

Library Vocabulary Guide

explore, understand, learn...



Using the Information & Learning Commons (ILC) involves **exploring** its resources, **learning** how to use its services and facilities and also **understanding** a whole new vocabulary. This guide will introduce you to common library terminology and definitions.

Remember, if you don't understand a word, you can always ask the ILC staff to explain!

ABEKT Library Catalogue

A specialized **database** that contains records describing the **material available at the ILC**. The catalogue is accessible via the Internet and available to the College community and the public without restriction.

Abstract

A brief **description or summary** of the contents of a book, article, or other document, published or unpublished, usually accompanied by a citation or bibliographic reference to it.

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 -- **Citation**

Bibliography

A **list of citations** for books, articles, theses, and other materials. Published bibliographies are often found at the end of articles, book chapters and entries in reference books. The presence of a bibliography is one of the signs of a **work of scholarship** as opposed to a popular work.

See also -- **Peer Review**

Borrowing Card (ILCard)

The card with which you can **borrow, return items** and **obtain a locker key**.

Classification Numbers

A unique set of letters and numbers designated according to a classification scheme, by which an item is labeled in the library's collection, identified in a catalogue, and located on the shelves. The ILC uses the **Dewey Decimal Classification** system (e.g. 658 PAS 2nd ed.).

Circulation

A service where items are **loaned** or charged out to users. Items which do not circulate (*textbooks, recommended readings, reference books and periodicals*) can be used only within the ILC

Citation

Information which fully **identifies a publication**: a complete citation usually includes author, title, name of journal (*article*) or publisher and place of publication (*book*), and date. Often pages, volume numbers, and other information will be included in a citation.

Collection

A **set of shelves**, also known as **stacks**, where materials are shelved by **type** or **content**. For example, the Main Collection houses borrowable items in all subject areas. The Reserve Collection houses Textbooks and Recommended Readings—not for loan.

Databases

Databases refer to **online collections of data**, some of which are subscribed to by the ILC for use by CITY students and staff. These can range from bibliographic databases (*only abstracts available*) to full-text collections with online articles.

Dewey Decimal Classification

A call number system used to **classify and organize material** in libraries. The Dewey Decimal system is based ten primary categories with each category being further subdivided into more narrow and specific topics. The collections in the ILC are organized by the Dewey Decimal system.

See also -- **Classification Number**

Due Date

The date before which library materials on loan should be **returned or renewed**. Materials not returned or renewed by designated due date are subject to fines or loss of borrowing privileges.

Ebooks

Ebooks is an abbreviation of 'electronic books'. They are literally the **full texts** of entire books presented on a website for **online reading**.

Ejournals

Ejournals is an abbreviation of 'electronic journals', which are the **online** versions of **periodicals or magazines**.

E-resources

E-resources is a general way of describing the various **databases, ejournal collections, ebooks**, and other useful Internet sites and gateways which you might find effective in supporting your study at the College.

Full-text

In the context of **online** resources, means that the entire **text** is available (not just a citation or an abstract).

Information skills

Refers to the general practice of **finding, using and evaluating** the suitability of various **sources** of data and information.

Interlibrary Request Service

The process through which the ILC **acquires material from another library** or organization. If the item that you are looking for is not owned by ILC in print or electronically, you may place a request by using the online Interlibrary Request form.

Journals

A periodical published by an academic press, learned society, government agency or professional organization, **intended for scholars, students, professionals or experts**, and featuring articles which disseminate results, critical interpretations or reviews of scholarly or scientific research in a particular subject discipline or profession.

See also -- **Magazine**

See also -- **Periodical**

Loan Period

The **length of time** library materials may be **borrowed**.

Magazine

A periodical published by a commercial press, intended for a **general readership**. Usually features news stories or articles on popular topics written by journalists, reporters or others rather than by scholars, professionals or experts.

See also -- **Journal**

See also -- **Periodical**

Main Collection (MNC)

Stacks of shelves including **books** that are available **for loan** to users.

Media

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

Overdue

The item checked out is **late for return**. It has not been returned or renewed to the ILC by the due date.

Peer Review

A process that articles in many scholarly journals go through before they are published. Once an article is submitted for publication, it is sent to an **editorial board** comprised of experts in the field to be **evaluated**. The submitted article must receive the approval of the editorial board before it is published. The editorial board is usually identified at the beginning of each issue of a journal. Peer-reviewed journals may also be called **refereed** journals.

Periodicals (also called serials)

Publications that appear more or less **regularly--daily, weekly, monthly, quarterly, annually, or biannually**, for example. *Newspapers, journals, magazines, and almanacs* are all examples of periodicals.

Recall/Reservation

ILC users may place recalls and reserve items **charged out to other people**. The people to whom the materials are charged are notified by email that another user wants the item. Recalled items must be returned within a short period of time, usually a week.

Reference Assistance/Desk

A special department within the ILC where you can find staff to help you with your research needs. Help is available in person by e-mail, or by phone.

Reference Collection (RC)

Material designed to be consulted for brief items of information such as facts, statistics, background information, etc. **Dictionaries, Encyclopedias and Handbooks** can also be found in the RC.

Renewal

An **extension of the loan period** for charged library materials. Renewals may be handled in person at the Library Services Desk, by phone or email.

Reserve Collection (RSC)

A selection of specific books, periodical articles, dvds, and other materials which academic staff have indicated that students must read or view for a particular course. These materials are usually kept together in one area of the ILC and are **not available for loan**. To locate reserve materials, you may use ABEKT Library Catalogue, consult the Unit's Syllabus available on Caroline.

Stacks

A unit of connected **book cases or shelves**, usually arranged in rows, for storing the library's collection.

Subject Headings

Standardized **term or phrase**, often including subdivisions, used to categorize records of items related by subject, including persons, places, or things, often qualified by chronological period, geographical region, or type of document.

See also -- **Dewey Decimal Classification**

Subject Search

The means of searching with a resource in order to retrieve all records containing a specific subject heading.

URL (Uniform resource Locator)

Address used for web page.

For further help you may reach the Library Services Desk by email at: library@city.academic.gr or anagnostopoulou@city.academic.gr, by phone: +30 2310 538560/961 or in person at the Information & Learning Commons (ILC), 6th floor, Leontos Sofou building.