



## Glossary of Library Terms

**Abstract** - An abstract is a short summary describing the main idea or content of a work such as an article, book, or dissertation.

**Adobe Acrobat Reader** - A free software product from Adobe that allows PDF documents to be viewed and printed.

**Bibliography** - A list of sources used while doing research for an article or book. These are gathered at the end of the work, usually arranged alphabetically by author. It can also be a list of recommended works on a topic.

**Browser** - The software used to view Web pages. Some of the most frequently used browsers include Internet Explorer (IE), Mozilla, and Netscape.

**Call number** - The letters and numbers assigned to material to give it a unique location in the library. Call numbers describe the subject matter of the material and serves as its address on the shelf. Bevill State Community College uses the Library of Congress Classification System to assign its call numbers. EXAMPLE: HF 5567.C45 1992

**Circulating** - An item that may be checked out of the library.

**Citation** - A brief reference to an article, book or other type of material, which usually includes the name of the author, title, place and date of publication. This information makes it easier to locate the actual material being cited. Refer to a style manual to learn how to format citations for your own works cited or reference list.

**Database** – A searchable collection of information, usually electronic. EXAMPLE: Business Source Elite from EBSCOhost.

**Dictionary** - A book that gives definitions of words. Dictionaries may be general (*Webster's New Collegiate Dictionary*), or specialized (*Dictionary of Economics*).

**Ebooks** - are electronic versions of books and other printed documents. They can be viewed online.

**EBSCOhost** – An online periodical index database service. It contains databases that can be searched for articles from newspapers, magazines and journals. Some are available in full-text.

**Electronic** - In libraries, this usually describes a database that can be accessed with a computer. Online databases are electronic.

**Encyclopedia** - A book or set of books containing informational articles, which are organized in alphabetical order. Like dictionaries, these can be general (*Encyclopedia Britannica*) or specialized (*Encyclopedia of Women in American History*).

**Facts.com** – An online database service that contains "**Issues & Controversies**", which provides in-depth investigations of today's top controversial issues.

**First Search** - An online periodical index database service. It contains databases that can be searched for articles from newspapers, magazines and journals. Some are available in full-text.

**Index** – Locates articles in periodicals by subject or author. EXAMPLES: Education Index or Masterfile Premier on EBSCOhost.

**Journal** - A periodical that is scholarly or academic in content and purpose. Journal articles usually go through some kind of review before being accepted for publication in a journal. EXAMPLES: *Journal of Marketing* or *Social Work*. Compare with magazine.

**Keyword** - An important word or phrase in the abstract, title, subject headings, or text of a record in an online database or catalog used to find all records containing that word or phrase.

**LexisNexis Academic** – An online database that provides full-text documents from over 5,900 news, business, legal, medical, and reference publications with a variety of flexible search options.

**Library of Congress Classification System (LC)** - The system of letters and numbers used by most academic libraries to assign a call number to materials based on subject.

**Magazine** - A general-interest periodical that has a broad, wide audience. EXAMPLES: *Time* or *Glamour*. Compare with journal.

**Metacognition** - refers to awareness of our own thought processes. It consists of three components: knowledge of self, knowledge of the task to be learned and knowledge of strategies for learning.

**Metacognitive Analysis** (for readers) - refers to the reader looking at the rationale for and structure of the article, not just the content of the article. Each type of article has features which contribute to the reader learning the content. The reader uses knowledge of these features along with critical reading strategies to monitor and improve his or her own effectiveness in learning the material presented.

**Microfilm** - A format in which print text is transferred onto film for preservation. Usually, older issues of periodicals are transferred to microfilm.

**News Bank** – An online database that provides complete full-text content of the **News Journal**. In addition, it contains electronic editions of local, regional, and national U.S. newspapers.

**Non-Circulating** - An item not allowed to be checked out of the library. Most reference materials are non-circulating.

**Online** - Connected to or accessible via a computer or computer network.

**Online catalog** - A database that lists the books available in a library. The Library Catalog is the name of the combined online library catalog that contains items found in the Beville State Community College libraries and other public and academic libraries.

**Online database** - A searchable, electronic database of either full text documents or citations and abstracts. Although an online database is accessible through the Internet, the documents retrieved have been reviewed, unlike many of those found when searching the Internet using a search engine.

**PDF** - The acronym for Portable Document Format. It is a format developed by Adobe Systems that allows documents to appear on your computer just as they would in print. It can be viewed with the Adobe Acrobat Reader.