

LIBRARY TERMS

Abstract - a brief description or summary of an item.

Boolean Operators - AND, OR, and NOT connect search words to tell a system how to combine those words. Google and some databases automatically insert AND between search words, while in others, type connectors between search words.



Call number - Typically located on the spine of a library book or other materials and used to identify its physical place on a shelf. Academic nursing and medical libraries use the National Library of Medicine (NLM) or Library of Congress classification system, while public and school libraries use the Dewey Decimal System.

A graphic with a yellow background and a green border on the left. At the top right is an illustration of a stack of books with a red circle around them. Below the illustration is the title 'What is a Call Number?' in green text. Underneath the title is a dark blue horizontal bar. Below the bar is a bulleted list of three points.

What is a Call Number?

- Every book in the library is given a unique call number that is an address for locating the book on the shelf.
- The call number is located on the spine of a book.
- The call number is made up of two parts: the Dewey Decimal classification number and the first three letters of the author's last name.

Catalog - See library catalog

Citation - A reference to an item that helps the reader identify and retrieve a publication. It typically includes publication information such as author/creator, title, date, name of journal or publisher, volume and issue number and page numbers.



Databases – Licensed (by subscription) or free indexes to articles within journals, or books, and book chapters--e.g. Academic Search Complete, ProQuest, ERIC, PsycINFO, Google Scholar, etc. Some databases provide the complete text of indexed items, while others have more restrictions.

Domain - Provides a general idea of the type of website through its extensions, e.g., .edu for educational institutions.

eBook - A book published in electronic format that can be read on a computer or mobile device.

e-Journal - A journal published in electronic format that can be read on a computer or mobile device. See **Journal**.

Filter - A tool that allows you to limit your search results after performing a search.

HTML (Hypertext Markup Language) - Markup language for web pages that may include links to different sections of that document or other documents. Even with the complete text, HTML documents may not include images and page numbers that exist in the original journal or other documents.

Interlibrary Loan (ILL) - A service provided by libraries to enable its users to borrow materials from other libraries. Some libraries offer this service for free, while others charge a fee.

Invisible web - Internet resources that search engines such as Google cannot discover, including items protected by password, and the results of dynamically generated searches in licensed (subscription) databases, such as CINAHL. Sometimes referred to as the "deep web."

Journal - A publication containing articles written by researchers and other experts.

Keyword - A term from a research topic to use in a search, e.g., type 1 diabetes in pregnant women

Library catalog - An online database listing books and other materials that the library owns or subscribes to.

Licensed database - Collection of information paid for by library subscription and accessible only to those with approved IDs and passwords.

Open Access - Information sources that are available to all.

Permalink - A permanent link to an online source.

PDF (Portable Document Format) – Exact copies of items, as they appeared when published in print. Download the free Adobe Acrobat Reader, from the Adobe web site to read pdf files.

Peer-reviewed - The process in which an article is vetted by an impartial panel of experts prior to publication in a journal. Items have been examined anonymously by field experts, to ensure quality. Experts look for accuracy, completeness, scholarship, and use of appropriate and up to date supporting evidence. (Also called "refereed.")



Periodical - work published at intervals -- e.g., journals.

Periodical index - A publication or database that lists journal articles and can provide some online publication. May also list books, book chapters (essays), dissertations, conference papers, etc. Important note: Many online databases are licensed for use by specific groups or individuals and may not be available to the public.

Plagiarism - Using another person's work, ideas, and/or words without citation, as if they were your own.

Primary Source - A firsthand account from participants or observers of an event

Proxy server - A means of allowing approved users to enter an ID and password to gain access to licensed or otherwise restricted research tools or materials.

Reference - Generally a citation or bibliography entry. Can also mean a library location in-person or online for general or research questions.

Reference book - A print or online publication that librarians have separated for general use. Some references can be checked out while others cannot.

Research Guide - A webpage created by the library that provides information sources focusing on a specific program, subject, or library service.

Reserves - In colleges and universities, instructors often ask the library to place certain

materials on limited loan for their students, so that all students in a class will be able to read assigned materials. These "reserve" items are in different areas from other library materials.

Scholarly Source - A primary publication that presents original research from a professional field. Scholarly sources include academic journals, peer-reviewed journals and books, government websites (.gov), and professional organization websites (.org).

Scholarly - See "peer-reviewed"

Serials - See "periodicals"

Search Results - A list of results generated from a search on the library homepage or from a database A to Z list.

Search Strategy (Search String or Search Statement) - Keywords from a research topic joined together by Boolean Operators.



Secondary Source - A description, analysis or recounting of a Primary Source.

Subject Heading -: A subject term that is part of a controlled vocabulary (meaning ?? and is assigned to articles based on their content to make retrieval easier. Examples of such lists include the Library of Congress Subject Heading List and the National Library of Medicine's Medical Subject Headings.

Truncation - A "wild card" symbol that tells the system to search for items that begin with or come in the middle of a string of characters -- e.g., child* searches for child,

childless, children; wom?n searches for woman and for women. Important note: Different databases may use different truncation symbols.

Truncation

- The truncation symbol is used at the **end of a word** to find variations of a word stem.

? ! *

Search: educat*
Retrieve: education, educate, educated, educator, educators

Search: hum*
Retrieve: human, humans, humanity, humor, humbug, hummus

Wildcards

- The wildcard symbol is used to retrieve a variant letter or letters **within a word**.

? # *

Search: wom?n
Retrieve: woman, women

Search: reali#ation
Retrieve: realization, realisation



URL (Uniform Resource Locator) - The web address of a resource or file available on the Internet, most often beginning with https://.

Visible web - Websites freely available to the public that can be found by search engines such as Google. Sometimes referred to as the "surface web."

VPN (Virtual Private Network) - A secured private connection built on top of publicly accessible infrastructure. Provides an alternative to using a proxy server for remote access to licensed resources, as well as a secure method to authenticate to an institution's or organization's wireless network.

Wild card - See "truncation"