



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. Delaware Tech 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.

Delaware Library Catalog – The name given to the combined online catalog of materials found in the Delaware Tech libraries and other public and academic libraries in Delaware.

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

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 Delaware Library Catalog is the name of the combined online library catalog that contains items found in the Delaware Tech libraries and other public and academic libraries in Delaware.

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.

Peer Reviewed Journal - Journals that publish articles only after they have been examined by one or more experts in the field with which the article deals.

Periodical - A generic term for anything published periodically, including magazines, journals, and newspapers.

Periodical index - A guide to the contents of periodicals. Some periodical indexes are general in coverage while others focus on a particular subject like business or allied health. Students would use a periodical index to find articles about a certain topic or by a certain author. Periodical indexes may be in a print or an electronic format.

Periodicals list - The listing of periodicals to which a library owns. You can find two types of these lists in our library. They are called the *Alphabetical List of Wilmington Periodicals* and the *Subject List of Wilmington Periodicals*.

Print - Information found on paper; not electronic. A book is a print resource. Cumulative Index to Nursing and Allied Health Literature in book form is a print index.

Professional Journal - A journal published by a professional organization.

ProQuest Direct – An online periodical index database service. Their database ProQuest Newspapers provides many articles from national newspapers in full-text.

Reference - The process of answering the questions of library patrons about research or finding information; the section of the library in which this takes place.

Reference book - A book that contains facts, statistics, biographical information, or other such as to make it a valuable tool for answering reference questions. These books may not be taken out of the library, as a rule, and are shelved separately from the rest of the collection.

Reference librarian - A librarian who is experienced in using print and electronic resources and is the person to ask for research assistance in the library.

Reference list – An alphabetical list of works cited by the student and located at the end of an article, paper, book, or other research-based writing. It is generally used when citing sources using the APA style.

Research - Careful, detailed study and review into a subject. This includes using appropriate print and electronic sources, asking the reference librarian for help, and making use of bibliographies given by other authors.

Reserve - Where materials are placed to be used by all students in a class. Any type of material that a professor considers appropriate may be put on reserve.

Search engine - A program that searches for specified keywords and returns a list of the documents, or Web sites, where the keywords were found. Google is an example of a popular search engine which looks for documents on the Internet. The documents retrieved from a search engine are not usually reviewed and need to be evaluated for their credibility and accuracy.

Subject guide – An organized guide to finding various types of resources on a specific topic in a library. It is designed to help the student locate relevant information for research papers and other assignments.

Subject heading - A specific word or phrase used to find a book or article on a specific topic in a catalog or periodical index. Subject headings are used in catalogs and indexes to group together items about the same subject.

Style manual - A book that tells the reader how to format a paper, with regard to footnotes, works cited, reference list, pagination, etc. Ask your instructor which style manual you are to use. The most commonly used style manuals are the following:

MLA Handbook for Writers of Research Papers

Publication Manual of the American Psychological Association (Also called *APA*)

Works Cited – An alphabetical list of works referenced by the student and located at the end of an article, paper, book, or other research-based writing. It is generally used when citing sources using the MLA style.