



GLOSSARY OF LIBRARY TERMS

Abstract - A short summary of a book or article.

Accession Number – A unique number assigned to each item in a collection of materials. Accession numbers are used in the audiovisual, microforms, and music collections. For a complete list of the materials arranged by accession number, see <http://library.cwu.edu/search/f>

Annotation – A brief description and/or evaluative summary of an information source. Often included in a list of resources related to a topic.

Article - Short writings on a subject. Generally found in journals, magazines or encyclopedias.

Audiovisual - Information presented in a format that requires users to view and/or listen to the resource, such as films, slides, audio tapes, videocassettes and DVDs. The materials are located in Media Circulation. See <http://www.lib.cwu.edu/media/>

Author - The original writer(s) responsible for an information resource. (Authors may be organizations, conferences, symposiums, or institutions, as well as individuals). Search the CWU Library online catalog, CATTRAX, by author at <http://library.cwu.edu/search/a>

Bibliographic Record – An individual entry in a database that describes a specific item.

Bibliography - A list of references on a particular topic, or a list of items used by a researcher, that includes the information (citation) necessary to find the resource. (An annotated bibliography contains a brief summary describing each item).

Bound Periodical - Paper issues of journals and magazines that are put together in a hard cover to create a single volume. (Bound periodicals are located on the 2nd floor of CWU Library and are arranged in call number order).

Call Number – A unique number given to each book and bound periodical in CWU Library. The Library uses the Library of Congress Call Number System to classify and organize books on the shelves by subject. A list of call numbers and their subject areas is on the Library's web site at <http://www.lib.cwu.edu/research/help/scheds/>

Cascade – The name of the shared online catalog containing library materials held by all six public university libraries in Washington. Search Cascade at <http://cascade.lib.washington.edu/search/>

CATTRAX - The name of CWU Library's Online Catalog, used to find books, serials, government documents, and non-print items owned by the Library. To search CATTRAX go to <http://library.cwu.edu/>

CD-ROM - Compact Disk - Read-only Memory. Compact disks that contain information or publications that are primarily in written format. Pages from printed materials are often reproduced on CD-ROMs. (Government information is frequently published in this format).

Check out - To borrow books and other materials from the Library. This is done at the Circulation Desk near the front entrance. (To renew a book you have checked out or to see what materials are checked out to you, go to <http://www.lib.cwu.edu/circulation/renewals.html>)

Circulation Desk - The desk near the front entrance to the Library where you check out books, return books, renew books, and place holds on books. (Reserve books are located here also). For more information on the Circulation Department, including policies regarding the circulation of books, go to <http://www.lib.cwu.edu/circulation/index.html>

Citation - A complete reference to a source. A book citation includes: author, title, place of publication, publisher, and year published. A periodical citation includes author, title of the article, title of the periodical, volume number, page numbers, and the date. For examples of citing resources in different citation styles see <http://www.lib.cwu.edu/research/guides/citing.html>

Database - An organized collection of information in computerized format. Databases may consist of many types of information, including text, numerical data, or images. To see a list of databases available at CWU Library go to <http://www.lib.cwu.edu/databases/>

Descriptor – Subject terms used by scholars in a field of study.

Dissertation – A research product produced by a candidate for a doctoral degree at a University.

Documents - (see Government Documents). See information on CWU Library's collections at <http://www.lib.cwu.edu/documents/govcollections.html>

Field - One category of information within a computerized record. Title, author, and subject are all fields in each book record.

Full Text Database – An online collection of materials containing the entire text of information resources. CWU Library's database page indicates the databases that contain full text. See <http://www.lib.cwu.edu/databases/>

Government Documents – Resources containing information compiled and published by government departments and agencies. (Located in a separate collection on the 3rd floor of CWU Library). For more information, including links to online government information, see <http://www.lib.cwu.edu/documents/>

Hold - A service provided at the Circulation Desk where, upon request, a book, which is checked out is held at the desk for another user when it is returned. The person requesting the book is then notified that it is available (on hold) and CATTRAX lists this as the location.

Index – A listing of books, articles and other types of information resources, usually sorted by subject, author or title. (Databases provide indexing to information resources - see <http://www.lib.cwu.edu/databases/>)

Interlibrary Loan – A service which allows CWU users to borrow books, articles, and other materials not owned by the CWU Library from another library. Request forms for materials needed from another library are online: <http://www.lib.cwu.edu/ill/>

Internet - A worldwide network of computers. See CWU Library's guide to searching the Internet at <http://www.lib.cwu.edu/research/isearch.html>

Journal - A periodical publication containing scholarly articles written by experts in a field of study. For a list of journals available at CWU see <http://www2.lib.cwu.edu/titles/>

Keyword Searching – A database search using a word or combination of words that are found in various fields in the computer record.

Library of Congress (LC) call number – A classification system for books, developed by the Library of Congress for large libraries, that uses an alpha-numeric system to arrange materials by subject area. (Books using this numbering system are shelved on the 3rd and 4th floors of CWU Library). For a description of Library of Congress classification numbers see <http://www.lib.cwu.edu/research/help/lc.html>

Library of Congress (LC) Subject Headings – Standardized subject listings developed by the Library of Congress and used by most libraries. At least one LC subject heading is assigned to each resource and listed in the record in CATTRAX.

Link - A connection leading to a site on the World Wide Web.

Magazine – A publication containing articles intended for the general public (rather than for scholars and researchers). Usually published weekly or monthly and contains many pages of advertising.

Media – Information in the form of films, slides, videotapes, video laserdiscs, DVDs, and CD-ROMs. The **Media Circulation** collection is located on the 1st floor of CWU Library. See <http://www.lib.cwu.edu/>

Microfiche - A sheet of film (usually 4" X 6") that stores information materials in a reduced form. (Located on the 3rd floor in the Microforms collection).

Microfilm - Rolls of film containing reduced images of the pages in a publication. (The Library collects several newspapers on microfilm. The microfilm collection is located on the 3rd floor).

Microforms - A term used to describe the reduced images of a publication that require enlargement for viewing. CWU Library collects **microfilm, microfiche, and microcards** (cards containing miniaturized print) on the 3rd floor. For more information on CWU Library's microforms collection, see <http://www.lib.cwu.edu/documents/microforms.html>

Monograph - A book, or similar publication, on a single topic.

Online Catalog - A computer database that lists books, documents, serial titles, and non-print materials owned by a library, and provides the location of each item. CATTRAX is CWU Library's online catalog. Search CATTRAX at <http://library.cwu.edu/>

Periodical - A publication that comes out on a regular schedule (daily, weekly, monthly, etc.) such as magazines, newspapers and journals. For information on CWU Library's collection of periodicals see the information on the Serials Department <http://www.lib.cwu.edu/serials/>

Plagiarize - To use the research of another person and assume credit for the work without acknowledging the original author.

Popular Magazine – see "Magazine"

Primary materials – The record of an event or time period written (or stated) by those who witnesses or participated in the event. (Examples of primary materials are manuscripts, diaries, letters, memoirs, questionnaires, interviews, and laboratory reports).

Record - A single item in a database, composed of a number of fields of information (such as author, title, subject, etc.)

Reference Services - People and materials, located on the 1st floor, providing help with research and answers to questions. Reference books provide brief, current answers on all topics, and cannot be checked out of the library. Reference staff assists with locating materials and resources throughout the Library.

Refereed Journal – A scholarly periodical that contains articles examined and approved for publication by professionals, usually colleagues and peers in the same fields of study as the authors.

Remote Access - The ability to access a computer from outside of the building in which it located. (Students at CWU have remote access to the Library's online databases).

Renew - To extend the loan period of an item check out of the Library. Online renewal is available at <http://www.lib.cwu.edu/circulation/renewals.html>

Reserves – An area located behind the Circulation Desk, on the 1st floor, where an instructor can place materials used by an entire class. These materials circulate from the Reserve Desk for only short periods of time. (CATTRAX lists "Reserve Desk 1st floor" as the location when books are placed in this area). To search the list of books currently on reserve go to <http://library.cwu.edu/screens/reserves.html>

Search Engine – A computer program that electronically searches databases for keywords. There are many search engines designed to provide access to web pages. A list and a description of the most frequently used search engines used to locate information on the Internet is available on the Library's web pages: <http://www.lib.cwu.edu/research/isearch.html>

Secondary Sources – Publications that contains information gathered from several resources and interpreted by the author(s).

Serial - A term that describes the whole range of publications issued in successive parts with no predictable end in sight. For information on the Serials Department go to <http://www.lib.cwu.edu/serials/>

Stacks – Shelves containing library materials, usually books. In CWU Library, books with Library of Congress Call Numbers beginning with the letters A - K are shelved on the 3rd floor; those with the letters L - Z are shelved on the 4th floor.

Subject Heading - A uniform word or group of words used to describe the topic of each item available in a library. Most colleges and universities, including CWU, use *Library of Congress Subject Headings*. (See entry for Library of Congress Subject Headings).

World Wide Web (WWW) - A vast network of scholarly and popular information, located on the Internet, that includes text, pictures, sound, and moving images.