



# Glossary of Library Words

This list is designed to help you become familiar with some of the terms used in our library.

## **ABSTRACT**

Summary of the essential content of a book, article or other work, which presents the main points in the same order as the original but has no independent scholarly value.

## **APA**

American Psychological Association. Most often used when referring to a style or citation format. Yukon College Library provides several APA guides from this page:

[http://www.yukoncollege.yk.ca/library/pages/cite\\_your\\_sources](http://www.yukoncollege.yk.ca/library/pages/cite_your_sources)

## **ARTICLE**

A brief composition on a subject, usually appearing in a magazine or journal.

## **AUDIOVISUAL MATERIAL**

DVDs, Videos, CD-ROMs, or other formats that convey information by sound and image, rather than words.

## **BARCODE**

Bars and corresponding numbers attached to library materials and library cards for use in computerized check out.

## **BIBLIOGRAPHIC DATABASE**

A **DATABASE** which contains references to original sources (with or without abstracts), but not the documents themselves.

**BIBLIOGRAPHIC RECORD:** see **RECORD**

## **BIBLIOGRAPHY**

A list of information sources (books, articles, videos, etc.) on a given subject or person. An annotated bibliography is one that provides critical or descriptive notes about the works it lists.

## **BOOK RETURN**

A place to return books borrowed from the library. The book return is a metal box located outside the front doors of the library.

## **BOOLEAN OPERATORS**

Boolean operators are simple words (AND, OR, NOT) used to combine or exclude keywords in a search. Some library databases require the use of Boolean Operators in order to retrieve results effectively.

## **BROWSER**

Software program used to view web pages. Firefox, Safari, and Chrome are examples of popular browsers.

**CALL NUMBER**

A combination of letters and numbers that is given to each item in the library. Yukon College Library uses the Library of Congress Classification System to assign a unique number to each library item. The call number is found on the spine of each item, and determines that item's "address" on the library shelves.

**CATALOGUE**

A searchable database of items (mostly books and audiovisual items) available in a library or group of libraries. Most catalogues are accessible online. A successful search of a catalogue will produce a list of records about your topic.

**CD-ROM**

Compact Disc Read Only Memory. CD-ROMs look just like music CDs, but instead of only sound, they also contain information – words, numbers and pictures.

**CITATION**

A reference to some source (book, article, video etc.) as the authority for a quotation, statement or proposition. The citation lists relevant information about the book, article etc. and includes the author, title, name of periodical and volume (for articles), publisher, date etc.

**COPYRIGHT DATE**

The date a book, article, video was produced or published.

**CROSS REFERENCE**

A note referring you from one subject or name to another in a catalogue or database.

**CSE**

Council of Science Editors. Most often used when referring to a style or citation format. Yukon College Library provides CSE guides from this page:

[http://www.yukoncollege.yk.ca/library/pages/cite\\_your\\_sources](http://www.yukoncollege.yk.ca/library/pages/cite_your_sources)

**DATABASE**

A collection of computer data organized for search and retrieval. The most common types of library databases are used for periodical articles access. Sometimes all the information you need is in a database record (**FULL TEXT**) and sometimes you will have to take the information from the record and search further (citation only).

**DOI**

Digital Object Identifier. Character string combining letters and numbers used to uniquely identify an object, such as an article published in electronic format.

**DUE DATE**

The date stamped on the card in each library item you check out that tells you what date the item is to be returned to the library by. If items are returned late, overdue fines are charged.

**FULL TEXT**

A full text database is a resource that provides access to the complete text of an item. In full text periodical databases, both the citation and the article itself will be available. An example of this type of database is Academic Search Complete.

**FOOTNOTE**

A numbered or marked citation at the bottom of a page that acknowledges the source of the quotation, or ideas, used in the text of the above page.

**HOLD**

If you are looking for a library item that is signed out to someone else, you can request that a hold be placed on that item. Renewals will then not be allowed, and you will be notified when the item is returned. Please ask a staff member at the circulation desk.

**HOLDINGS**

A listing of the volumes and issues of periodicals held by a specific library. You can check Yukon College periodical holdings on the library catalogue.

**HOME PAGE**

The first page loaded when an Internet browser is opened. It is also the main web document for a particular group, organization or person

**INTERLIBRARY LOAN**

A service that allows you to borrow books or journal articles not owned by Yukon College Library from other libraries. Check this page for more information:  
[http://www.yukoncollege.yk.ca/library/pages/interlibrary\\_loans](http://www.yukoncollege.yk.ca/library/pages/interlibrary_loans)

**ISSUE**

A single uniquely numbered or dated part of a periodical or newspaper. (ALA Glossary)

**JOURNAL**

A journal is a type of periodical that contains peer-reviewed articles written by scholars. Journals tend to be published by academic institutions and recognized associations. See also **PEER-REVIEW**, **PERIODICAL**, and **MAGAZINE**

**KEYWORD SEARCHING**

A keyword search directs the computer to look for a word or a combination of words from the author, title and subject fields in a record.

**LIBRARY CARD**

Your Yukon College student card is also your library card. Must be renewed after registering for your courses.

**LIBRARY OF CONGRESS CLASSIFICATION SYSTEM**

Yukon College Library uses this system to assign **CALL NUMBERS** to library items based on their subject matter.

**LOAN PERIOD**

The amount of time you may borrow a book or other item from the library.

**MAGAZINE**

A type of periodical containing popular articles most often written by journalists. See also **PERIODICAL** and **JOURNAL**.

**MONOGRAPH**

A book, pamphlet, or document that is complete in itself. (The opposite of a **PERIODICAL** or **SERIAL** publication)

**ORIGINAL SOURCE** see **PRIMARY SOURCE**

**PEER-REVIEW**

Method used to evaluate the articles submitted for publication in academic journals. After submission, the journal editor sends the article to a group of reviewers who have expertise in the topic. Reviewers will consider specific criteria such as relevance for the field, accuracy and clarity of scientific methods to decide whether the article should be accepted for publication.

**PERIODICAL**

A publication that is published at regular intervals, for example daily, weekly or monthly. Periodicals are shelved alphabetically by title in the library. Periodicals cannot be borrowed. See also **JOURNALS** and **MAGAZINES**.

**PRIMARY SOURCE**

Also known as original source. It is the material that offers a direct evidence of a particular event. Primary sources were written or created during the time under study. Examples of primary sources include: a journal article reporting a new finding, manuscript or archival material, artifacts, and dissertations.

**RECORD**

Each item is represented in the library catalogue or in a database by its unique record. The record contains all relevant information to identify the item, including author, title, number of pages, etc..

**REFERENCE** see **CITATION**. \*\*May also refer to the Reference Section of the Library.

**RENEWAL**

Extension of the loan period. Can be done in person or by telephone, except when a hold has been placed on the item.

**RESERVE**

Instructors may put items of special relevance to a course on reserve in the library. These items have a short loan period and many can only be used in the library. The Reserve shelf is located behind the Circulation Desk.

**SERIAL** see **PERIODICAL**

**SUBJECT HEADING**

Description of the subject matter of a library item using a controlled vocabulary, designed to ensure that items about the same topic are assigned the same subject heading. Yukon College Library uses Library of Congress Subject Headings.

**URL**

Web address (Uniform Resource Locator). Is usually in the form of <http://host.subdomain>