



Glossary of Library Terms

Abstract – This can be used three ways.

- 1) An index to journal articles that provides a citation to an article and a brief summary of the article.
- 2) A short summary of an article in a journal. It usually appears at the beginning of the article.
- 3) A summary of a paper presented at a conference. The full text of the paper is not always published.

Article – An essay or research report on a subject. Articles can appear in magazines, journals, newspapers, or other sources such as encyclopedias.

Audiovisual – Information in a form other than words printed on paper. Examples include audiotapes, CDs, DVDs, videocassettes, and computer software.

Author – The writer of a book or an article. Usually this is a person (or several people), but it can also be a government agency, a symposium, a company, a committee, or some other group that does not necessarily give the names of the individuals who actually wrote the material.

Barcode – A small white label with closely spaced black stripes that can be read by a computer. Barcodes on books/audiotapes/CDs/DVDs/videos and on your student identification card are used to checkout materials from the library.

Bibliography – This can be used two ways.

- 1) A publication that consists only of a list of books, articles, or other works on a particular topic.
- 2) References used while doing research for a report, article, or book. These are gathered together at the end of the work, usually arranged alphabetically by author.

Book Return – A place to return books borrowed from the library. Book return slots are in the Circulation Desk near the entrance.

Boolean Search – Search using AND, OR, NOT to broaden or narrow results. For example, this is the search method you would use when searching GALILEO for articles.

Call Number – The number given to each item acquired by the library. Every item has a unique call number, much like every house in a city has its own address. Magazines are shelved alphabetically and do not use call numbers.

Card Catalog – Old method of looking up books by looking through rows of index cards. Replaced by the online catalog (OPAC), a computerized equivalent.

Check Out – To borrow materials from the library. This is done at the Circulation Desk.

Circulation Desk – The desk where you borrow items, return items, renew items, pay fines, request items, and ask questions. The Circulation Desk is near the entrance to the library.

Citation – Complete information about an item. It may be a reference to a text that has been quoted, or to some source that has been used as an authority. A single citation is called a reference. A group of citations gathered together is a Bibliography or Works Cited page.



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Database – An electronic collection of information of items (books/multimedia) or citations/full text of materials. The online catalog is a database of items owned by the Augusta Technical College Library.

Due Date – The date stamped on the back of the item that reminds you when it must be returned to the library. If you need to use the item for a longer time, you may renew it (unless it is a reserve item).

Email – A way of sending and receiving messages over the Internet. [SmartWeb](#) is the email service that Augusta Technical College students have provided to them.

[GALILEO](#) – Georgia Library Learning Online – An online database one can use to find and print full text articles.

Hold – Request that an item be held at the Circulation Desk so you may check it out. A block on your student record/library record placed when you have overdue items, fines, or lost items. Go to the Circulation Desk if you find out you have a Hold on your account.

Holdings – Often this term applies to issues of a magazine or journal owned by the library, but it can also refer to all the items (books, periodicals, videos, CDs, DVDs...) in the library's collection.

Index – This can be used two ways.

- 1) Database of information that is searchable by keyword, title, subject, author, journal, date, publisher, etc....
Example: [GALILEO databases](#)
- 2) List of subjects discussed in a book with page references. This is generally in the back of the book.

Interlibrary Loan (ILL) – Borrowing a book or getting a copy of an article from another library. You can use this service to obtain material not owned by the Augusta Technical College Library.

[Internet](#)– Worldwide computer network.

Journal – A publication that contains scholarly articles written either by professors, researchers, or experts in the subject matter.

Keyword Search – Search for material using a term or group of terms.

[Library of Congress \(LC\) Subject Headings](#)- Terms used by the Library of Congress to divide knowledge into related subject areas, and by libraries to arrange items on shelves.

Magazine – A periodical intended for the general public rather than for scholars. Examples include *Newsweek*, *Time*, and *Business Week*.

[Online Public Access Catalog](#)– **OPAC** – A database of items owned by the library. It replaces the old card catalog method of looking up books.

[Orientation](#)– Introduction to the library: what is available and how to find any information you may need. May be conducted for a group such as when an instructor schedules an orientation for a class or may be conducted on an individual basis as needed.

Overdue – Library material that has not been returned by the due date is said to be overdue. Overdue items incur fines.



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Patron – Person who uses the library, similar to a customer in a store.

Periodical – A publication that appears on a continuous and predictable schedule. Examples include newspapers, magazines, and journals.

Reference Collection – Items to be used in the library, such as encyclopedias, almanacs...

Reference Desk – A place where library staff can give you directions, answer your questions, and show you how to find and use library resources. The Reference Desk is near the Circulation Desk and is located near the entrance.

Renew – To extend the due date for an item.

Reserve – A collection of library materials set aside by instructors for use by students in particular classes. The reserve items are kept behind the Circulation Desk and are arranged by the course number. Reserve items generally are for use in the library.

[Search Engines](#) – Tools for searching the Internet.

Serial – Publications that are issued in successive parts, usually in regular intervals. Examples include periodicals, journals, magazines, newspapers, annual reviews, series, and annual reports.

Stacks – The shelves that hold the library's items. Stacks are said to be *open* if you can get the material from the shelf yourself, such as in the general collection. Stacks are said to be *closed* if the shelves are inaccessible and someone must bring the material to you, such as with the reserve collection.

Volumes – Library materials that are part of a single title but appear as separate items. Large items, such as encyclopedias, are sometimes divided into two or more volumes.