

Glossary of Library Terms

Abstract A brief description of an article, or other work, which summarizes its major points, gives keywords for the subject matter and provides information for locating the article.

Barcode Wow, what's this striped thing with the numbers on my library card? A barcode is a label with a pattern of machine-readable lines and numbers. Barcodes are found on every item that can be checked out of the library, as well as on your library card. The Circulation computer scans the barcode for identifying information when you charge, return or renew materials.

Bibliography (also known as a Works Cited Page) A bibliography is a list of citations for books, periodical articles, internet sites and other materials, which have been consulted, quoted or otherwise borrowed from in the writing of a term paper, thesis, book or article. The citations must include certain bits of information, in a particular order, according to whatever style you are using. Students at NVCC are usually assigned either MLA (Modern Language Association) or APA (American Psychology Association) style. Free booklets on both of these styles are available in the Reference area.

Call Number Each item in the library collection has a label on its spine or cover indicating its location. This call number is assigned by the Library of Congress classification system. The top part of the "number," which is actually a combination of letter(s) and numbers identifies the subject area the book belongs to. Other letters and numbers further identify the item and give it its own place in the system. The date indicates year of publication.

Circulation Desk Who are those friendly folks and what do they do? The Circulation staff keeps the library running smoothly by checking your library items out, checking them back in, helping you with Reserve material, answering questions and giving you directions and information.

Citation A citation serves to help you locate published material, including information published on the Internet. See **Bibliography**, above

Electronic Databases Places on the Web where searchers can access resource material, mostly from magazines, journals, newspapers, and other publications that come out in print on a periodical basis. At NVCC our Electronic Databases are carefully selected to provide our students with materials in the subject areas that are taught here.

Hold If a book that you want is checked out, a hold ensures that whoever has it cannot renew it for more time. Your name shows up on the computer when the book is returned, and you are notified that it is available. Holds are placed at the Circulation Desk.

ILL InterLibrary Loan (ILL) is a program for borrowing books from other libraries. Items from other libraries take at least a week to arrive here, so please plan ahead. If you need help finding which libraries have what, ask the Reference Librarian for assistance

Indexes & Catalogs	An index allows you to use keywords and/or names to find information in newspapers, magazines and journal databases. At NVCC we have access to many electronic databases. A catalog is a searchable list of the material (books, videos, CDs, etc.) in any given library. At NVCC, our electronic catalog is called LIBRIS.
Library Website	A location on the Internet dedicated to learning and research. NVCC's library website address is http://www.nv2.comnet.edu/library/
NetID & Password	To use a campus computer you need to log on with your NetID and password. Information on formulating this ID and Password is available throughout the campus.
Periodicals	Publications issued on a regular basis (daily, weekly, yearly, etc.) such as magazines, newsletters, newspapers and journals. Popular publications are known as newspapers or magazines; academic and professional publications are known as journals. References to articles published in periodicals are found in indexes and bibliographies. At NVCC we have access to many periodicals, both in print and online.
Public Libraries	Public libraries often have materials helpful to college students. Make sure your public library card is up-to-date; it can be used in other town libraries as well.
Recall	Circulation staff may notify a patron if a hold has been placed on their overdue material. If you're the delinquent party, please be considerate and return these items immediately.
Reciprocal	Borrowing privileges granted by cooperating libraries to members of each other's user
Borrowing Privileges	Groups. Students enrolled at NVCC have reciprocal borrowing privileges at Post University and UCONN Waterbury. Some of the state universities allow NVCC students borrowing privileges also.
Reference Desk	The staffs at the Reference desk are professionals in the field of information retrieval and trained in helping you with your library research. They may refer you to other libraries or places on campus and online, such as tutoring centers, for in-depth help with assignments, word processing, or technical computer issues.
Reference Materials	Your library's reference collection includes up-to-date sources of information such as atlases, encyclopedias, dictionaries, almanacs, directories, bibliographies, indexes and abstracts. Reference materials are not available to be checked out.
Renew	Need more time? Usually that's not a problem. Bring the book and your library card to the Circulation Desk and as long as no one else is waiting, it can be renewed for more time.
Reserve	Your instructor may put books, periodical articles and other materials "on reserve" for an assignment. Reserves are located at the Circulation Desk. Most reserves are not allowed to leave the library.
You	Your time spent in the library should be productive and rewarding. Please ask for any assistance you might need. We welcome your suggestions for improved service