abstract
A brief summary of the content of a book, article, speech, report, or dissertation.

academic library
A library of a college, university, or other post-secondary educational institution, administered to meet the information and research needs of its students, faculty, and staff.

access point
A name, term, heading, or code in a bibliographic record under which library materials may be searched, identified, and retrieved.

accession number
Identifying number for a document in a database.

almanac
An annual compendium of facts and statistics, current and retrospective, of practical use to readers.

annotation
A critical or explanatory note, sometimes included in a bibliography or citation.

anthology
A collection of stories, plays, or poems, selected by an editor.

appendix
A part of a written work, not essential to the completeness of the text, which contains complementary information such as statistical tables or explanatory material.

archive
An organized collection of the documents and records of an institution, government, organization, or corporate body, or the personal papers of an individual, family, or group, preserved in a repository for their historical value.

atlas
A book of maps.

author
A writer of a book, essay, story, play, poem or other work. Some works have two or more co-authors. In the libraries' catalog, authorship is sometimes attributed to an organization, conference symposium, or institution. Other individuals such as an editor, playwright, director, composer, performer, or other, may also be considered an author.

autobiography
An account of one's life written by oneself. See also biography.

barcode
A printed label containing machine-readable data in the form of vertical lines or bars. Used to identify books and other materials in the library, and read by a scanner when an item is checked out.

bibliographic record
The description of a specific document, consisting of the title, statement of responsibility (author, editor, etc.), edition, type of publication, publisher, date and place of publication, physical description, series, notes, and standard numbers (ISBN, ISSN). A library's catalog record is a bibliographic description.

bibliography
A list of references used in a book or article. Long bibliographies may be published separately in book form or online.

biography
An account of a person's life, written by another. The person who writes a biography is the biographer. The person written about is known as the biographee.

book return
A place to return books borrowed from the library. The book return may be located outside the library or near the Circulation Desk in the library.

Boolean searching
Using special commands (operators) to tell a database system how words being searched relate to one another. The three basic Boolean operators are AND, OR, and NOT. AND will narrow a search. OR will broaden a search. NOT will remove a concept from a search.

borrow
To check out or charge out library materials.

bound periodical
Older issues of periodicals that have been bound together as a book. This is done to preserve them and to make storage easier.

call number
A unique location code that appears on the spine of a book or bound periodical and tells you where the book should be found on the shelves. (e.g. Dewey Decimal call numbers)

catalog
A catalog contains records, with detailed descriptions and location information, of the materials in a library collection. Catalog records for the Life Pacific College Library are accessible online.

check out, charge out
To borrow materials from a library for a fixed period of time. The maximum check out period varies among Libraries and depends also on the status of the borrower (faculty, pastors, graduate student, undergraduate).

circulate
To loan library materials to users. A large portion of the materials in the Library may be circulated, or checked out.

circulation desk
The area where you can check out, return, or renew library materials.

citation
A brief description of a text (book, article, report, World Wide Web page, or other) that has been quoted, or used as a source. The exact arrangement and formatting of a citation is dictated by a style manual. The choice of style manual depends on the discipline or subject matter. Examples:

**MLA style:**

**APA style:**

citation index
A special type of index which lists works cited in later works, with a list of the sources from which the citations were gathered. Used by researchers to locate sources related by subject to a previously published work (e.g., Science Citation Index).

classification
A method of arranging materials like books or journals, often by topic. Life Pacific Library uses the Dewey Decimal Classification system for most materials. The use of classification allows library users to browse shelves to find additional items on the same or related subjects.

collected work
A book of works by different authors (essays, stories, poems, plays) selected for publication by an editor.

copyright
The legal right granted to an author, editor, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Course Reserves
A service in which, upon request by faculty, certain library materials are temporarily assigned a much shorter loan period. The purpose of reserves is to ensure that all students taking a course will be able to share materials. Restrictions on the use of reserve materials may vary. Reserves are checked out at the Circulation Desk.

cross reference
In a catalog or index, a direction that leads a user from one entry or subject heading to another.

current periodicals
The most recent issues of a journal or magazine that a library has received.

database
A comprehensive collection of related data (articles or other materials) organized for convenient access, usually through a computer.
default
An option, value, or action which is automatically taken by a hardware or software system if the user does not specify otherwise when prompted to do so. (e.g., The default font in Microsoft Word is Times New Roman).

descriptors
Subject terms, usually from a thesaurus, used in a database to describe the content of a book or article.

Dewey Decimal Classification (DDC)
Melvil Dewey’s system of classifying library material. The classification system uses a numeric system to designate ten basic subject categories.

dictionary
An alphabetical list of words and generally accepted definitions, etymologies, pronunciations, and other information. Some dictionaries are specialized (e.g., Dictionary of American Slang, Dictionary of Literary Terms).

digital reference
A service provided by librarians over the Internet that allows you to ask reference questions from anywhere. Digital reference includes chat reference and e-mail reference.

directory
A list of the names, addresses, and telephone numbers of a specific group of persons, companies, organizations, or publications.

dissertation
A formal and lengthy written discourse or treatise, required by universities in partial fulfillment of requirements for a Ph.D.

due date
The date on which materials must be returned to the library.

Edition
Some books are revised and republished. The new version may be called a "revised" or "second" edition. Later editions are numbered sequentially.

editor
A person who selects, prepares, and compiles the works of other writers for publication.

electronic information resources
Any of several different categories of databases and machine-readable files, including electronic journals, online databases, World Wide Web sites, and CD-ROM databases.

electronic journal (e-journal)
A Web site graphically modeled on an existing print journal, or which provides access to an online journal for which there is no print counterpart.

e-mail reference
A service provided by librarians over the Internet that allows you to ask reference questions from anywhere. You may send a librarian an e-mail with your question directly or fill out a form. Librarians typically try to answer within 24 hours.

encyclopedia
A reference book (sometimes in more than one volume) containing information on all subjects, or limited to a special field or subject. Many encyclopedias are also available online.

field
A category of information, such as title, author, abstract or subject. A user can specify a field or fields in which the system should search for keywords or other terms.

fine
A fee charged for keeping library materials past their due date, or for lost and damaged items.

folio
A designation after the call number of a book that indicates that the item is large or oversize. Folios are shelved separately in some cases.

full-text
Refers to a database or other electronic resource which provides the entire text of the works it contains (e.g., journal articles), in addition to the citation and abstract of each work.

gazetteer
A dictionary or index of geographical names with locations.
government documents
Publication created by a government, including hearings, reports, treaties, periodicals, and statistics.

handbook
A reference book that provides concise data and other information on a specific subject.

hardcopy
Printed material, as opposed to information in microform or digital (electronic) format.

hold
A service of the Libraries by which a user may request to be notified as soon as a book that has been checked out becomes available. The book is kept at the circulation desk for a limited period of time.

holdings
All the materials (print, nonprint, and electronic) owned by a library.

index
An alphabetical list of the names, places, and subjects discussed in a book and the page number(s) on which each subject is discussed.

interlibrary loan
A library service whereby students, faculty, and staff may request to borrow materials from another library if the item is not owned by the Life Pacific College Library.

ISBN (International Standard Book Number)
A unique 10 or 13-digit number that is given to every book or edition of a book before publication to identify the publisher, the title, the edition, and volume number.

ISSN (International Standard Serial Number)
A unique 8-digit number that identifies a specific periodical title.

issue
All the copies of a specific periodical title published on the same date.

journal
A publication distributed periodically (weekly, monthly, quarterly, etc.), devoted to a specific field or subfield of knowledge. Journals usually contain scholarly articles written by professors, researchers, or experts in a subject area. Articles usually contain an abstract and a bibliography showing cited resources.

keyword
A word used in searching catalogs and databases to describe a topic subject in a document.

librarian
A person responsible for the care of a library and its contents, including the selection and processing of materials, the delivery of information, instruction, and loan services.

Library of Congress (LC) Classification
The classification system used in the Library of Congress, and used for arranging most of the collections in most academic libraries.

Library of Congress Subject Headings (LCSH)
A standard list of words or groups of words under which books and other material on a subject are entered in a catalog. These subject headings are helpful to use when searching the online catalog and are included in catalog records.

loan period
The amount of time library materials may be borrowed; varies depending on: (1) the type of material to be borrowed; (2) the borrower's status (student, faculty, and staff).

magazine
A periodical intended for the general public rather than for scholars (e.g., Newsweek, Time, and Business Week).

media
Nonprint materials such as films, filmstrips, videocassettes, audio compact disks, audiocassettes, and vinyl LPs.

monograph
A publication that appears one time only. Books or reports are usually monographs; periodicals are not.

newspaper
A serial publication printed and distributed daily or weekly containing news, opinions, advertising, and other items of general interest. UM Libraries subscribe to newspapers, including the Washington Post, New York Times, and Wall Street Journal.
non-circulating
Library materials that may not be out; they may only be used on-site in the library where they are housed.

nonprint
Materials published in a format other than print on paper.

online
Accessible via a computer or computer network. Generally synonymous with the words "automated," "computerized," or "electronic."

online catalog
A computer database that lists most books, serials, and nonprint items owned by a library.

overdue
An item checked out that the borrower has kept past its due date. A library will usually charge a fine for overdue items.

patron record
The data kept by a library's electronic system, containing information about a borrower's account (address, telephone number, items checked out, holds, unpaid fines, etc.).

periodical
A publication distributed on a regular schedule (e.g., weekly or monthly). Popular periodicals are called magazines and scholarly periodicals are called journals. Newspapers are also periodicals.

preservation
The process of maintaining library and archival materials in condition suitable for use, either in their original form or in some other, usually more durable, form.

primary source
A source which provides first-hand knowledge used in the preparation of a later, derivative work. Primary sources include correspondence, diaries and other personal papers, photographs, interviews and transcripts, government documents, historical records, and newspaper clippings. (See also secondary and tertiary sources).

Quick Reference/ Ready Reference
A collection of frequently used reference materials such as telephone directories, schedules of classes, campus maps, etc.

rare book
A valuable book which is so difficult to find that it seldom appears in the antiquarian market. Most libraries keep their rare books in special collections to which access is restricted.

recall notice
All borrowers of materials from the Library are entitled to use the materials for a minimum amount of time. After that, however, if another user makes a recall/hold, library staff will request that the borrower return the material, by sending a notice via email.

record
Each item or document in a database. A record could be a citation, a table, or a complete full text document.

reference material
A document such as a dictionary, encyclopedia, or directory that contains specific facts, data, or other brief bits of information.

Reference (or Service) Desk
The place in the library where reference librarians and assistants give you directions, answer your questions, and show you how to find and use library materials. The desk is usually located near reference materials.

reference librarian
Reference librarians have a master's degree in library science and usually other graduate degrees also. They can help you find materials needed for research, show you how to use online databases, and teach you about the research process.

renew
To extend the loan period of library material. Generally this is permitted in the Library unless another user has requested the item.

request
A service that allows you to ask for a library book that is currently checked out. If librarians cannot obtain a copy from a different location, the person who has the book will be asked to return it before the due date. You will then be able to check out the book.

**secondary source**
Secondary sources are interpretations and commentary on primary sources. Secondary sources may include biographies, dissertations, journal articles, and indexes or bibliographies used to locate primary & secondary sources. (See also primary sources, tertiary sources).

**serial**
A term that describes a wide range of publications that are issued in successive parts with no predictable end in sight. Magazines, journals, newspapers, annual reports, some conference proceedings, and annual reviews are all examples of serials.

**stacks**
Areas of a library where books and periodicals are shelved. The location of a particular item in the Library can be determined from the call number.

**style manual**
A guide that provides rules and formats for arranging footnotes, citations, and bibliographies (e.g., MLA, APA, etc.). The choice of style manual depends on the discipline or subject matter. Professors will provide guidance to students as to which style manual to use.

**subtitle**
The portion of a work's title following the semicolon or colon.

**tertiary source**
Tertiary sources consist of information which is a distillation and collection of primary and secondary sources. Tertiary sources may include almanacs, encyclopedias, and fact books.

**thesaurus**
(1) a book of synonyms and sometimes antonyms.  
(2) An alphabetical list of terms and concepts representing the specialized vocabulary of a particular field. One example is Thesaurus of Psychological Index Terms. Thesauri are used by librarians and others to conduct focused searches of online databases.

**truncation**
A search technique in which you use a symbol to search for variations on a word:
[This varies by search engine]

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Example</th>
<th>Retrives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use ? or * at the left, right, or middle of a word. Never use more than once in a text string.</td>
<td>fumi?, fumi*</td>
<td>furniture, furnishings</td>
</tr>
<tr>
<td></td>
<td>cardio*y</td>
<td>cardiology, cardiopulmonary</td>
</tr>
<tr>
<td></td>
<td>?pane</td>
<td>windowpane, counterpane</td>
</tr>
<tr>
<td>Use # to find words with alternative spellings.</td>
<td>arch#eology</td>
<td>archeology, archaeology</td>
</tr>
<tr>
<td>Use ! to find single-letter spelling variations.</td>
<td>wom!n</td>
<td>woman, women</td>
</tr>
</tbody>
</table>

**yearbook**
An annual documentary, historical, or memorial publication containing