

Library Terms (Glossary)



Abstract

A brief summary of an article, book, DVD, etc.

Archives

Documents created by a person or organization that are preserved for their historical value. At USI, the [University Archives/Special Collections](#) is located on the third floor of the Rice Library.

Bibliography

A list of works cited that provides information on a subject. May include such sources as books, scholarly journal, magazine, and/or newspaper articles, government documents, audio-visual materials, Web sites, etc. Often found at the end of a scholarly article or a book. An **Annotated Bibliography** is a bibliography that includes **Abstracts** (see above).

Boolean Search

A search of a database that retrieves selected information by using the Boolean operators **AND**, **OR**, and **NOT** to show logical relationships between search terms.

AND narrows or limits the results by adding two or more terms together. **OR** broadens or expands the results by including related terms. and **NOT** excludes a term.

Call Number

A combination of alpha-numeric characters used to identify an item (book, periodical, DVD, map, etc.) indicate its place on the library shelf. This "address" is assigned to each library item to show its location.

Catalog

An online catalog of the books, audio-visual materials, government documents, geographic maps periodical titles, and other materials owned by the Rice Library.

Checked Out

This status indicates an item is checked out by another person and thus not currently available. In the event you need to have this item, you can place a "[Hold](#)" on the item electronically through the Catalog.

Checkout Counter and Staff

The library staff at the Checkout Counter check out circulating items, laptops for loan, and items on reserve. They also handle overdue fines, lost book charges, and more.

Circulating Books (books you can check out)

In libraries, the books that you can borrow are called "circulating books." Reference books are non-circulating; you need to use them in the library.

Citation

This is information that identifies a book, an article, or other cited item. For a book, a citation includes the author, the title, publisher, and the year of publication. For an article, a citation often includes, the author, the title of the article, the title of the periodical,

volume and issue numbers, date of publication and the page numbers of the article. A citation may use APA, MLA, or another format style. A single citation is sometimes called a reference, while a group of citations gathered together is usually called a bibliography. When [citing](#) articles from databases, you need to include the name of the database you retrieved the article from.

Controlled Vocabulary

Words used as subject headings by a catalog or database. In the library's Catalog, see the field titled Subject Headings (LCSH) for suggested search terms to improve your search results. LCSH stands for Library of Congress Subject Headings. To explore LC Subject Headings, see:

<http://fantasia.cse.msstate.edu/lcshdb/index.cgi>

Database

An organized collection of online records having a standardized format and content. For example, Academic Search Premier is a database of citations, abstracts as well as full-text articles. The Rice Library subscribes to 60+ databases.

Due Date

This is the date when the borrowed library materials should be returned or renewed.

E-Book

Books the library subscribes to in online format.

Fields

In the library's Catalog and databases, fields are particular sections of a record identified in the left margin, containing specific information such as Author, Title, Publication Information and Subject Headings (LCSH).

Fine

The amount of money owed by borrower if library material is not returned by the due date.

Full-text

A full-text article is an article that can be printed off the Computer in full. As opposed to articles available in print format.

General Collection

The General Collection location is on the 2nd, 3rd and 4th floors of the Rice Library. These materials can be checked out.

Call Numbers starting with the letters A – F are on the 2nd Floor, G - N 3rd Floor, and P - Z 4th Floor

Government Document

Documents published by local, state, federal, and international government organizations. Rice Library has a selective collection on a variety of selected topics located on the 1st floor.

Hold

A "**hold**" request may be placed for circulating materials that **are** currently **Checked Out** by another borrower. The item will be held for the requester at the Checkout Counter when it is returned and you will be contacted at that time to pick it up.

Holdings

Applies to the issues of a periodical owned by the library, and can also refer to all the materials (books, audiovisual media, electronic databases, etc.) in the library's collection.

Interlibrary Loan (ILL)

This exchange of materials among libraries is a service provided to USI faculty, staff and students to supplement the Rice Library collection. (See ILL on the library's main page, top menu)

Journal Finder

The full-text of articles from the journals on this list are available online through a database for the time period specified.

Keyword Search

A search technique that looks for the occurrence of a word in some fields in a record. Also called a free text search. In most database searching, a free text or keyword search uses words in the same way that a person normally speaks them.

Library of Congress Classification (LC)

This is the classification system used to organize books and periodicals. It divides knowledge into subject areas and corresponding call numbers and letters for library materials.

Limit (ways to "limit" your search)

A search option in the a catalog or database that allows a search to be limited by specific elements in the records. Examples of limits include full-text, publication type, publication date, subject, language, methodology, etc.

Microform

This is a printed item that has been reduced to a size too small to be read by the unaided eye. Microfiche and microfilm are types of microforms. These are found on the 1st Floor of the Rice Library.

Periodical

Periodicals come out periodically. There are 4 basic types: newspapers, magazines, trade publications, and Scholarly/Academic Journals. A certain type of Scholarly/Academic journal is a Peered-Review Journal.

Reference

The process of assisting with your questions and/or research needs. Reference materials are a collection of items (i.e. subject-specific encyclopedias, sourcebooks, etc.) that provide overview and background information on numerous topics. These items are non-circulating and must be used within the library. The Reference Collection is located on the 1st Floor of the Rice Library. See also New Reference Books.

Off-Campus Access to Databases

To access the online databases available through Rice Library when you are not in the library or a campus office, you need to be authenticated. Use your MyUSI username and password to log in.

Reserves

The Checkout area holds certain heavily-used materials selected by professors to be circulated for short periods of time so that items placed here are available to all students equitably. For items in print, ask at the Checkout Counter. For reserve items available online, see e-reserves.

Scholarly or Academic Journal

A periodical that is scholarly or academic in content and purpose. It contains articles written by subject experts, professors and researchers. Bibliographies typically follow each article.

Status

This field in near or at the bottom of the catalog record for all items. If the *Status* is *Available*, the item should be in the library. If *Checked Out*, someone has it, but you can put a *hold* on it. If "*On Order*," the item has been ordered but not yet received. If the *Status* field states "*No information available*" the item may be an electronic book (see E-Book).

Subject Headings

See **Controlled Vocabulary** above.

Volume

These are library materials which are part of the same title but are bound separately. Individual issues of a periodical bound together into a single book are called a "volume." Large books and encyclopedias are sometimes divided into more than one volume.

Works Cited

"Works Cited" is a Bibliography in MLA Citation format. "References" is a bibliography in APA format. See **Bibliography** above.