

## Library Terms

**Abstract** - A brief summary of a book, article, etc.

**Article** - A written work that is published in a printed or electronic magazine or journal.

**Bibliography** - A list of citations of books or articles on a particular subject. Often called a *List of Works Cited*, it is sometimes annotated with evaluations or summaries of the cited books.

**Call number** - This number is used to determine the location of an item in the library. It is composed of letters, numbers, and symbols, and groups books on the same subject.

**Catalog** - The tool for finding things in the library. You will use our catalog to find material in the library, especially books, journals, and articles.

**Check out** - Using your ID you can remove books and other items from the library for a period of time.

**Circulate** - Materials that can be taken from the premises, or checked-out, may circulate. Reference books, or items in special collections, do not circulate.

**Cite** - To create a reference to another publication using a standard set of data in a standard format, often APA or MLA.

**Citation** - A reference to a book, article, or other informational material listing such items as author, title, and date.

**College Reserves** - Items such as books, films, and articles that instructors make available for students to use in the library for a short time, usually two hours.

**Current periodical** - When the library obtains journals and magazines, the latest issue or most recently-published issue, is the current periodical.

**Database** - An electronic collection of related data, such as magazine articles and abstracts, that can be searched.

**Ebooks** - Books in electronic form that you can read entirely online.

**Electronic Journal** - A full-text journal which is accessed through the library databases, the internet, or other electronic device or format.

**Index** - A finding aid for articles in magazines or journals. Either print or electronic, information can usually be found in such a periodical index by subject or author's last name.

**Information** - A collection of observations or facts useful in drawing conclusions and reducing uncertainty that is acquired through study, experience, or instruction.

**Journal** - A periodical containing scholarly research articles.

**Magazine** - A periodical containing popular articles for general readers.

**Microfiche** - Small film sheets on which visually reduced information has been recorded. Special machines magnify these film sheets so you can read them.

**Online Public Access Catalog (OPAC)** is a collection of electronic records of materials available in our and other libraries in the Peninsula Library System. It can display the materials owned by CSM and other libraries in the system.

**Overdue** - If a book is still checked out after the due date stamped inside, it is overdue and subject to fines.

**Oversize book** - A book that is too large to fit on regular shelves.

**Periodical** - A term for magazines, newspapers, and journals. Periodicals are published on an ongoing basis, such as daily, monthly, or weekly and can be print or electronic.

**Periodical database** - An electronic library resource where you can look up articles by subject or keyword. These may be newspapers, reports of research, scholarly journals, trade journals, proceedings of conferences, web sites, and dissertations.

**Hold** - If the book you need is checked out, place a hold through the library website or at the circulation desk. The person who has the book will be notified and will have to return the book to the library. The library will then notify you that the book is being held for you to pick up.

**Reference books** - Books that must be used in the library. They do not circulate. Typical reference books are dictionaries, encyclopedias, manuals, almanacs.

**Reference librarian** - A person with an advanced degree in Library and Information Science who is familiar with the information resources of the library and can show you how to use them. Always seek the reference desk and ask for assistance.

**Renew** - When you need a book longer than the date due, renew it on the library website or at the circulation desk.

**Reserve** - When materials are set aside from the regular collection, whether because of especially high use or other reasons, they are reserved for use under stricter conditions.

**Scholarly journal** - Also called "peer reviewed" journals or "academic" journals, these periodic resources contain articles written by experts and practitioners in a specific discipline. These can be reviews, review articles, textbooks, encyclopedias, etc.

**Serial** - A publication issued in separate parts and at specific intervals of time.

**Stacks** - The set of shelves that hold library books and journals.

Based on Chicago State University Library's Glossary of Terms