These selected library terms in the following list tend to be used frequently in library settings. These definitions have been created for persons generally unfamiliar with libraries.

Abstract
A short summary of an article or book describing the main idea or content of that work. Abstracts are provided along with citation information in many periodical indexes and databases, and may be written by either the article’s author or an indexer.
See Also -- Citation

Annotation
Unlike an abstract, which is an objective summary of a work, an annotation is a critical or subjective evaluation of a piece of work, usually included in a bibliography.

Annotated Bibliography
A list of books, articles, or other documents on a topic or by a particular author containing a citation of each item, as well as a brief description and / or a critical evaluation of it.
See Also -- Bibliography

Anthology
A collection of literary works by different authors, often limited to a specific subject, genre, or time period.

Article
A contribution, by one or more authors, published as a part of a periodical such as a journal or magazine.
See Also -- Periodical
See Also -- Journal
See Also -- Magazine

Audio-Visual Materials
Information in a non-print format. Includes all forms of non-book materials such as films, slides, audio tapes, DVDs, videocassettes, records, software, and cd-roms. Audio-visual materials convey information mainly via sound and image instead of by text. They are not meant to be strictly read and require some form of equipment to be usable.

Bibliography
A list of citations to books, periodical articles, electronic sources, or scores on a particular topic. Bibliographies appear at the end of a paper, chapter, book, journal article or encyclopedia article. There are also books entirely made up of bibliographies. These are usually a compilation of citations on a particular subject or by a particular author.
See Also -- Annotated Bibliography

Book
A handy, portable printed information storage device commonly forming a large portion of a library collection. It does not require mediating technology for use. (BOOK - Built-in Orderly Organized Knowledge)
Boolean Operators (Boolean Logic)
Conjunctions in logical expressions (and, or, not) used in searching online resources such as the library catalog or periodical indexes. This form of logical expression is named for mathematician George Boole. In library usage these words are used to combine subject terms to broaden or narrow the results of a search in electronic databases. Combining terms using these operators is called Boolean Searching. By using the AND with search terms, the results will be smaller and more precise. When using the OR with search terms, the results will be larger and more general.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>retrieves items in which ALL terms MUST appear</td>
<td>EX: wolves AND yellowstone AND reintroduction</td>
</tr>
<tr>
<td>OR</td>
<td>retrieves items in which ANY terms MAY appear</td>
<td>EX: teens OR adolescents OR youth</td>
</tr>
<tr>
<td>NOT</td>
<td>retrieves items in which the first term is present but the second term is NOT</td>
<td>EX: drugs NOT cocaine</td>
</tr>
</tbody>
</table>

Borrow or Circulate
Words used for the lending of library materials.

Bound Periodical
Several older issues of magazines or journals that are fastened together between book-like hard covers. These are usually several months or years older than the current issues. Sometimes these older periodicals are not bound, but obtained on microfilm. These are located at Kinlaw Library on the Main Floor directly behind the Current Periodicals. Periodicals at Kinlaw Library, whether bound or current, can not be checked out.

Browser
A software program that accesses, reads, and displays information from the World Wide Web and reads the code (HTML) which forms hypertext. Also called a Web Browser or Client.

Call Number or Classification Number
A unique set of numbers and letters designated according to a classification scheme. This labeling system identifies each item in the library collection and indicates the location on the shelf. This designation is assigned in the library catalog and aids in the location of the item. Items are arranged on the shelves by call number. Two major library classification schemes are the Dewey Decimal System and the Library of Congress Classification System. Asbury College uses Dewey and Asbury Theological Seminary uses Library of Congress. For more information about the location and arrangement of materials by call number in the Kinlaw Library, please see page 9 of the STUDENT LIBRARY HANDBOOK.

Carrel
A table for one person, providing somewhat secluded study area by means of front and side screening. At Kinlaw Library these are open for general use, but can also be reserved for use by students for a whole semester. See someone at the Circulation Desk for assistance.

Catalog (previously the Card Catalog)
The set of descriptive records of library holdings formerly printed on cards and filed in wooden cabinets by author, title, and subject. Kinlaw Library has had a computerized or Online Catalog since 1995. Sometimes it is referred to as the Online Catalog, Library Catalog, IPAC (Internet Public Access Catalog) or OPAC (Online Public Access Catalog).
Cataloging
The process of making entries for a library’s catalog. This includes recording descriptive information about the work such as author, title, publication information, and physical characteristics, as well as the assignment of approved Subject Headings and Call Numbers to place the item in the desired order on the shelves.
See Also -- Call Number
See Also -- Subject Headings

Check Out / Charge Out
The process of borrowing materials from the library. This is done at the Circulation Desk. A valid Asbury College student / faculty / staff ID is required.
See Also -- Circulation Desk

Circulation Desk
The place to check out, return, or renew library materials. Inquire here about items missing or lost from the shelves. This is also the location to settle fines accrued on overdue materials. Materials on Reserve in print are located here.
See Also -- Reserves
See Also -- Check Out

Citation
Information which fully identifies a publication. Citations are provided in bibliographies, indexes, and lists of references in scholarly works. They provide enough description information to enable the locating of that item. Citations may refer to either books or periodicals. Each form of citation has different types of information. A book citation includes author, title, publisher, place of publication, and copyright date. A periodical citation includes author, article title, periodical title, volume, page numbers, and date.
See Also -- Index
See Also -- Citation Style

Citation Style
Forms of bibliographic citation such as MLA Style and APA Style that use lists of citations referenced in a paper or article. Turabian and Chicago style are other forms. Please see How to Guides #5 and #6 for examples of MLA and APA citation styles. The full handbooks for each of these styles is located in the Reference Area of the Kinlaw Library as well as manuals for other types of citation styles.

Client
A computer (or more specifically, a software application such as a Browser) that uses resources provided by another computer (the Server).
See Also -- Browser
See Also -- Server

Controlled Vocabulary
A means of searching a resource using words or terms selected by the creator(s) of the resource. In contrast to keyword searching, which can be any word or term selected by the user of the resource. Searching using controlled vocabulary is usually more precise and focused than searching by keyword. Subject headings used in the Online Catalog is a type of controlled vocabulary. All major indexes, databases, and library online catalogs use controlled vocabulary. Once a valid term is known, sometimes it can be used effectively from resource to resource. Browsing the controlled vocabulary in a database is often a valuable feature of that database.
See Also -- Keyword
See Also -- Subject Headings
See Also -- Library of Congress Subject Headings (LCSH)
See Also -- Thesaurus

Cross Reference
A method used in catalogs, indexes and thesauruses to guide you to another search term or subject heading.
For example: Groundwater SEE Water, Underground
Current Periodical
The most recent issues of journals and magazines, not yet bound between hard covers or on microfilm. These are located at Kinlaw Library on the Main Floor directly across from the Circulation Desk. The time period of currency varies from title to title, depending on the frequency of that title. Periodicals at Kinlaw Library, whether bound or current, can not be checked out.
See Also -- Bound Periodical
See Also -- Microfilm

Database
A standardized collection of information in computerized format, searchable by various parameters. The form of the information is usually in discrete items called records or citations. In libraries, the term database often refers to online catalogs or electronic periodical indexes. For a complete list of Kinlaw Library’s databases go to http://noah/library
See Also -- Record
See Also -- Field

Dewey Decimal Classification System
A call number system used to classify and organize material in libraries. The Dewey Decimal System is based on ten primary subject divisions with each category being further subdivided into more narrow and specific topics. It is named for its inventor, Melvil Dewey and its use of decimals as necessary for subdivisions of the major subjects. All materials at Kinlaw Library are organized by the Dewey System. Materials in the B. L. Fisher Library at Asbury Seminary are organized by the Library of Congress Classification System.
See Also -- Call Number
See Also -- Library of Congress Classification System

10 Major Subject Divisions:

<table>
<thead>
<tr>
<th>000</th>
<th>General Works</th>
<th>500</th>
<th>Pure Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Philosophy / Psychology</td>
<td>600</td>
<td>Applied Sciences</td>
</tr>
<tr>
<td>200</td>
<td>Religion</td>
<td>700</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>300</td>
<td>Social Sciences</td>
<td>800</td>
<td>Literature</td>
</tr>
<tr>
<td>400</td>
<td>Languages</td>
<td>900</td>
<td>History</td>
</tr>
</tbody>
</table>

Samples:
194 R68dc Yk French 1997
320.0922 J64t
344.73079 T72s
612.0144 P442m
888 Ar4po

DIALOG
A supplier of computer databases for online bibliographic searching. At Kinlaw Library, searches are conducted in this service on a consultation basis only.

Due Date
The date stamped in the front of library materials that reminds you when to return those materials to the library. If you want the items for a longer time, as the due date approaches, you need to call the Circulation Desk to renew it. If an item is returned after the due date, you will have to pay a fine.

Electronic Journal
A publication, often scholarly, that is made accessible in a computerized format and distributed over the Internet. And electronic journal or e-journal may have a traditional paper counterpart or historical antecedent.

Fiche
Short for microfiche. A small sheet (4” x 6”) containing microfilmed images of pages, read with a microfilm reader. Many pages of text will fit onto a single fiche and the major advantage is in saving storage space.
See Also -- Microfiche
Field
In a database, the part of a record reserved for a particular type of data. For example, many citations in a database are made up of an author field, a title field, a publisher field, and a date field. What fields are labeled and what information is contained in them will vary from database to database.
See Also -- Database
See Also -- Record

Field Limiter
In many online indexes and databases, a means of limiting a search to a particular field or fields. Imposing a field limiter on a search results in the retrieval only of those records containing the term(s) as searched within that specified field. Frequently called limits or limiters.
See Also -- Field
See Also -- Limits

Frequency
The interval at which a periodical or serial is published. Common frequencies are daily, weekly, biweekly (every two weeks), monthly, bimonthly (every two months), quarterly, semiannual (twice per year), annual, biennial (every two years), triennial, and irregular.

Full Text
The text (and sometimes photos, pictures, charts, tables, etc.) of a publication in electronic form. Many full text databases have full text documents in one of two forms - pdf (Adobe Acrobat Format) or html full text. Adobe Acrobat format or pdf documents are the digital image of the original as if it were photocopied from paper. The html formatted documents will contain the text and possibly some of the images, pictures, charts, or tables, but will NOT represent the original format. The pagination will differ in the html format from the original paper copy.
See Also -- Full Text Database

Full Text Database
An electronic periodical index (database) which contains complete texts of articles. Many databases do not have complete sets of articles from every periodical referenced in that index. Most full text databases have partial access to the full text of periodical articles, limited to the most recent articles or to selected articles from each periodical title.

Gazetteer
A geographical dictionary for place names or geographical features such as mountain ranges, rivers, etc. that includes location (often expressed in latitude and longitude), population, and other geographically related information for a given place.

Holdings
A set of fields in a record of the online catalog that shows exactly which years and volumes are available at this location.

Index
An alphabetized list designed to facilitate the reference of subjects, names, or titles in a particular work or set of works. A periodical index will include a subject oriented list of citations that reference or point to the articles within periodicals. A index in the back of a book will indicate by author, title, and/or subject the location of information within that book. Periodical indexes may come in paper or electronic form and will include enough information in the citation to point you to the actual article.
See Also -- Citation
See Also -- Database
See Also -- Full Text Database
See Also -- Periodical Index

InterLibrary Loan (ILL)
A cooperative arrangement between libraries whereby users can borrow items (books or periodical articles) from other libraries. This process is used when items that are of interest to you are not available at the Kinlaw
Library. To request an item, fill out a form that is located at the Reference Desk and submit it to the Reference Librarian. This is a free service available at Kinlaw Library only to current students, faculty and staff.

ISBN
International Standard Book Number. This is a 10-digit numerical code assigned to a specific edition of a book before it is published which uniquely identifies it.

ISSN
International Standard Serial Number. This is a 8-digit numerical code assigned to the title of a serial (periodical) which uniquely identifies it.

Item Record
A record in the library online catalog which describes a book, periodical title, or other material of which the library owns a copy. This record consists of fields specifying the author name, title, place of publication, publisher name, edition, date of publication, physical description, and subject headings assigned to that item. Also included in the item record is the location of that item in the library, the call number, and its status.

See Also -- Call Number
See Also -- Field
See Also -- Record
See Also -- Online Catalog

Journal
A periodical publication produced by an academic press, learned society, government agency, or professional organization, intended for scholars, students, professionals, or experts. It features articles in which researchers report the results of their work to their peer community. Articles in a journal will disseminate results, critical interpretations, or reviews of scholarly / scientific research in a particular subject discipline or profession. Many times the journal articles are peer-reviewed. An abstract and a bibliography will appear with each article. The writing style in journals is formal and the journal will have little or no advertising. Journals will often have pages numbered continuously through several issues of a given volume.

See Also -- Refereed Journal
See Also -- Magazine

Keyword
A word or term, chosen by the user, using natural vocabulary. A user can search a database for either a single keyword or a combination of keywords in order to retrieve records containing those words. Often Boolean Operators are used in the combining of keywords to produce more satisfactory results. A keyword search will search all data fields for those terms. Some databases default to AND when a string of words are typed into the search box. An alternative to keyword searching is by using Controlled Vocabulary and Subject Headings.

See Also -- Boolean Operators
See Also -- Database
See Also -- Record
See Also -- Subject Headings
See Also -- Controlled Vocabulary
See Also -- Search Term

Library of Congress Classification System (LCC)
A classification system developed by the Library of Congress (LC) that is used to organize library collections at many research and academic libraries. It is an alpha-numeric system which arranges materials by subject based on the letters of the alphabet. Each subject or class is represented by a series of letters. The further subdivisions of subjects are indicated using letters, numbers and decimal points. The Asbury Theological Seminary B. L. Fisher Library uses this system to organize materials on their shelves.

See Also -- Call Number
See Also -- Dewey Decimal Classification System

21 Major Subject Divisions:

<table>
<thead>
<tr>
<th>A</th>
<th>General Works</th>
<th>H</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Q</td>
<td>Science</td>
</tr>
</tbody>
</table>
Library of Congress Subject Headings (LCSH)

Thesaurus list of controlled subject headings used in Library catalogs. The list will help you select the most effective search words to use in the online catalog. The list of subject headings is contained in 5 large, red volumes located near the Reference Desk.

See Also -- Controlled Vocabulary
See Also -- Subject Headings
See Also -- Thesaurus

Limits

In many online databases, a means to restrict a search to include only items that contain a certain characteristic. Common limits might include date of publication, periodical title, type of resource (book, video, score), language, and availability in full-text.

See Also -- Field Limiter

Loan Period

The amount of time for which a library patron may borrow materials from the library. The time period varies depending on the type of material borrowed and the status of the borrower.

See Also -- Check Out

Magazine

A periodical published by a commercial press, intended for a general readership. Usually articles are authored by journalists, reporters, and staff writers using a more “popular” style for an audience of the general public or interested amateurs in a given field. The style of a magazine tends to be engaging and eye-catching with substantial advertising and pictures. Magazine articles will be short, may be unsigned by the author, and will almost never have a bibliography at the end.

See Also -- Periodical
See Also -- Journal

Media

Films, tapes, and other audio-visual materials that require the use of special listening or viewing equipment.

Media Center

The area of the Kinlaw Library where the audio-visual material is shelved. Equipment for viewing or listening to the media is available in that area. The Media Center is located in the Lower Level of the Kinlaw Library.

Microfiche

A small (4” x 6”) flat sheet of film containing photographic reproductions in miniature of a periodical or other publication. Usually several pages of the original document will fit on a single sheet of microfiche. A machine
called a microfiche reader is required to view the microfiche.

See Also -- Fiche

**Microfilm**
A reel of film containing photographic reproductions in miniature of a periodical or other publication usually arranged sequentially by date and page number. A machine called a microfilm reader is required to view the microfilm. Many periodicals in the Kinlaw Library are in this format. They are arranged by periodical title and then by date in cabinets just behind the current periodicals shelves.

**Microform**
A generic term applied to all forms of micro-reproduction including microfiche and microfilm.

**Monograph**
A non-serial work, complete in one part or set, usually on a narrowly defined single topic. For example a book or pamphlet (as opposed to a periodical).

See Also -- Periodical

**Newspaper**
A periodical issued at frequent intervals (usually daily, semi-weekly, or weekly) containing news, opinions, advertisements and other information of current and often local interest. Printed on a type of paper called newsprint.

**Non-Circulating**
Library materials which may not be checked out by patrons. Non-circulating items at Kinlaw Library include archival material, rare books, special collections, reference material, periodicals, and other items which must remain accessible within the library at all times.

**Online Catalog**
A library catalog (formerly the card catalog) in the form of an electronic database, with the information in a machine-readable format. It is a digitized list of the library’s holdings. It contains records that refer to all of the materials located at a library.

See Also -- Catalog
See Also -- OPAC

**OPAC**
An acronym for Online Public Access Catalog, used to refer to the online catalog of the library. Sometimes this is used to refer to the publicly accessible portion of the library database.

See Also -- Catalog
See Also -- Online Catalog

**Periodical**
A serial published indefinitely at regular or stated intervals, generally more frequently than once a year. Each issue is numbered and/or dated consecutively and contains articles, stories, or other writings. Journals, magazines and newspapers are periodicals. At the Kinlaw Library we have both current and bound periodicals on the left side of the library on the Main Level.

See Also -- Bound Periodical
See Also -- Current Periodical
See Also -- Serial

**Periodical Index**
A guide to the contents of periodicals. Some periodical indexes are general in coverage while others focus on a particular subject like agriculture, economics, or history. Periodical indexes are used to find articles on a certain topic or by a certain author. Provides citations and sometimes abstracts for the articles.

See Also -- Periodical
See Also -- Citation
See Also -- Index
Primary Source
Sometimes called Primary Literature. The original research or writings on a subject. Includes accounts of eyewitnesses to an event (such as diaries, minutes of meetings, etc), data obtained through original research, creative works such as poetry, music, or art, and artifacts. Other forms of primary sources are technical reports, patents, theses, and journal articles (when they present original research).
See Also -- Secondary Source

Record
An individual component of a database containing information such as citations, statistics, text, etc. This is the set of information that is retrieved when searching a database. It can be made up of various pieces of information contained in fields. In a periodical index or database, each citation to an article is also called a record.
See Also -- Database
See Also -- Field

Refereed Journal
A journal in which articles have been evaluated by an independent expert in the field of research before acceptance for publication.

Reference Collection
Materials such as encyclopedias, dictionaries, handbooks, directories, etc. kept in a separate collection (usually near the Reference Desk) and not allowed to circulate, so that they will always be on hand when needed. Reference materials in this collection are designed to be consulted for brief items of information such as facts, statistics, background information, etc. Most materials in this collection are not to be read consecutively and may refer to other publications, or can contain specially compiled pieces of information.

Reference Desk
The place in the library where professional librarians answer questions, give directions and guide patrons through the research process. This is a service point where patrons can seek help in finding information or in using the library’s resources. Often, close by the desk, is the Reference Collection of helpful materials, computers, indexes, and other resources.

Reserves
A collection of books and other materials set aside by professors for use by students in particular classes. These materials are in high demand by a select group and therefore will have a shorter circulation period. They may also be restricted in other ways, such as in library use only. The Reserves area in Kinlaw Library is at the Circulation Desk on the Main Level.
See Also -- Circulation Desk

Search Term
A word that is entered into a database in order to find information. Search terms are combined together to form a search statement.
See Also -- Database
See Also -- Keyword

Secondary Source
Works that are not original manuscripts, but which analyze, evaluate, interpret or criticize primary sources. Secondary sources also include tools which point the patron to primary sources. Secondary sources provide a broader dissemination of information that has already appeared in another form.
See Also -- Primary Source

Serial
A publication issued in successive parts bearing a numerical or chronological designation and intended to be continued indefinitely. This is different from a periodical in that serials are more likely to be annuals, yearbooks, proceedings, and numbered monographic series that come in a hardbound format.
See Also -- Periodical
Series
A group of separate items issued under a collective title, as well as under individual titles.

Server
A computer acting as a depository of programs and/or data which is available to client computers. The server and client(s) will be networked and the server is dedicated to sharing to all clients on the network.
See Also -- Client

Stacks
A single stack is a unit of connected book cases or shelves, usually arranged in rows in a library. This term is sometimes used more generically to refer to the areas in a library where all the books are housed. Often the stacks in a library are contained on multiple floors and comprise many rows of shelving units.

Subject Headings
A term, name, or phrase, often including subdivisions, used as an access point in a catalog or index which is arranged by topic. Generally, any particular index will use a standardized set of subject headings, which improves search precision once the user determines the “approved” headings being used for their topic. Sometimes also referred to as descriptors.
See Also -- Controlled Vocabulary

Thesaurus
A reference tool which identifies and indexes synonyms and antonyms (or the relationships) of words. In database searching, a thesaurus identifies controlled vocabulary to be used for information retrieval. A thesaurus in this second sense will be a list of all the subject headings or descriptors used in a particular database, catalog, or index. The Library of Congress Subject Headings is an example of this type of thesaurus.
See Also -- Controlled Vocabulary
See Also -- Library of Congress Subject Headings

Truncation
The shortening of a word in an online search in order to retrieve variant forms of that word. For example child* retrieves child, child’s, children, childless. Frequently used symbols for truncation include the asterisk (*), the plus sign (+), or the question mark (?). Each database will have different truncation features. Be sure to check the help file for instructions on the truncation symbol to use.