GLOSSARY OF LIBRARY TERMS

A

Abstract: A summary of the main points of an article, as opposed to its full text.

Academic Library: Any library within a publicly or privately owned institution of higher learning.

Access Point: An entry point to a systematic arrangement of information, such as a search term.

Activities: The strategies or groupings of specific actions that the library will carry out to achieve its goals and objectives.

ADA: See Americans with Disabilities Act.

Advocacy (for Libraries): Engaging in activities designed to influence others to support libraries or library funding.

ALA: See American Library Association.

American Library Association (ALA): The national professional association for librarians and library staff; at www.ala.org.

Americans with Disabilities Act (ADA): Federal legislation enacted in 1990 that made it illegal to discriminate against people with physical, mental or emotional disabilities.

Annotation: A note that describes, explains, or evaluates; especially such a note added to an entry in a bibliography, reading list, index or catalog.

Appropriation: The amount allocated for a purpose or for total purposes of a governing unit such as a municipality or county in support of a budget of expenditures. Also, the amount voted by the legislature in support of programs.

Asynchronous Transfer Mode (ATM): A high-speed way of sending voice, data, and video that uses fixed-size cells.

ATM: See Asynchronous Transfer Mode.

B

Bandwidth: The size or capacity of a data line or system.

Broadband: Data transmission that can send multiple signals (voice, data, and video) over the same bandwidth.

Bibliographic Citation: An entry that includes the title, author name, name of journal, year of publication or other publication information and allows the researcher to locate the item.

Bibliographic Control: The systematic identification of recorded information and the mechanism for gaining subsequent access to such information.

Bibliographic Database: A database which provides bibliographic citations as opposed to a full-text database, e.g., the library catalog.

Bibliographic Record: The identifying information on a book or article, usually including the title, the author, the publisher information, and the date of publication.

Bibliography: A list of publications (books, articles, reports, documents, etc.) that are selected and organized around a particular theme. It may be either comprehensive or selective.

Book Review: Critical evaluation of a literary work, usually published in a periodical or newspaper.
**Browser**: (1) A software program that translates information from the Internet for display; (2) A library patron who engages in **browsing**.

**Browsing**: To inspect in a leisurely and casual way.

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**C**

**Call Number**: A code used to locate an item on library shelves. Generally, the code is an alphanumeric one which indicates an item’s subject content and/or authorship.

**Cataloging**: The process of preparing a **catalog**, or entries for a catalog.

**Catalog**: A systematic listing of the books and materials in a library with descriptive information about each one—author, title, edition, publisher, date, physical appearance, subject matter, special features, and location.

**Chief Officers of State Library Agencies (COSLA)**: An independent organization of the chief officers of state and territorial agencies designated as the state library administrative agency and responsible for statewide library development; at www.cosla.org.

**Children's Internet Protection Act (CIPA)**: A law requiring schools and libraries that receive E-rate or LSTA funds for Internet access to install filters on all their computers and to expand their Internet use policies to include certain prohibitions for computer users; at www.ala.org/cipa.

**CIPA**: See **Children's Internet Protection Act**.

**Circulation**: The activity of a library in lending books to borrowers and keeping records of the loans.

**Citation**: A note of reference to a work from which a passage is quoted or to some source authority for a statement or proposition. Includes information useful in locating the sources, including the name of the author, title, and publication date.

**Classification**: The systematic arrangement of objects, ideas, books, or other items which have like characteristics into groups or classes.

**Communications Protocol**: In the field of telecommunications, the set of standard rules for data representation, signaling, authentication, and error detection required to send information over a communication channel.

**COMO**: See **Council of Media Organizations**.

**Consortium**: A group of libraries who use their collective buying power to achieve efficiency and economy of scale.

**Copyright**: The right granted by a government to an author, composer or artist to control the publication, sales and reproduction of a work. The U. S. Copyright Law also has restrictions on the use of photocopying.

**Corporate Author**: The society, institution, government or business responsible for the organization or writing of a work.

**COSLA**: See **Chief Officers of State Library Agencies**.

**Council of Media Organizations (COMO)**: Four organizations—The Georgia Library Association (GLA), Georgia Library Media Association (GLMA), Georgia Association of Instructional Technology (GAIT), and Georgia Educational Publishers Association (GEPA)—that sponsor a joint annual conference.

**Cumulated Volume**: The volume of an index or other publication which combines entries from earlier issues for a specified period (usually quarterly or annually).
D

Data: A representation of facts, concepts, or instructions in a formalized manner (to which a meaning can be assigned) which is suitable for communication, interpretation, and processing.

Data Line: A wire or fiber optic line used to transport data.

Database: A collection of data organized (usually electronically) for easy retrieval.

Dewey Decimal Classification: A system for classifying and shelving books and materials using a scheme of 10 divisions, from 000 to 900. Each of the 10 divisions contains 10 subdivisions. Named after Melville Dewey, pioneer in library science. See also Library of Congress Classification.

Dial-up Access: Internet access using a modem and a telephone line instead of a high-speed data line.

Digital Subscriber Line (DSL): A data line that allows high-speed access to the Internet.

Documentation: The systematic collection, classification, recording, storage, and dissemination of specialized information, generally of a technical or scientific nature. Writers also document their work by providing citations where required or useful.

DSL: See Digital Subscriber Line.

E


E-book Reader: Any of several portable devices which can be loaded with electronic text. Often several books can be loaded on a single device.

E-mail (electronic mail): A system whereby a computer user can exchange messages with other computer users (or groups of users) via a communications network.

Entry: A record in a catalog, database, index or other information source.

E-Rate (Education Rate): A nickname for the Universal Service Fund.

ESL / ESOL: English as a Second Language / English for Speakers of Other Languages.

Evergreen: Open source integrated library software used by PINES libraries; developed by Georgia Public Library Service PINES staff.

Ex Officio (because of an office): As applied to trustees and other officials; provides full membership with a vote. Sometimes used incorrectly to mean without a vote.

F

Fields: A physical space on a data record which is reserved for one or more data elements.

File Transfer Protocol (FTP): A protocol which allows a user on one host to access, and transfer files to and from, another host over a network. Also, FTP is usually the name of the program the user invokes to execute the protocol.

Fiber Optics: A data line that uses pure strands of glass to carry light, as opposed to copper wire, which carries electrical impulses. Though more expensive than copper wire, clean data transmission and reduced maintenance costs are the result.

56K Line: A data line that carries information at 56 kilobytes a second or more.

Frame Relay: A high-speed method of sending data that uses packets of information.

FTE: See Full Time Equivalent.

FTP: See File Transfer Protocol.
**Full Text:** Containing the whole text of an article, as opposed to the bibliographic citation or the abstract.

**Full Time Equivalent (FTE):** The total number of employees’ working hours divided by 40.

**G**

**GAIT:** See Georgia Association for Instructional Technology.

**GALILEO (Georgia Association for Instructional Technology):** Georgia’s virtual library, providing online access to thousands of periodicals, scholarly journals, books, encyclopedias, business directories and government publications; at www.galileo.usg.edu.

**GATES Foundation:** The Bill & Melinda Gates Foundation, providing technology funds to libraries.

**Georgia Association for Instructional Technology (GAIT):** The Georgia affiliate of the National Association for Educational Communication and Technology (AECT).

**Georgia Library Association (GLA):** The state professional association for librarians and library staff; at gla.georgialibraries.org.

**Georgia Library for Accessible Services:** See GLASS.

**Georgia Library Media Association (GLMA):** State association serving school library media professionals.

**Georgia Public Library Service (GPLS):** The state library agency of Georgia; a unit of the Board of Regents of the University System of Georgia.

**GLA:** See Georgia Library Association.

**GLASS (Georgia Library for Accessible Services):** The library for blind, visually impaired and physically disabled Georgians; in 14 locations throughout the state.

**GLMA:** See Georgia Library Media Association.

**Goals:** The outcomes that a community (or a target population within the community) will receive because the library provides programs and services related to a specific service response.

**GOLD (Georgia Online Database):** A statewide interlibrary lending network, including more than 200 libraries of all types, for resource sharing through OCLC.

**Government Document:** A publication originating in or printed with the authority, or at the expense, of any office of a legally organized government.

**GPLS:** See Georgia Public Library Service.

**H**

**Holdings:** The books, periodicals, and other materials owned by a library.

**HTML:** See Hypertext Markup Language.

**HTTP:** See Hypertext Transport Protocol.

**Hypertext:** Text for the Web that has been coded with HTML to enable linkages between documents.

**Hypertext Markup Language (HTML):** A way of coding text on the Internet so a browser can interpret it correctly.

**Hypertext Transport Protocol (HTTP):** The system that enables HTML documents to be sent and received on the Web.
I

ILL: See Interlibrary Loan.

ILS: See Integrated Library System.

IMLS: See Institute for Museum and Library Services.

In Press (or Pre-publication): As yet unpublished; in the process of being printed.

In Print: Materials are “in print” when they are currently available for purchase from a publisher or distributor.

Index: Lists sources of information on topics, providing complete bibliographic information.

Information Technology (IT): Used to refer to technology staff, services or department.

Institute for Museum and Library Services (IMLS): The federal agency that administers Library Services and Technology Act (LSTA) money to the states; at www.imls.gov.

Institutional Library: A library within a publicly or privately owned institution carrying out a health, welfare, or correctional program.

Integrated Library System (ILS): A library automation system that typically includes catalog and circulation modules and may include others, such as acquisitions and serials management.

Integrated Services Digital Network (ISDN): A high-bandwidth data line that can carry voice, video, and data simultaneously.

Interlibrary Loan (ILL): A way to fill a request for a specific item from a library user by obtaining the item, or a copy of the item, from another library.

Internet: A network of computer networks that enables seamless global information exchange.

Internet Protocol: See IP.

Internet Protocol Address: See IP Address.

Internet Service Provider (ISP): A vendor that provides access to the Internet and other services, such as e-mail.

Intranet: A computer network that operates within the confines of a single organization.

IP (Internet Protocol): A data-oriented communication protocol used for communicating data across a network.

IP Address (Internet Protocol Address): A unique number that devices such as computers, printers, routers use in order to identify and communicate with each other on a network utilizing the Internet Protocol standard, or IP.

ISDN: See Integrated Services Digital Network.

ISP: See Internet Service Provider.

Issue: A single numbered or dated issue of a series, a periodical or a serial publication.

IT: See Information Technology.

J

Joint Author: A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of the other(s).

Journal: A regularly issued publication of a learned society or professional association which prints current news and research reports in a particular field.
K

L

LAN: See Local Area Network.

LATA: See Local Access Transport Area.

Library for the Blind and Physically Handicapped (LBPH): Sometimes used to refer to NLS, or the National Library Service for the Blind and Physically Handicapped. In Georgia, GLASS provides these services.

Library Services and Construction Act (LSCA): Federal legislation providing funds for libraries; superseded by LSTA.

Library Services and Technology Act (LSTA): Federal legislation providing funds for public library development subject to appropriation by Congress. Funds have been made available for services to underserved populations and for library technology.

LBPH: See Library for the Blind and Physically Handicapped.

LC: See Library of Congress Classification.

LCSH: See Library of Congress Subject Headings.

Library of Congress: A library that was established as the research library for the U. S. Congress and acts as the national library; at www.loc.gov.

Library of Congress Classification (LC): A system developed by the Library of Congress for organizing and shelving materials based on the alphabet. Most libraries use either LC (Library of Congress) or Dewey Decimal Classification Systems.

Library of Congress Subject Headings (LCSH): An authoritative listing of the subject headings developed by the Library of Congress.

Listserv: An automated mailing list distribution system.

Literacy Volunteers of America (LVA): Now a part of ProLiteracy Worldwide; at www.literacyvolunteers.org.

Local Access Transport Area (LATA): The geographic area in which phone calls are local calls.

Local Area Network (LAN): A group of servers, computers and printers linked by data lines, usually serving a single building or a small area. See also WAN.


LSTA: See Library Services and Technology Act.

LVA: See Literacy Volunteers of America.

M

Machine Readable Cataloging: See MARC.

Main Entry: The most complete bibliographic identification of a work contained within a catalog. Usually, the author entry is the main entry in a card catalog.

MARC (MACHINE Readable Cataloging): A standard bibliographic format developed at the Library of Congress for the exchange of machine readable information.
Media Center: A library functioning within an institution of public or private elementary and/or secondary education; a school library.

Microforms: A term that includes microfilm, microfiche and micro-opaques, all forms on film that require special equipment to read.

Mill Rate: The tax rate expressed in mills and applied to each dollar of assessed valuation of property. A mill is one-tenth of a cent.

Mission Statement: A statement that informs the community about the library's priorities in clear and easily understood terms.

Monograph: A publication of 50 or more pages, i.e., a book, concerned with a single subject and written for consecutive reading.

Multi-Type Library Network: A group of libraries of more than one type (academic, public, institutional, school, special) engaged in cooperative activity.


NetLibrary: An online database of electronic books and materials; at www.netlibrary.com; a division of OCLC.

Network: A system for communication between computers or telecommunications devices, such as the Internet. See also LAN and WAN.

NLS: See National Library Service for the Blind and Physically Handicapped.

NoveList: A database of novels available through GALILEO that assists readers in finding books by the same author, or books similar to the book entered.

Objectives: The way the library will measure its progress toward reaching goals.

OCLC (Online Computer Library Center, Inc.): A not-for-profit computer library research organization providing information systems for more than 53,000 libraries around the world. Supports major library activities, including cataloging and interlibrary loan; at www.oclc.org.

Online Computer Library Center, Inc: See OCLC.

Online Database: A database located in a remote computer and accessed via data or telephone lines.

Open Meetings Law: “Sunshine” laws that provide public access to meetings of public bodies; Georgia Code Title 50, Part 14.

Open Records Law: Law that provides the public access to records of a public agency; Georgia Code Title 50, Part 18.

Open Source Software: Software whose source code is published and made available to the public, enabling anyone to copy, modify and redistribute the source code without paying royalties or fees. Open source code evolves through community cooperation.

Out-of-Print: Materials are not obtainable through the regular market channels because the publishers stock is exhausted. One may try to obtain out-of-print works through friends, used book dealers, interlibrary loan, and advertisements.
Pamphlet: A monograph (book) of less than 50 pages.
Patriot Act: See USA PATRIOT Act.
Per Capita: For each person in a designated population area (e.g., a municipality, county, or library service area).
Periodical: Regularly issued magazine, journals or newspaper.
PINES (Public Information Network for Electronic Services): A program of Georgia Public Library Service, PINES is the public library automation and lending network for 265 libraries and 46 systems, serving more than 50% of the state’s population.
PLA: See Public Library Association.
POTS (Plain Old Telephone Service): Telephone industry name for no-frills, dial-up service, as opposed to more sophisticated data lines.
Primary Source: Information which has not been interpreted by another person, i.e., original articulation of an idea or concept.
Public Library: A publicly-funded library offering free services to all in a designated service area.
Public Library Association (PLA): A division of the American Library Association (ALA).
Publication Date: The year in which a book is published, or the day of the month on which a periodical is issued.
Publisher: The person, firm or corporate body responsible for the issuing to the public of a book or other printed material.

Radio Frequency Identification: See RFID.
Reference Work: That material designed by its arrangement and treatment to be consulted in the library for definitive, authoritative pieces of information rather than to be read consecutively. Also, a branch of library services: the personal assistance given by the librarian to individual readers needing information.
Regional Library: A library serving more than one county as a result of cooperative agreement of local governments.
RFID (Radio Frequency Identification): A method of storing and remotely retrieving data using devices called RFID tags or transponders.
Router: A kind of switch used to direct traffic within a network, to or across the Internet.

Secondary Source: Information which has been reported, analyzed or interpreted by other persons.
Serial: A publication issued regularly — i.e., a journal, proceedings, or an annual.
Service Response: What a library does for, or offers to, the public in an effort to meet specific community needs.
**SOLINET (SOutheastern LIbrary Network)**: The broker for OCLC services in the Southeast, providing cooperative purchasing discounts and training.

**Southeastern Library Network**: See SOLINET.

**Special Library**: A library or information center of a business, an association, a government, hospital, or other organization, that provides the organization with information, library materials and research services.

**Standards**: Generally accepted criteria developed at state and national levels suggesting or requiring certain minimums deemed essential for proper operation of libraries.

**State Aid**: Funds provided by the state for various library purposes.

**T**

**T-1**: A data line that carries information at 1.5 megabits a second. T-1 lines can be either frame relay or ATM.

**T-3**: A data line that carries information at 45 megabits a second. T-3 lines can be either frame relay or ATM.

**TCP/IP (Transmission Control Protocol/Internet Protocol)**: A protocol suite, i.e., a set of communications protocols, on which the Internet and most commercial networks run. Named after the two most important protocols in it, which were also the first two defined.

**Title Page**: A page at the beginning of a book, giving the full title and usually the author's name, publisher, and publication date.

**Transmission Control Protocol/Internet Protocol**: See TCP/IP.

**U**

**UCITA (Uniform Computer Information Transactions Act)**: A proposed state contract law developed to strengthen the rights of software vendors and electronic publishers at the expense of libraries and consumers; information at www.ala.org/ala/washoff/WHOissues/copyrightb/ucita/ucita.htm

**Uniform Computer Information Transactions Act**: See UCITA.

**Uniform Resource Locator**: See URL.

**Union Catalog (or Union List)**: A database of materials owned by more than one library, designed to locate materials easily across institutions.

**Universal Service Administrative Company**: See USAC.

**Universal Service Fund**: A federal program of discounts to schools and libraries for telecommunications costs, Internet access costs, and internal connections costs; popularly called the E-rate; at www.sl.universalservice.org.

**URL (Uniform Resource Locator)**: A system that provides a standard method for identifying addresses for Internet resources. A URL looks like this: http://www.sccd.ctc.edu/~library

**USAC (Universal Service Administrative Company)**: The organization that administers the Universal Service Fund through the Schools and Libraries Division (SLD); at www.universalservice.org.

**USA PATRIOT Act (The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001)**: This became law on October 26, 2001, and broadly expands law enforcement's surveillance and investigative powers.
Vacation Reading Program (VRP): The program coordinated by GPLS that encourages children to read for fun during school vacations.

Virtual Library: Information resources located entirely online, with no need to visit a physical building.

Voice Over IP (VOIP): The routing of voice conversations over the Internet or any other IP-based network. The voice data flows over a general-purpose packet-switched network, instead of a traditional dedicated, circuit-switched voice transmission line.

VOIP: See Voice Over IP.

Volume: A book distinguished from other books by having within its binding a collection of separately published periodical issues, or by being one in a sequence of serially produced publications, or being a subdivision or a large work such as an encyclopedia.

VRP: See Vacation Reading Program.

WAN: See Wide Area Network.

Web (World Wide Web, or www): The part of the Internet that consists of hypertext documents.

Web Site: A server on the Internet that runs the HTTP protocol and where HTML documents reside.

WebJunction: An online community where library staff meet to share ideas, solve problems, and take online courses; at www.webjunction.org.

Wide Area Network (WAN): A network of LANs in different physical locations.