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 a person’s life written by that 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 work covering the life of one person. Collective *biographies* are books containing chapters of shorter *biographies* or *biographical sketches* of 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* as an address 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 Library students must complete a form and take it to the Circulation Desk to be entered into the Library’s student database. Registering also allows students to access the Library’s *full text article databases* off campus.
- **Citation** – information that identifies a publication, book, or article, etc. *Style manuals* or writing guides provide information on the *style manuals*’ approved 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 those 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 of records, standardized in format and content. *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 published 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. EBSCOhost, an electronic resource on the Library’s web page, contains a number of *full text article databases*.
- **Entry** – a brief description or identification of subject, of a person or of a word. *Entries* are found in dictionaries, encyclopedias, *databases* 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 article 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. Scanned image files, frequently referred to as pdfs, include photographs or other graphic images of the original work. *Full text files* in html format usually exclude photos or graphical material which appeared in the original printed work. EBSCOhost and ProQuest National Newspapers are both examples of *databases* with *full text articles*. 
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. Students can also place a hold on material while searching the online catalog.

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 one of the web based full text article databases which also provide subject indexes to 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 or full text article databases. Keyword searches can be performed in the Library’s online catalog Basic Search or Advanced 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 Monterey Bay Area Cooperative which includes Hartnell Library and other academic and public libraries in Monterey, Santa Cruz and San Benito counties.

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 author, title, subject heading, or keywords. To combine search terms or phrases use the Advanced Search option.

OPAC – an acronym for online public access catalog. Another phrase used for a library’s online catalog.

Periodical – see Journal and Magazine.

Reference material – material which is designed to be consulted for specific facts rather than to be read from beginning to end. Encyclopedias, dictionaries and almanac are examples of reference material. Reference material cannot be checked out of the Library. It is non circulating material. The Reference Collection is located on the second floor.

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 second floor.

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.