

LIBRARY LINGO: SOME COMMON LIBRARY TERMS DEFINED

Abstract

A brief summary of the contents of a periodical article or book.

Almanac

A usually annual reference book containing lists, charts, and tables of useful factual and statistical information either on a wide variety of topics of a single subject.

Annotated Bibliography

A bibliography (see Bibliography) that includes a brief description of each article or book listed. The description should help the reader evaluate the content and usefulness of each item.

Anthology

A collection of works (poems, stories, articles) by various authors and collected in a single volume.

Archives

Documents created by a person or organization in the course of the conduct of affairs and preserved for their historical value. Also the location where archival materials are kept. At UTSA, the Special Collections and Archives department manages the archives, which is located in the ITC (Institute of Texan Cultures) building.

Bibliographic record

An individual record in a database that describes and identifies a specific item (such as a book or journal) by fields (e.g., title, author, publication date, etc.).

Bibliography

A list of citations to journal articles, books and other materials on a particular subject or by a particular author. A list of references given at the end of research reports and books.

BIC (Bibliographic Instruction Center)

Classroom on the third floor of the John Peace Library Building, 3.02.34, used for training, workshops and demonstrations.

Boolean operators (logical operators)

Terms such as "and," "or," and "not" used to express the relationship of one term to another when searching databases.

Borrower Cards

UTSA maintains a number of cooperative agreements with other local and state libraries to extend borrowing to UTSA students and faculty. For the most current information, consult staff at the Circulation Desk.

Browser

Software programs used to view and interact with various types of Internet resources available on the World Wide Web. Netscape and Internet Explorer are two common examples.

Call Number

The unique combination of letters and numbers on the spine of each book in the library to group materials by similar subjects and enable the material to be found on the shelves.

Cataloging

The department in the library responsible for entering all the information necessary about library materials in the online catalog.

CD-ROM (Compact Disk-Read Only Memory)

An index or reference work that is stored on a compact disc and accessed and searched through a computer.

Circulation Desk

The counter where patrons check out and return library materials. Renewals, recalls, holds, reserves and interlibrary loan requests are also handled here.

Citation

A reference or footnote to a book, article, or other material that contains all the information necessary to identify and locate the work. A book citation includes author, title, publisher and year of publication; a journal citation includes author, article title and periodical title, date, volume and page numbers of the particular article. This is the information you will need to write your bibliography.

Controlled Vocabulary

Assigned standardized terms used in searching a specific database or catalog. These terms will differ for each database.

Copyright

Legal privilege granted to an author, composer, etc. for exclusive rights of publication and distribution of a work. Libraries have a special interest in fair use of copyrighted material.

CORAL (Council of Research and Academic Libraries)

A multi-type consortium of libraries in San Antonio, San Marcos, Seguin, and Kerrville formed to develop and strengthen information and research resources and services in the greater San Antonio and South Texas area through the development of cooperative programs and services.

Database

An organized collection of information, data, or citations stored in electronic format that can be searched for specific information or records by techniques specific to each database.

Default operator

The specific relations between words (and, or, phrase) that is assumed by a database if none is specified. This can have a major impact on how the words you enter are searched.

Descriptors

Another word for subject heading used in many electronic journal databases.

Dissertation

A text written in completion of requirements for a doctoral degree at a university.

Dissertation Abstracts International (DAI)

An index that lists summaries of dissertations. This is available online through ProQuest Digital Dissertations.

Documents

See Government Documents.

Encyclopedia

A book or set of books of information articles usually arranged in alphabetical order.

Essay

A short literary composition on a single subject expressing a personal view.

Fields (Electronic databases)

A particular section of a bibliographic record, containing specific information such as the author, title, or publication date of an item.

Folio

Refers to oversized books and materials. At UTSA, these are shelved in separate sections from regular size materials.

Format

The physical form of information as opposed to the content. Examples of formats include books, journals, newspapers, electronic, and microforms.

Full Text Database

A database where the entire text of an article can be viewed, printed or downloaded directly from the computer terminal.

Government Documents

Materials published by local, state, federal and international government organizations.

Hits

Results retrieved from a search in an electronic database.

Hold

A service provided by the Library where a patron can put a "hold" on an item that is checked out to another patron. When the item is returned, it will be held at the Circulation Desk.

Index

A printed or electronic publication that lists citations to periodical articles or books.

In-Process

A term that appears in the UCAT library catalog that indicates an item has been received at the library but not yet catalogued or assigned a call number. Ask at the Reference Desk for information about obtaining item.

In-Process Locator

A service where a patron can obtain materials received by the Library but not yet catalogued or assigned a call number. Ask at the Reference Desk.

Interlibrary Loan (ILL)

A service that allows current students, faculty and staff to request books and copies of periodical articles from other libraries if the material is not available at UTSA Library. Forms for requesting materials are available on the Library's web page.

Internet

A group of interconnected worldwide computers using an agreed on set of standards and protocols to request information from and send information to each other.

ITC

Location code used in the UCAT online catalog for the Institute of Texan Cultures Library.

Journal

A publication containing scholarly articles written by experts on current research in a particular field. Articles are usually accompanied by an abstract and bibliography.

JPL

Location code used in the UCAT online catalog for the John Peace Library (1604 Campus).

Keyword Search

A search method that allows the search for the occurrence of a word anywhere in a record. (Compare to Subject Search)

LEC (Library Electronic Classroom)

Open computer lab for students and staff when not in use for classes. Located on the third floor of John Peace Library Building, (3.02.32).

Logical Operators

See **Boolean Operators**.

Magazine

A periodical published primarily for the general public rather than for scholars.

Microfiche

Flat, plastic sheets containing microimages of pages and read using a special machine

Microfilm

A film containing reduced images of printed matter and stored on a reel. Readable on a special machine.

Microform

Printed material that has been photographed and reduced to a film format to help preserve the material and decrease the space needed for storage. Special equipment is needed to read stored information. Typical formats include microfilm and microfiche.

Monograph

Library term for a book on a single topic.

Multimedia Center

The department where audio and visual materials are kept and checked out.

Online Catalog

A searchable, computerized database of materials owned by the Library and displaying the call number and location of the material. The current UTSA system is called UCAT.

Periodical

A publication with a unique title that is issued at an established interval (weekly, monthly, quarterly). Examples include journals and magazines.

Plagiarism

Using another person's work as your own and without attributing to the original author.

Recall

A request for the return of checked out library material before the due date. This is done at the Circulation Desk.

Record

See **Bibliographic Record**

Refereed Journal

A journal where articles are reviewed and selected for publication by professional colleagues. Check *Ulrich's International Periodicals Directory* (Reference Desk Z6941 .U5 or online version) to determine if a publication is refereed.

Reference Desk

Service area in the library where patrons can get help from library staff in using the library, locating library materials, searching library databases and answering general questions.

Reference Stacks

The room or area where non-circulating, frequently used materials are kept. These include indexes, encyclopedias, dictionaries, and other reference materials.

Renewal

Extending the loan period or due date of materials. Ask at the Circulation Desk.

Reserves

A library service that manages the circulation of certain required course materials selected by instructors and made available for short-term loans. Ask at the Circulation Desk.

Scholarly Journal

See **Journal** or **Refereed Journal**.

Serial

Library term for publications issued at regular intervals. This can be a periodical, journal, magazine, newspaper, annual report or a conference proceeding.

Subject Heading

A standard search term assigned to an item record to identify its primary content. Finding and using the appropriate subject terms are an important part of an effective search.

Subject Search

A search technique which requires using the database's own exact, pre-determined vocabulary. (Compare to **Keyword Search**.)

Terminal

One station that is part of a computer system; an individual computer station.

TexShare Card

(See **Borrower Cards**)

Thesaurus

A list of subject headings or descriptors assigned in a particular database, index, or online catalog that can be used to search that database.

Trinity Card

(See **Borrower Cards**)

Truncation

In a keyword search, a word root followed by a truncation symbol to retrieve variant endings. Example: chican? to retrieve chicano or chicana or chicanos or chicanas.

UCAT

UTSA's online catalog of books and journal titles owned by the Library.

URL

Uniform Resource Locator. The unique address of every item on the Internet used to locate and retrieve a particular page. Example:
<http://www.lib.utsa.edu/index.html>

UT Health Sciences Center Card

(see **Borrower Cards**)

World Wide Web (WWW)

An information system using the Internet to access information stored on computers worldwide.