

**Information Literacy 9:
Commonly Used Library Words**

- ◆ **Abstract** – a brief summary of a book or a periodical article. *Abstracts* of articles are found in our online periodical or newspaper *databases*.
- ◆ **Almanacs** – annual publications that contain a collection of facts, statistics, calendars, and other miscellaneous information. The latest editions of *almanacs* are located in the Library Reference Collection.
- ◆ **Annotations** – short comments about books or articles either summarizing the subject of the material or evaluating the content of the material or both. Frequently *bibliographies* contain *annotations*.
- ◆ **Anthology** – a collection of literary pieces by one or more authors. Frequently a collection of short stories or poems are published in an *anthology*.
- ◆ **Autobiography** – a history or summary of someone's life written by the individual, or the story of the author's own life.
- ◆ **Bibliography** – a list of books, articles or other materials on a particular subject or by a particular author. *Bibliographies* are found in books, at the end of journal articles or *entries* in *reference* books, or at the end of a research paper. A *bibliography* that contains *abstracts* or *annotations* is referred to as an *annotated bibliography*.
- ◆ **Biography** – the history or account of someone's life written by another person. *Biographical* dictionaries contain a collection of short summaries of the lives of individuals while a *biography* is a single or multi volume book covering the life of one person. Collective *biographies* are books containing chapters of shorter *biographies* on a number of individuals.
- ◆ **Boolean operators** -- words used in searching electronic *databases* or *online catalogs* to expand or limit the results of a search. Examples of *boolean operators* are AND, OR and NOT.
- ◆ **Call Numbers** – material in the Library's *online catalog* is given a *call number* which is typed on a label and placed on the material. *Call numbers* are part of the *Library of Congress Classification System*; material in the Library is shelved by the *call number*. Use the *call number* to locate material in the Library.
- ◆ **Catalog** – a file of records arranged systematically, listing all books, periodical titles, and other print or non print material owned by a library. Previously libraries had card *catalogs*. Now most libraries including Hartnell have an *online catalog*. *Online catalogs* can be searched using authors or titles of material, *subject headings* and *keywords*.
- ◆ **Circulation Desk** – the desk located near the entrance to Hartnell College Library where books and other materials are checked out to students. To check out circulating and reserve material or use the computers in the Media Center students must complete a form and take it to the *Circulation Desk* to be entered into the Library's student database.
- ◆ **Citation** – information that identifies a publication, book, or article, etc. *Style manuals* or writing guides provide information on the correct form of *citations* for material used to write papers or reports for class assignment. *Citations* are collected and arranged in *bibliographies* at the end of research papers. Indexes or *databases* also provide information to describe or identify a source of information on a topic or by a particular author. These are sometimes also referred to as *citations* and the format or information in these *citations* is determined by the *database* not by *style manuals* like that published by the Modern Language Association (MLA).
- ◆ **Continuous pagination** – multiple volumes of books like encyclopedias may have *continuous pagination* meaning the first page of each volume begins with the next number following the last page of the previous volume in the set. Scholarly journals will also frequently use *continuous pagination* for all issues of a journal within the same year or volume.
- ◆ **Cumulative index** – a cumulation or collection of individual items in one volume. *Readers Guide* publishes several paperback indexes to magazine articles published during a limited time period each year. At the end of the year all of these indexes are compiled together and republished in one volume covering all the articles indexed in the year as a *cumulative index*.
- ◆ **Database** – an organized collection of records, standardized in format and content. *Databases* are stored in computers. The Library *online catalog* is an example of a *database* as is *EBSCOhost* which is one of the *full text databases* available on the Library's web site.
- ◆ **Entry** – a brief description or identification of subject, of a person or of a word. *Entries* are found in dictionaries, encyclopedias, *database* or *catalogs*.
- ◆ **Fiction** – writing or literature created from the imagination; an invented story which may or may not be based on a true story or situation. Examples of *fiction* are novels or short stories.
- ◆ **Full text files or databases** – electronic or computerized *database* files which include the complete text or scanned images that are an exact duplicate of the original magazine or newspaper article. The scanned image files include the photographs or other graphic images of the original work while *full text files* frequently exclude photos or graphical material which appeared in the printed work. *EBSCOhost* and *ProQuest National Newspapers* are both examples of *full text databases*.

- ◆ **Hold** – students may put a *hold* on Library material which has been checked out. The *hold* is placed at the *Circulation Desk* which *holds* the material at the Desk and notifies the student that the material is available.
- ◆ **Holdings** – books, journals and other material owned by a library.
- ◆ **ILL** – see *Interlibrary Loan*.
- ◆ **Index** – an alphabetical list of subjects at the end of a book or included in periodical *indexes* like *Readers Guide* or *EBSCOhost* which provide subject *indexes* to magazine articles.
- ◆ **Interlibrary Loan (ILL)** – a service which libraries provide to borrow books or to obtain photocopies of *magazine* or *journal* articles from other libraries.
- ◆ **Journal** – a *magazine* which is scholarly in nature with articles written by scholars or individuals with special knowledge of the subject field. *Journals* are also called periodicals because they are published on a regular or periodical basis.
- ◆ **Keyword** – a word or words in the record of an *entry* in a library's *online catalog*. *Keyword* searches can be performed in the Library's *online catalog* Basic Search or Combination Search screens.
- ◆ **Library of Congress Classification System** – a *classification system* with call numbers from A to Z often used in academic libraries or larger public libraries to arrange material in the collection. This is the *classification system* used by Hartnell Library.
- ◆ **Library of Congress Subject Headings** -- a collection of *subject headings* used by this Library in the *online catalog* to describe the contents of books or other material in the collection. The *subject headings* used for library material can be found in the record or description of the item in the *online catalog*. The *online catalog* can also be searched using these *subject headings*.
- ◆ **Magazine** – less scholarly than a *journal*, with articles of a more general interest frequently written by individuals working for the *magazine*, which may or may not have special knowledge or education related to the topic of the article. *Magazines* are also called periodicals as they are also published on a regular or periodical basis. See *Journal*.
- ◆ **Microform** – a reproduction of printed materials like newspapers or journals on film. *Microform* produced on a reel is microfilm. *Microform* produced in card format is called microfiche. The Library has a microfilm and microfiche reader which can print full sized copies of *microformed* material.
- ◆ **MOBAC** – an acronym for the **M**onterey **B**ay **A**rea **C**ooperative which includes Hartnell Library and other academic and public libraries in Monterey, Santa Cruz and San Benito counties. *MOBAC* maintains an *online catalog* of *holdings* for libraries in the system. The *MOBAC Online Regional Catalog* is located on the Library's home page below the Hartnell *Online Catalog*.
- ◆ **Nonfiction** – writing that chronicles facts about real people or events not imaginary stories. Examples of *nonfiction* include *biographies*, *autobiographies* or histories.
- ◆ **Online catalog** – Hartnell Library's *online catalog* is located on the Library's web site; it can be searched on or off campus using any computer with Internet access. Using the Basic Search screen, the *online catalog* can be searched by the author or title of material, *subject headings* and *keywords*. For more advanced searching use the Combination Search screen.
- ◆ **OPAC** – an acronym for **o**nline **p**ublic **a**ccess **c**atalog. Another phrase used for a library's *online catalog*.
- ◆ **Periodical** – see *Journal* and *Magazine*.
- ◆ **Reference material** – books like encyclopedias or dictionaries which are designed to be consulted for specific facts rather than to be read from beginning to end. *Reference material* cannot be checked out of the Library. It is non circulating material.
- ◆ **Reserve material** – material from the Library collection or material from an instructor which has been temporarily placed on *reserve* for the use of a class. *Reserve material* is kept at the Circulation Desk and must be used here in the Library. Students can request *reserve material* by providing the instructors name, the course title and the title of the material. If students are unsure of what is on *reserve* for their class they can search the *online catalog* by performing a course reserve search.
- ◆ **Serials** – a publication in any format issued in successive parts bearing numerical or chronological designations which is intended to be published indefinitely. Newspapers, journals and magazines, annual reports, yearbooks, etc. are all examples of *serials*.
- ◆ **Special Collections** – a collection of materials shelved separately from the general collection due to its rarity, age, value, or research interest. The Library's Silliman Collection is an example of a *special collection*.
- ◆ **Stacks or Book stacks** – an area of the Library where circulating books are located. Circulating books can be checked out of the Library for a two week period. The Library's *book stacks* are located on the first and second floor. Books with *call numbers* beginning with A – HC are located on the first floor of the *book stacks*. The second floor contains books with *call numbers* HD – Z.
- ◆ **Style manual** – a book on how to research, record, document, and format reports, theses and journal articles used by students, scholars, professional writers, editors, and printers. The *MLA Handbook for Writers of Research Papers* and the *Publication Manual of the American Psychological Association* are examples of frequently used *style manuals*.