

Library Lingo

For LIB 103, you are required to have an understanding of the following terms:

Abstract: A summary of a journal article.

Aggregator Databases: Databases that license access to electronic journals, magazines and newspapers and compile these serials in some meaningful way. Then the publishers of the aggregator databases create a common interface to provide access to the information contained in these databases. Examples of aggregator databases are: Lexis-Nexis Academic Universe and the Ebsco databases.

Annotated Bibliography: A list of books, authors, or subjects which includes comments on, or evaluations of, each of the listed items.

Articles: Writings on a particular topic. Some examples are: newspaper articles, journal articles, and internet articles. Articles can be found using databases.

Book: A bound volume published once (with later editions possible), usually addressing a single subject or containing a single literary work or collection of literary works. Libraries often refer to books as monographs to distinguish them from journals.

Boolean Operators: Words that define the relationship between two or more terms when searching databases or the Internet. For example, AND between two terms means that only items containing both terms are wanted ("nuclear and submarines"). OR between two terms means that items containing either term are wanted ("nuclear or atomic").

Bound: a book or journal which has been sewn or otherwise attached between hard covers.

Bound Periodicals: Older issues of periodicals or journals that have been put together between hard covers and are shelved in alphabetical order by title in the Bound Periodicals section on the 1st floor.

Call Number: A unique letter-number combination assigned to each book using the Library of Congress Classification System, which classifies library items by topic. This means that library items with similar call numbers will be shelved together or close by each other. An example of a call number is: F1868 .I5 1984 for the book Jamaica located in Reference.

Catalog: A list of all the books, periodicals and other materials owned by the library. Each catalog record, or citation, contains a description of the item and location and call number information necessary to locate it in the library. You may search by various access points such as keyword, author, title, journal title, subject, etc. in the Randall Library Catalog.

Citation: Bibliographic information about an item: For books, usually the author, title, place of publication, publisher, and date; For articles, usually the author, title, periodical title, volume number, page numbers, and date. Citations are what you find in periodical indexes/databases and the Randall Library Catalog, or they may be in the footnotes or list of references at the end of a book, chapter, article, etc.

Classification Scheme: A method for arranging materials, such as LC, Dewey, or SuDoc. LC & Dewey define categories by subject while SuDoc is organized by government agency.

Controlled Vocabulary: A list of official subject headings or descriptors used by a catalog or database. Provide consistency in describing the subjects of publications.

Current Journals: Periodicals, usually published within the last 12 months, that have not yet been bound. What is considered current varies depending on the frequency of the periodical. Current journals are shelved in alphabetical order by the title of the journal on the 1st floor.

Database: Searchable list of information (including citations and full-text or articles, Dissertations, books, etc.). An example of a database is Infotrac. List of databases by subject and by name of database.

Default: When using databases, refers to the automatic setting for the database. For example the default display of a database may show all fields of each record, but you may be able to change the setting to show only the fields you wish to see.

Descriptors: Official subject headings used in some indexes and databases.

Dissertation: A treatise written by a doctoral candidate as part of the requirements for the degree. Randall Libraries owns UNCS dissertations but very few from other institutions. Other dissertations may be obtained through Interlibrary Loan.

Full-text: The entire text of an article or other publication (as opposed to just a citation and/or abstract of an article)

Full-Text database: A database that contains the full text of articles and other publications.

General Collection: The main collection of books on the 2nd floor. The collection is divided into 4 sections by call number ranges (A-K, L-N, P, and Q-Z).

General Encyclopedia: An encyclopedia that is typically universal in its coverage and address all branches of knowledge, such as *Encyclopedia Britannica*. Most general encyclopedias are located Reference.

Index: (1) An alphabetical list of subjects or names at the back of a book indicating the pages on which they are discussed. (2) A list of citations to articles in journals or other publications arranged by subject and often by author as well; includes both printed and electronic indexes. One index usually covers publications within a specific subject area.

Information Literacy: The ability to locate, evaluate, and apply information to daily life.

Interlibrary Loan: Interlibrary Loan supports the research needs of current faculty, students, and staff at UNCW. This service locates and provides materials not available or owned by Randall Library. Upon receipt of these materials, photocopies are mailed to campus addresses or delivered electronically via the web. Loans are made available at the Circulation Desk or, for faculty, are delivered to the appropriate department.

Journal: A professional type of magazine which presents research performed by scholars in certain fields of study.

Keyword Searching: In a database, searching for your term to appear in several or all fields of a record. Keyword searching is the default in many databases.

Library of Congress Classification: The system many libraries use to assign call numbers to books so that they are arranged on the shelves in logical sequence. Therefore, topics closely related will be shelved next to each other. The classification system is online at:
<http://lcweb.loc.gov/catdir/cpsolcco/lcco.html>.

Library of Congress Subject Headings: A listing of subjects that is used to organize and categorize library material the Library of Congress Classification System. The listings are printed in large red books are available at the Reference Desk.

Magazine: A type of publication which is meant to be used by the general public and can be purchased in a wide variety of stores.

Microfiche: 4x6" sheets of photographic film containing reduced images of text pages, illustrations, etc. Readers and reader-printers are available in Reference and Government Documents. By means of microforms such as microfiche, a large amount of information can be stored in a small space on a non-deteriorating material.

Microfilm: 35mm reels of film containing reduced images of pages of newspapers, periodicals, dissertations, or other documents, illustrations, etc. Readers and reader-printers are available in Reference and Government Documents.

Microform: A term that encompasses Microfiche, microfilms, and other micro-records.

My Library Record: You may access your library account (your record) online using "[My Library Record](#)." You can check to see materials you have checked out, renew items, and access databases from off campus. You will need your last name or first name, Social Security number, and a PIN (or password) that you create (this can be any combination of letters and numbers).

NC LIVE: North Carolina Libraries for Virtual Education (NC LIVE) offers the citizens of North Carolina online access to complete articles from over 9,000 newspapers, journals, magazines, and encyclopedias, indexing for over 20,000 periodical titles, and access to over 22,000 electronic books. NC LIVE is available free of charge to library patrons, students, and educators from public libraries, community colleges, the state's university system, and members of the North Carolina Association of Independent Colleges and Universities. Some of the databases accessed through NC LIVE include Academic Search Elite, MLA Bibliography, PsycINFO, etc.

Netlibrary: Netlibrary is a collection of electronic books (books that can be viewed online on a computer). Netlibrary books are searchable and accessible through the library catalog

Peer Review: Peer review is a process used for checking the work performed by one's equals (peers) to ensure it meets specific criteria. Scholarly journals typically use the peer review process. This is also known as the referee process. Many journals are "peer reviewed" or "refereed."

Periodical: A journal or magazine.

Periodical Index: A list of citations to articles in journals or other publications arranged by subject and often by author as well; includes both printed and electronic indexes. One index usually covers publications within a specific subject area.

Primary Source: An original document, such as a hand written diary, original manuscripts, or items used to compile a literary document. Copies of works are not considered primary sources.

Record: Descriptive information about one item; contains several parts, or fields, each of which provides a specific type of information, such as the *title field* or *author field*. Often used to refer to a citation.

Refereed: Refers to periodical publications which subject all submitted articles to a group to scrutinize or evaluate the material before it is accepted for publication. Also known as "scholarly" or "peer reviewed."

Reference: 1) A work mentioned or quoted in another work and usually also listed as a citation at the end of the other work. 2) Area of the library on the 1st floor housing the Reference Collection

Renew: To check out a book for an additional loan period. You may renew books using "My Library Record" or by calling (962-3272) or stopping by the Circulation desk.

Scholarly Resource: Books or Journals whose contents are written by specialists in the field and which are based on high quality research (may also be called "peer reviewed" or "refereed").

Scope: The focus, depth, or breadth of the coverage of an information source.

Secondary Sources: Works that are not original manuscripts, contemporary records, or documents associated with an event, but which analyze, evaluate, interpret or criticize primary sources.

Serial: An item, such as a periodical, journal or newspaper, published indefinitely in continuing issues and/or volumes. Other terms used synonymously in some databases are: (1)Source, (2)Magazine, (3)Periodical, and (4)Journal Title.

Style Manual: Publication which provides instruction in how to write papers, usually including format, punctuation, and citation formats. Examples of style manuals include the APA Style Manual and the MLA Style Manual.

Subject Dictionary: A subject encyclopedia, usually with briefer entries.

Subject Encyclopedia: An encyclopedia that discusses topics related to a single discipline or subject, such as The Encyclopedia of Social Work.

Subject Headings: Official subject terms assigned by particular indexes and computer databases. See also Library of Congress Subject Headings.

Thesaurus: A list of descriptors often helpful when searching an index or computer database.

Thesis: A treatise written by a master's degree candidate as part of the requirements for the degree. Randall Library only has UNCW theses. One copy is kept in Special Collections and another copy is kept in the General Collection (these are held on shelves at the top of the steps on the 2nd floor). Theses from other institutions may be requested through Interlibrary Loan.

Truncation: In an electronic database, replacing the last letters of a term with a specified symbol (usually *, ?, #, or \$) to retrieve from a database all items containing words beginning with those letters (e.g., teen*, retrieves teen, teens, teenager, teenagers, etc.)

Volume: Either a single book or a succession, usually a year's worth, of issues of a periodical.

A complete list of lingo used in the library is available online:

<http://library.uncw.edu/web/research/topic/lingo.html>