. .com for commercial enterprises, or .gov for government, .edu for educational institutions, or .org for non-profit organizations....

Electronic Book - (E-Book) A digital version of a traditional print book designed to be read on a personal computer or an e-book reader.

Electronic Journal - (E-Journal) Journals which are available only in electronic form. They may be on a variety of topics just as print journals. Also called “online journals.”

FAQ – Frequently asked questions.

Federated Search – A search for information using software designed to optimize retrieval by querying multiple Web databases or search engines, and combining results. See also *Metasearch*.

Filter – A computer program designed to allow only selected data to pass through to the user.

Hold - Material that has already been checked out may be placed on hold for the next patron desiring that material. The patron requesting the material will be informed when it is next available.

Holdings - The material held by a library.

Homepage – The first or main page of a site on the Web.

HTML - HyperText Markup Language is used to format documents delivered by Web servers. It uses a set of tags that allows the creation and formatting of Web pages and screens.

Hyperlinks - Words or images usually highlighted in a Web document that contain links to another document on the Web.

Information Literacy – A skill in finding the information one needs, including an understanding of how libraries are organized, familiarity with the resources they provide, and a knowledge of commonly used research techniques.

ISBN – (International Standard Book Number) A unique 13-digit number assigned to identify a specific edition of a book or other monographic publication issued by a given publisher.

ISSN – (International Standard Serial Number) A unique 8-digit standard number assigned to a specific serial (or periodical) title.

Lifelong Learning – The pursuit of knowledge at any age, independent of a formal educational institution.

Literacy – The ability to read and write with a minimal level of proficiency.

Metasearch – A search for information using software designed to optimize retrieval by querying multiple Web search engines and combining results. See also *Federated Search*.

Online Tutorial – An instructional tool in electronic format, designed to teach library users how to use a specific library resource.

OPAC - (Online Public Access Catalog) Electronic catalog which contains bibliographic records for the materials in the library's collection.

PDF – (Portable Document Format) Invented by Adobe Systems, document format that permits capturing and viewing documents from any application and on any computer system with Adobe Acrobat reader software (available via free downloads).

Peer-Reviewed – Said of a scholarly journal that requires an article to be subjected to a process of critical evaluation by one or more experts on the subject. Also known as refereed.

Periodical - A publication such as a newspaper, magazine, or journal that is intended to appear in successive numbers or parts at regular intervals for an indefinite period of time.

Pseudonym - An author assumes another name to conceal or obscure his or her true identity.

Reference Book – A book designed to be consulted when authoritative information is needed, rather than read from cover to cover.

Reserve – Material (textbooks, articles, etc.) placed in the library by an instructor for a specific class or assignment. Usually may not be checked out and must be used inside the library.

Serial - A regularly issued publication including periodicals, annual reports, yearbooks, etc.

Stacks – The area of a library where the main body of the collection (especially the circulating books and periodicals) is stored when not in use.

Style Manual – A guide to a prescribed set of rules for typing research papers and theses. MLA (Modern Language Association), APA (American Psychological Association) and Chicago Manual of Style are the most frequently used.

Tasini Decision – On June 25, 2001, the U.S. Supreme Court ruled 7-2 in *New York Times Co. v. Tasini* that publishers of newspapers and periodicals infringed the copyrights of freelance writers by making full-text of their articles available in computer databases without permission.

URL – (Uniform Resource Locator) A standard method to describe the address of a particular document on the Internet.

Web – (World Wide Web) A global hypermedia-based system on the Internet that allows you to easily access all types of documents, images, sounds, and videos. Before the World Wide Web, only plain text documents were available on the Internet, and you had to know computer programming in order to locate the information.

Zip Disk – A 3.5 inch removable computer disk cartridge developed by Iomega, capable of storing 100MB or more data at relatively low cost.

Zip Drive – A disk drive developed by Iomega that uses a 3.5-inch removable Zip disk.

For more terms, go to *ODLIS: The Online Dictionary for Library and Information Science*
<http://lu.com/odlis/index.cfm>.