

# Chambers Library

# Library Terms

**Abstract** - a brief summary that gives the essential points of a book or article.

**Annotation** - a note describing an item in a bibliography.

**Anthology** - a collection of literary pieces by more than one author.

**Bibliographic Form** - placing references in correct format, according to a particular style such as APA, MLA, or Turabian (see Style Manual).

**Bibliography** - a list of books or other materials on a particular subject or by a particular author.

**Biography** - written account of a person's life, actions, and character.

**Boolean Operators** - used in computer searching of online databases to combine similar or different concepts. The standard boolean operators are usually AND, OR, NOT.

**Call Number** - letters, numbers, or symbols assigned to a book to indicate its location on shelves.

**Catalog** - a list of books or other materials located in a particular library or collection.

**Circulating materials** - books and other materials that can be checked out from the library.

**Citation** - a reference to a publication, book, or article, etc. For a book, the entries consist of author; title; place of publication; publisher; and date of publication.

**Classification** - the system by which a collection of materials is organized or arranged. Call Numbers are assigned for location. The UCO Library uses the Library of Congress Classification for the main collection, the Dewey Decimal Classification for the Juvenile and Curriculum collection, and the Superintendent of Documents (SuDoc) Classification for Government information.

**Database** - an organized collection of computer records that is stored in computer-readable form.

**Depository Library** - a library that has been designated by a government to receive and keep a selection or all of that government's published documents. UCO is a partial depository library for U.S. documents and a full depository for State documents.

**Format** - the manner in which information is provided; i.e. CD-ROM, journal, book, etc.

**Holdings** - the books, periodicals, and other materials owned by the library.

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**Index** - 1) in a book, an alphabetical list of all topics or names in the book; 2) a tool which lists the topics or locations of articles in magazines or books.

**Interlibrary Loan (ILL)** - the method used to borrow books or journal articles from other libraries.

**ISBN (International Standard Book Number)** - a 10-digit or 13-digit unique code given to a book before publication.

**Journal** - a periodical usually issued by an institution or learned society, containing reports of research and other activities in a particular field. A magazine is a periodical published for the general public; however, magazine articles are usually not suitable sources for a research paper.

**Manuscript** - a handwritten document or an unpublished document, such as a thesis or a dissertation.

**Microform** - microimages of printed materials stored in card format (microfiche) or on rolls (microfilm). These materials must be viewed on special readers and may be printed on special printers located on the 4th floor in the Copy Center.

**Monograph** - a one-volume work.

**Periodical** - a publication issued at regular intervals, usually in unbound form and more frequently than once a year. Magazines, journals, and newspapers are all periodicals.

**Reference Sources** - books, databases, and microforms designed to be consulted for specific facts rather than to be read through. Most reference sources may not be checked out.

**Reserve Material** - material that has been temporarily shelved in the Reserve Area at Circulation for use by a specific class. Some materials have permanent Reserve status.

**Serial** - a publication appearing at intervals, usually under the same series title, intended to be continued indefinitely, e.g., periodicals, newspapers, annuals, etc.

**Style Manual** - a work designed to guide students in the preparation of formal papers and reports- e.g., term papers, theses or articles.

**Thesaurus** - a list of synonyms and antonyms, as in *Roget's Thesaurus*. Also, a list of terms used to describe the contents of records in an index in order to facilitate subject searching.