A Glossary of Library Terms

All of the terms below are used in BGU Library. Words below in italics have their own entry on the list.

**Abstract**: A short summary, usually of a journal article, essay or dissertation.

**Annotation**: An explanatory or supplementary note or comment in a book, usually by someone other than the original author. See also notes.

**Article**: A piece of writing on a specific subject. Articles can vary in length, from a couple of hundred to several thousand words. One issue of a journal, magazine, or newspaper is normally made up of several articles.

**Audio-visual resource**: One which includes a sound and/or visual element such as a CD or DVD.

**Bibliographic information**: Details relating to the author, title, publisher, date of publication, edition, volume and so on, of a resource. See also citation.

**Bibliography**: A systematic list of resources (books, articles, websites etc.) consulted in order to produce a piece of work. Different from a reference list.

**Boolean logic**: The use of the words AND, OR, and NOT in keyword searches to include or exclude certain words.

**Bound**: Refers to the binding of books or journals. A bound journal usually contains multiple journal issues (e.g. one year’s worth). The process of binding reduces the risk of individual journal issues being lost or damaged.

**Classmark**: another word for shelfmark.

**Citation**: Bibliographic information set out in a precise order for inclusion in a reference list, bibliography, reading list or database. See also bibliographic details and referencing.

**Copyright**: A form of legal protection afforded to creators of intellectual works that dictates if and how their work can be used or re-used.

**Database**: A collection of data in an electronic format which can be searched and/or browsed. Many of the electronic resources provided by BGU Library are databases.

**E-book**: (Electronic book). A book in electronic format designed to be read on a computer or hand-held device.

**E-journal**: (Electronic journal). A journal that is published online only, or both in print and online.

**Electronic resources / e-resources**: See online resources.

**Full-text**: A piece of text (e.g. a journal article) available to view online in its entirety.

**Hold**: The ability to reserve a library resource that is on loan to another borrower, as in “I’d like to place a hold on this book please”.

**Index**: An alphabetical or themed list of topics accompanied by relevant page numbers, normally found at the back of a book.
**Inter-library loan**: A service, offered by BGU Library, whereby patrons can request books and *journal articles*, that we do not hold ourselves, from other libraries. A small charge is made to students for this service.

**Issue**: Interchangeable with the word *part* to describe a single, published part of a *journal*, as in ‘the latest issue of Film Quarterly was published last week’.

**ISBN**: (International Standard Book Number). A unique 10- or 13-character code that identifies a particular book. ISBNs can be written with or without hyphens, e.g. 978-1427971511 or 0405479412. ISBNs are mostly numbers but sometimes contain a letter X.

**ISSN**: (International Standard Serial Number). A unique 8 character code that identifies a particular journal. ISSNs are always written with a hyphen between the fourth and fifth characters, e.g. 1234-2156. ISSNs are mostly numbers but sometimes contain a letter X.

**Journal**: Interchangeable with the words *serial* and *periodical*. A publication produced at regular intervals (e.g. monthly or quarterly) and usually with a special subject focus. Similar to a magazine but containing longer, more in-depth articles and intended for an academic or professional audience. See also *part*, *issue* and *number*.

**Keyword**: A descriptive word or phrase used to search *databases* and other *online resources*.

**Monograph**: A scholarly book or lengthy essay which examines a specialised subject in detail.

**Notes**: Supplementary comments and information provided in books and *journal articles* by the author/s. Usually displayed at the bottom of a page, or at the end of a chapter, *article*, or publication. See also *annotation*.

**Number**: Refers to the identification of *journal issues*. Many use *volumes* and *parts* but some use only a number and date, e.g. Number 348 (2011).

**One week loan**: A seven day loan period applied to library materials in high demand. Items available for one week loan have stickers on the spines identifying them as such.

**Online resources**: Any resource provided by the Library and which is accessed via a computer. Online resources include *e-books*, *e-journals*, *databases* and other reference tools.

**Part**: Interchangeable with the word *issue* to describe a single *issue* of a *journal*. See also *volume*.

**Peer review**: A process by which, prior to publication, a *journal article* is scrutinised by a small number of subject experts to ensure academic rigour and integrity.

**Periodical**: Another word for a *journal*.

**Plagiarism**: Using someone else’s work and passing it off as your own.

**Reading list**: A list of resources to support a particular module or course. Often includes books, *journal articles*, and websites but can also include reports, conference papers and audio-visual resources. Reading lists are usually compiled by academic staff and are often split into ‘essential’ (or ‘core’) and ‘recommended’ resources.

**Reference**: Refers to physical resources which are not permitted to be taken outside of the Library, as in ‘this item is reference only’.

**Reference list**: A list of *citations* at the end of a piece of work which includes only those items specifically referred to or quoted within the work. Different from a *bibliography*. It is university policy to submit reference lists rather than bibliographies with assignments; a ‘Further Reading’ list of wider and background reading can be included after the reference list if appropriate.

**Referencing**: A set of rules governing the way other people’s work is acknowledged in written assignments (e.g. ideas and quotes included in the text, citations in the reading list). The system used at BGU is described in detail in the University’s *Handbook for Written Coursework*.
**Reservation**: Another word for a *Hold*.

**Serial**: Another word for a *journal*.

**Shelfmark**: The classification code that indicates where an item belongs in the Library's shelving sequence. Shelfmarks are normally displayed on book spine as a short sequence of letters or numbers.

**Standard loan**: The standard length of time that a book or other resource can be borrowed from BGU Library (generally three weeks). Exceptions apply.

**Volume**: A single *issue* of a *journal* is normally identified by two numbers: a *volume* and *part*. The volume usually reflects the number of years that a journal has been published for, and the part normally reflects the number of issues published in the volume up to that point. In citations, volumes and parts are often written as volume (part), e.g. 1 (3), or volume:part, e.g. 3:1.

**WorldCat**: BGU Library's catalogue and discovery tool. WorldCat contains detailed records of all of the physical resources held in the Library, as well as live links to the online resources, like e-books and journal articles, to which the Library subscribes. It is also possible, in WorldCat, to search the collections of other libraries that use WorldCat.