

Glossary of Library Terms

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Abstract: *n.* A summary or brief description of an article or other written work.

🗨 Vocabulary in use:

The bibliographic record of an article usually includes an **abstract**.

Reading the **abstract** will give you a good idea of what the article is about.

Academic:

1. *n.* A person who teaches at a university or college.

🗨 Vocabulary in use:

Academics become experts in their fields after many years of study.

1. *adj.* Pertaining to universities (which are also called **the academy**).

🗨 Vocabulary in use:

When John went back to university, he found the return to **academic** life difficult.

2. *adj.* Written by and for academics. **Scholarly**.

🗨 Vocabulary in use:

If a book or article is **academic**, then it will have a bibliography and in-text citations.

For my research paper, I need to cite **academic** sources.

Academic Integrity: A set of rules that must be followed while studying at university.

🗨 Vocabulary in use:

Using someone else's ideas without giving them credit breaks a rule of **academic integrity**.

Copying someone else's work breaks a rule of **academic integrity**.

If you get caught breaking the rules of **academic integrity**, you may be expelled.

APA Style: *n.* A style of citing sources according to the *Publication Manual of the American Psychological Association*.

🗨 Vocabulary in use:

My teacher wants me to cite my sources in **APA style**.

APA style is often used for papers in business, education and psychology.

In **APA style**, the list of citations at the end of a paper is called "References."

¹ Some of the following definitions are adapted from the "Instruction for Diverse Populations Multilingual Glossary – Definitions," retrieved on October 1, 2012 from: <http://www.ala.org/acrl/sites/ala.org/acrl/files/content/aboutacrl/directoryofleadership/sections/is/iswebsite/projpubs/definitions.pdf>, and the Thompson Rivers University Glossary of Library Terms, retrieved on October 1, 2012 from <http://libguides.tru.ca/glossary>.

Article: *n.* A short piece of writing that has been published in a newspaper, magazine or journal.

🗨️ Vocabulary in use:

I read an **article** about gun control in the newspaper.

My mother read an **article** about Paris in a travel magazine.

Our teacher recommended an **article** about crime rates from the *Canadian Journal of Criminology*.

AskAway: *n.* An online chat reference service that is available to all TRU students.

🗨️ Vocabulary in use:

AskAway lets you chat online with a reference librarian from your home or dorm room.

Librarians from all over British Columbia work for **AskAway**.

The librarians on **AskAway** answer questions about finding and citing sources.

Author: *n.* The person who wrote a book or article.

🗨️ Vocabulary in use:

The **author** of *Anne of Green Gables* was Lucy Maud Montgomery.

I would like to find another book by the **author** of *Anne of Green Gables*.

It is easy to find a book or article if you know the name of the **author**.

Bibliographic Record: *n.* A record in a catalogue or database that contains information about a book or article.

🗨️ Vocabulary in use:

Bibliographic records include a lot of useful information.

If you want to get an idea of what an article is about, then read the **bibliographic record**.

The **bibliographic record** for *Pride and Prejudice* says that it's on the shelf in the Main Library.

Bibliography:

1. *n.* A list of books or articles by a particular person or about a particular subject.

🗨️ Vocabulary in use:

I need to find a **bibliography** of books by Jane Austen.

I need to compile a **bibliography** of articles about Jane Austen.

2. *n.* A list of citations to the sources that are used in writing a paper. In APA Style, this list is called *References*. In MLA Style, it is called *Works Cited*.

🗨️ Vocabulary in use:

For my paper on the life of Jane Austen, I will format the **bibliography** in MLA style.

Boolean Operators: AND, OR and NOT. These are special words that tell a database how to combine **search terms**.

🗨 Vocabulary in use:

When searching databases, use search terms that are connected by Boolean Operators, for example:

- “video games” AND learning
- adolescents OR youth OR teenagers
- (cats OR kittens) AND (dogs OR puppies)

Book: *n.* A relatively long piece of writing that is published as a single item. Also called a **monograph**.

🗨 Vocabulary in use:

I need to go to the Main Library to get a **book** about Kamloops.

All of Jane Austen’s books are available for free from www.gutenberg.com.

The library has the **book** *Profiles of Canada* both in print and online.

Call Number: *n.* A combination of letters and numbers that shows where a book is located in the library.

🗨 Vocabulary in use:

If you know the **call number** of a book, then you can find it on the shelf.

The **call number** in the catalogue will match the call number on the spine of the book.

Novels by Canadian writers usually have **call numbers** that begin with PS.

The **call number** for *Anne of Green Gables* is PS 8526 .O55 A6 2000.

Catalogue: *n.* A **database** that contains information about all of the books that the library owns or can access online.

🗨 Vocabulary in use:

I found the book about Jane Austen in the **catalogue**, but someone has already checked it out.

Patty checked the **catalogue**, but couldn’t find any books about money in the novels of Jane Austen.

According to the **catalogue**, the library has online access to the *Journal of Cognition and Culture*.

Chapter: *n.* A section of a book.

🗨 Vocabulary in use:

The book that we are reading in class has eight **chapters**.

Our teacher told us to read **Chapter** Five by Monday.

My favorite character dies in the last **chapter** of the book.

Check Out: *v.* To borrow an item from the library.

🗨 Vocabulary in use:

If the catalogue says that a book is in the *stacks*, then it is available to be **checked out**.

At the TRU Library, you can **check out** books for two weeks at a time.

The clerk at the circulation desk will **check out** your books.

Circulation Desk: *n.* The desk where people go to check out books and pay fines.

🗨 Vocabulary in use:

Please take your books to the **circulation** desk to check them out.

The library closes at 5:00pm today, and the **circulation** desk closes at 4:50 pm.

The clerk at the **circulation** desk can give you change for the photocopier.

Citation: *n.* A description of a book, article or other work that includes all of the information that is needed to identify and locate it. Also called a *reference*.

🗨 Vocabulary in use:

Before I hand in my paper, I need to make sure that all my **citations** are correct.

Mary made some mistakes with her **citations**, which cost her marks.

I find that getting the **citations** right is often the hardest part of writing a paper.

Citation Style: *n.* A set of rules for formatting citations.

🗨 Vocabulary in use:

At TRU, the most common **citation styles** are APA, MLA, CSE, and Chicago.

Different **citation styles** have different rules for capitalization, punctuation and italicization.

Cite: *v.* To acknowledge the use of information from sources. Very similar to *reference*.

🗨 Vocabulary in use:

If you use an idea from a book, an article or a website, then you must **cite** it.

Citing your sources lets your reader know that you have done your research.

If you forget to **cite** your sources, then you may be accused of plagiarism.

Database: *n.* A collection of information stored in electronic form.

🗨 Vocabulary in use:

Article **databases** contain information about articles, and often include the full-text of articles as well.

The library catalogue is a **database** of all the books and journals that the library owns or can access online.

Discover is a program that searches many **databases** at once.

Discover: *n.* A computer program that searches the catalogue and most of the article databases at the same time.

🗨 Vocabulary in use:

Discover is a very useful tool for finding books and articles by title.

If you are looking for articles by a specific author, then you should start with a **Discover** search.

If you don't find what you are looking for in **Discover**, then you may need to try an article database.

Dictionary:

1. *n.* A book or online resource that gives information about the meaning, pronunciation, and origin of words.

🗨 Vocabulary in use:

The *Oxford English Dictionary* is the most complete dictionary of English language ever published.

2. *n. (rare)* A book or online resource that contains entries about aspects of a particular subject. Usually this sort of resource is called an *encyclopedia*.

🗨 Vocabulary in use:

The *Dictionary of the History of Ideas* has entries on variety of topics in philosophy and theology.

Direct Quote: *n.* An exact copy of someone else's words.

🗨 Vocabulary in use:

Enclose **direct quotes** in quotation marks so that it is clear that you are using someone else's words.

Try not to use too many **direct quotes** in your work.

A paraphrase of an author's ideas is often more appropriate than a **direct quote**.

DOI (Digital Object Identifier): *n.* A string of numbers and letters that identifies a particular book or article.

🗨 Vocabulary in use:

A **DOI** is similar to an URL, except that the **DOI** never changes.

You can find an article on the Internet by typing in its **DOI**.

APA style requires that **DOIs** be included in the citations.

Due: *adj.* Have to be returned.

🗨 Vocabulary in use:

When your books are **due**, you must return them to the library.

These books are **due** on January 12, so you must bring them back by then to avoid paying a fine.

The date that a book is **due** is called its *due date*.

Due date: *n.* The day that a book must be returned to the library

🗨 Vocabulary in use:

The **due date** for this book is April 27, 2014.

If you fail to return your library books by their **due date**, then you will be charged fines.

Be sure to keep track of the **due dates** of your books.

E-book: *n.* An electronic edition of a book.

🗨 Vocabulary in use:

The TRU library has a lot of **e-books** that you can access from home.

E-books cost just as much as print books.

I like to read **e-books** on my iPad.

Editor: *n.* A person who organizes the written work of others into a book or journal.

🗨 Vocabulary in use:

Isabel is the **editor** of *The Journal of Applied Ethics*.

The **editor** of *Profiles of Canada* is Kenneth G. Pryke.

Being an **editor** is a job that requires patience and tact.

Encyclopedia:

1. *n.* A book or online resource that contains articles about many different subjects, usually presented in alphabetical order.

🗨 Vocabulary in use:

Wikipedia is an online **encyclopedia** that anyone can contribute to.

2. *n.* A book or online resource that contains entries about aspects of a particular subject.

🗨 Vocabulary in use:

The **Encyclopedia** of *Evolution* has an entry on Charles Darwin.

Evaluate: *v.* To make a judgment about something.

🗨 Vocabulary in use:

When you **evaluate** something, you assign a value to it.

After you have done a search, you must **evaluate** the results.

Evaluating the results of search means deciding which resources will be useful for your research.

Fine: *n.* A sum of money that you must pay if you return a book late.

🗨 Vocabulary in use:

If you fail to return a book on time, then you must pay a **fine**.

If you have more than \$10.00 in **finances**, then your library privileges will be suspended until you pay them.

In order to avoid having to pay library **finances**, always return your books by the due date.

Full-text: *n.* An electronic copy of an article that is available to be viewed online or printed out.

🗨 Vocabulary in use:

Since TRU has the **full-text** of this article, you can print it right now.

If TRU doesn't have the **full-text** of an article, then you will need to request it through **interlibrary loan**.

If your paper is due tomorrow, then you should limit your search to **full-text** articles.

Hold:

1. *v.* To keep or set aside an item.

🗨 Vocabulary in use:

The Library will **hold** this book for you for three days.

2. *n.* A request that a library book be held for a user.

🗨 Vocabulary in use:

If the book that you are looking for is checked out to someone else, then you can place a **hold** on it.

3. *n.* A library book that is being held.

🗨 Vocabulary in use:

The Library will **hold** this book for you for three days.

House of Learning: *n.* The building with the sculpture of a coyote on the roof. The third floor of the House of Learning is part of the library, and has books about science, technology and law.

🗨 Vocabulary in use:

There is a Tim Hortons on the first floor of the **House of Learning**.

The **House of Learning** has a living wall that is four stories high.

The math department is on the fourth floor of the **House of Learning**.

Interlibrary Loan:

1. *n.* A service that allows people to borrow books and articles from other libraries.

🗨 Vocabulary in use:

We don't have that book, so you will need to request it through **interlibrary loan**.

2. *v.* To obtain a book through the interlibrary loan service.

🗨 Vocabulary in use:

If you want that book by next week, you need to **interlibrary loan** it today.

3. *n.* A book or article that has been borrowed through the interlibrary loan service.

🗨 Vocabulary in use:

Pick up your **interlibrary loans** at the circulation desk.

4. *adj.* Related to the interlibrary loan service.

🗨 Vocabulary in use:

There is an **interlibrary** loan form on the library website that you can fill out and submit online.

In-Text Citation: *n.* The part of a citation that occurs in the text of a paper, e.g. (Scott, 2012).

🗨 Vocabulary in use:

MLA and APA do **in-text** citations differently.

In-text citations let your reader know that you are citing someone else's work.

Each **in-text** citation must correspond to a **reference** at the end of your paper.

Issue: *n.* A single copy of a journal, magazine or newspaper.

🗨 Vocabulary in use:

The article that you're looking for is in the March 2011 **issue** of *The Walrus*.

The library does not have all the **issues** of every journal.

The Saturday **issue** of the *Globe and Mail* had an interesting article about community gardens.

A volume of a journal is usually made up of all of the **issues** that are published in a calendar year.

Journal: *n.* A regularly issued publication that contains **peer-reviewed** articles about **scholarly** research.

🗨 Vocabulary in use:

The library has online access to over 25,000 **journals**.

The anthropology **journals** are kept on the first floor of the Main Library.

I need to find at least three **journal** articles for my paper on Jane Austen.

Keyword: *n.* A word or phrase that indicates what a book or article is about. Keywords are often used when searching for information on a particular topic.

🗨 Vocabulary in use:

When you don't know the subject headings for your topic, try a **keyword** search.

I tried a **keyword** search but didn't get anything useful.

If your first keyword search doesn't work, then try different **keywords**.

Librarian: *n.* A person who loves to help students find the books and articles that they need to do their research. Librarians can usually be found at the **Reference Desk**.

🗨 Vocabulary in use:

If you need help with your research, then ask a **librarian**.

The **librarians** can help you find books and articles about your topic.

There are **librarians** at the reference desks at both the House of Learning and the Main Library.

Library:

1. *n.* A building that contains books and other resources.

🗨 Vocabulary in use:

If you like peace and quiet, then the **library** is a good place to study.

2. *n.* The department of a university that is responsible for providing the resources that students and faculty need to do their research.

🗨 Vocabulary in use:

The **library** spends over \$700,000 a year on print and online resources for students and faculty to use in their research.

4. *adj.* Belonging to the library.

🗨 Vocabulary in use:

Always remember to return your **library** books on time!

Library Card: *n.* A card that gives a person access to the library's resources.

☛ *At TRU, your library card is the same as your campus card.*

🗨️ *Vocabulary in use:*

In order to take books out of the library, you must have your **library card**.

When you access library resources from home, you will need to enter the number on your **library card**.

At TRU, your **library card** number is the same as your campus card number.

Log In: *v.* To give a computer system or program the information that it needs to identify you as someone who has a right to use it.

🗨️ *Vocabulary in use:*

In order to access library resources from home, you will need to **log in**.

In order to **log in**, you will need your student number and your pin number.

When you access **RefWorks**, you will need to log in with your RefWorks login name and password.

Login:

1. *n.* A name that identifies you to a computer system or program. Also called a *login name* or *login ID*.

🗨️ *Vocabulary in use:*

When you use the computers at TRU, your **login** is your campus card number.

2. *adj.* An adjective that describes a computer screen that requires you to enter your login name and password.

🗨️ *Vocabulary in use:*

When you use library resources from home, a **login** screen will ask for your campus card number and your pin.

Magazine: *n.* A regularly issued periodical that contains popular articles of general interest.

🗨️ *Vocabulary in use:*

I always read gossip **magazines** in the doctor's office.

Time and *Macleans* are general interest **magazines**.

I bought a **magazine** about cooking at Chapters.

Main Library: *n.* The library building next to the Clock Tower Building. The Main Library has books on the humanities and social sciences.

🗨️ *Vocabulary in use:*

The ESL books are kept in the **Main Library**.

The **Main Library** has a lot of quiet study space.

Melissa's office is on the 2nd floor of the **Main Library**.

MLA Style: *n.* A style of citing sources according to *The Modern Language Association Style Manual*.

🗨 Vocabulary in use:

MLA style is used for English papers.

I would like to cite my sources in **MLA style**.

MLA style is one of the three major citation styles, along with APA and Chicago.

Monograph: *n.* A relatively long piece of writing that is published as a single item. Also called a **book**.

🗨 Vocabulary in use:

A **monograph** is a book by a single author about a single topic.

My father published his PhD dissertation as a **monograph**.

The library spends more money on journals than it does on **monographs**.

Newspaper: *n.* A daily publication that contains current information about a variety of topics.

🗨 Vocabulary in use:

The Globe and Mail and *The National Post* are national **newspapers** that cover all of Canada.

Many people read a **newspaper** every morning.

Newspaper articles are a good source for information about current events.

Online: *Adj.* Available electronically over the Internet.

🗨 Vocabulary in use:

The library has a lot of **online** resources that you can access from home 24 hours a day.

Most of the library's journals can be accessed **online**.

Online books are very convenient and almost always available.

Paraphrase: *n.* A restatement of a fact or idea in your own words.

🗨 Vocabulary in use:

A paraphrase of an author's ideas is often more appropriate than a **direct quote**.

Whenever you quote or **paraphrase** someone else's work, you must cite the source!

Paraphrasing is an important part of writing academic papers.

When you **paraphrase** an author's ideas, you demonstrate to your reader that you understand them.

Password: *n.* A secret string of letters and numbers that must be entered in order to access a computer system or program.

🗨 Vocabulary in use:

If your **password** isn't working, then you need to contact the IT desk.

If you give the wrong **password** three times in a row, then the system will lock you out.

Your "My TRU" **password** is different from your library PIN.

PDF (Portable Document Format): *n.* A type of computer file that is very easy to print.

🗨 Vocabulary in use:

If an article is available in **PDF**, then it will be easy to print out.

If you see a **PDF** symbol in a bibliographic record, it means that the article is available in full-text.

Some people read **PDF** files on their iPads.

Peer Review:

1. *n.* A process by which an editor sends an article to be reviewed by the author's *peers* (or colleagues) to make sure that it is original work and in an acceptable format.

🗨 Vocabulary in use:

Most of the articles in scholarly journals are sent out for **peer review** before they are published.

2. *adj.* Having gone through the peer review process.

🗨 Vocabulary in use:

I need to find three **peer-reviewed** articles for my paper.

Periodical: *n.* An information source that is published regularly, such as a **journal**, **magazine** or **newspaper**.

🗨 Vocabulary in use:

Scholarly **periodicals** are called journals.

The TRU Library's **periodicals** are organized in alphabetical order by title.

When you cite an article from a **periodical**, you must include the name of the **periodical**.

PIN (Personal Identification Number): *n.* A string of numbers that identifies users of a system.

☛ **You must know your library PIN to access databases from home. Unless you change it, your library PIN is your birthday in the form: YYMMDD.**

🗨 Vocabulary in use:

In order to use the self-check-out machine, you need to know your **PIN**.

In order to access library resources from home, you need to know your **PIN**.

If you forget your **PIN**, then you will need to come into the library and show your ID to the clerk.

Plagiarism: *n.* The use of someone else's words or ideas without acknowledgement.

🗨 Vocabulary in use:

If you use someone else's words without quotation marks, then you are **plagiarizing** their words.

If you use someone else's ideas without acknowledgment, then you are **plagiarizing** their ideas.

At TRU, **plagiarism** is considered to be a form of theft.

Popular: *Adj.* Written for a general audience. Non-academic.

🗨️ Vocabulary in use:

My father likes to read **popular** science books.

Popular books and articles are generally easier to read than scholarly ones.

Science articles in the **popular** press often contain inaccuracies.

Print: *Adj.* In printed form. The library has an item *in print* if it owns a printed copy.

🗨️ Vocabulary in use:

We have that magazine in **print**.

The **print** editions of some journals are very expensive.

Many people still prefer **print** books to ebooks.

Publisher: *n.* A company or other organization that makes books and other works available to the public.

🗨️ Vocabulary in use:

Cambridge University Press is the world's oldest **publisher**.

The Government of Canada is the **publisher** of many books and other documents.

A complete bibliographic record for a book includes the name of the **publisher**.

Quotation Marks: *n.* The symbols "...". Quotation marks are used around:

a) direct quotes (i.e., words taken directly from someone else's work).

b) multi-word search terms (for instance "video games").

🗨️ Vocabulary in use:

Mary quoted a passage from her textbook and forgot to enclose it in **quotation marks**.

John forgot to put **quotation marks** around "video games," so his results included videos of games.

Reference:

1. *n.* A service that helps library users to find information.

🗨️ Vocabulary in use:

If you need help with **reference**, ask a librarian.

2. *n.* A collection of books, such as **dictionaries** and **encyclopedias**, that cannot be taken out of the library.

🗨️ Vocabulary in use:

The book that you are looking for is in **reference**, which means that it can't be taken out of the library.

3. *n.* A book or article that is used in writing a paper. Also called a **source**.

🗨️ Vocabulary in use:

I need to find three references for my paper on education in Victorian England.

4. *n.* A description of a book or article that includes all of the information that is necessary to identify and locate it. Also called a **citation**.

🗨 Vocabulary in use:

Before I hand in my paper, I need make sure that the **references** are formatted correctly.

5. *v.* To acknowledge using information from a **source**. Very similar to **cite**.

🗨 Vocabulary in use:

If you use a source, then you must remember to **reference** it.

Reference Desk: *n.* A desk where people go for help with finding books and articles.

🗨 Vocabulary in use:

There will be a librarian at the **reference desk** until six o'clock this afternoon.

The **reference desk** in the House of Learning is on the third floor.

Melissa is on the **reference desk** at the Main Library every Saturday.

References:

1. *n.* All of the books and articles used in writing a paper.

🗨 Vocabulary in use:

You can use the **references** at the end of an article to find more articles on the same topic.

Judging by Rosa's **references**, she has read very widely in her topic.

2. *n.* The list of citations at the end of a paper that is formatted in APA style.

🗨 Vocabulary in use:

In APA style, the **references** are just called **References**, which sort makes sense!

RefWorks: *n.* A computer program that helps people to manage and **cite** their sources.

🗨 Vocabulary in use:

All students and faculty at TRU can create **RefWorks** accounts.

You can export citations directly from Summon into **RefWorks**.

You can use **RefWorks** to create a bibliography in any citation style.

Relevance: *n.* Importance or significance.

🗨 Vocabulary in use:

In most databases, you can choose to display results of a search by date or by **relevance**.

When articles are ranked according to **relevance**, the most useful ones will be at the top of the list.

An abstract allows you to evaluate the **relevance** of an article before you start reading it.

Renew: v. To extend that period of time that you are allowed to keep a book.

🗨 Vocabulary in use:

If no one else needs a book, then you can **renew** it for an additional two weeks.

You can **renew** a book online, but only if no one has placed a hold on it.

It is better to **renew** a book than to return it late!

Research:

1. v. To search for information about a topic.

🗨 Vocabulary in use:

I need to **research** whether video games can help teenagers learn.

2. n. The process of searching for information about a topic.

🗨 Vocabulary in use:

Research is an important part of a Canadian university education.

2. n. The results of a search for information about a topic.

🗨 Vocabulary in use:

My **research** indicates that video games can help teenagers learn in some circumstances.

Reserve: n. A book or article that the instructor of a course has made available in the library for all of the students taking the course to read.

🗨 Vocabulary in use:

The professor for English 1110 has put several books on **reserve**.

Reserves are kept at the circulation desk.

Most **reserves** may only be checked out for two hours at a time, but some may be taken out longer.

Resources: n. Sources of information, such as books, journals and databases.

🗨 Vocabulary in use:

Our print **resources** are housed in the Main Library and in the House of Learning.

The library's many online **resources** can be accessed from the library website.

The library spends more than \$700,000 a year on print and online **resources**!

Results: n. The result or product of a search; what you get when you do a search.

🗨 Vocabulary in use:

If you search for "video games" and "teenagers" you will get a lot of **results**.

If you do not like the **results** of a search, try changing one or more of the search terms.

An important part of doing a search is evaluating the **results**.

Return:

1. *v.* To bring or take back.

🗨 Vocabulary in use:

When your books are due, you must **return** them.

2. *n.* A book that has been returned.

🗨 Vocabulary in use:

The library workers shelve **returns** as quickly as possible so that students can find them.

3. *adj.* Relating to the returning of books.

🗨 Vocabulary in use:

If the library is closed, put your library books in the **return** bin on the outside of the building.

Search Term: *n.* A word or phrase about a topic that is used to search for information about that topic. Very similar to a **keyword**.

🗨 Vocabulary in use:

If your search is unsuccessful, then you may be using the wrong **search terms**.

To find new **search terms**, think of synonyms for the words that you are using.

The subject headings in a bibliographic record are a good place to look for new **search terms**.

Scholarly: *Adj.* Pertaining to scholarship; written by and for scholars. Also called **academic**.

🗨 Vocabulary in use:

Most instructors require that their students cite **scholarly** sources.

Scholarly books and articles often use specialized vocabulary that is particular to a given field.

It is very important to be able to distinguish between **scholarly** and popular sources.

Search:

1. *v.* To look for something.

🗨 Vocabulary in use:

Robert **searched** the library catalogue for books on global warming.

2. *n.* An instance of searching.

🗨 Vocabulary in use:

Robert did a **search** in the library catalogue for books on global warming.

Search Term: *n.* A word or phrase about a topic that is used to search for information about that topic. Very similar to a **keyword**.

🗨 Vocabulary in use:

If your search is unsuccessful, then you may be using the wrong **search terms**.

To find new **search terms**, think of synonyms for the words that you are using.

The subject headings in a bibliographic record are a good place to look for new **search terms**.

Source: *n.* A book, article or other work that is used in the process of writing of a paper.

🗨️ Vocabulary in use:

I need five **sources** for my paper, but only one of them needs to be peer reviewed.

My teacher says that I can use a government website as a **source**.

If I don't cite my **sources** properly, then I will get a bad mark on my paper.

Summary: *n.* A brief restatement of someone else's ideas. Similar to a **paraphrase**.

🗨️ Vocabulary in use:

Please read this paper and write a **summary** of the important points.

The abstract of an article is a **summary** of its contents.

Unlike a paraphrase, a **summary** is always shorter than the work being summarized.

Synonym: *n.* A word with a meaning very close to meaning of another word.

🗨️ Vocabulary in use:

"Adolescent" is a **synonym** for "teenager."

When searching a database, include all of the **synonyms** that you can think of for your search term.

To find articles of First Nations people, use the **synonyms** "First Nations" OR "Aboriginal" OR "Indian."

If you aren't sure what **synonyms** to use, ask your friendly reference librarian!

Stacks: *n.* Shelves that contain books that can be taken out of the library.

🗨️ Vocabulary in use:

The **stacks** are where library books are kept when they are not checked out.

The catalogue says that *Pride and Prejudice* is in the **stacks**.

Let's check the **stacks** to see if the book that you are looking for is there.

Subject:

1. *n.* What a book or article is about.

2. *n.* An area of study.

🗨️ Vocabulary in use:

Books in the library are organized by **subject**, so that all of the books on education are in the same place.

The two **subjects** that I am most interested in are history and education.

The **subject** of my paper is education in Victorian England.

Subject Heading: *n.* A word or phrase that describes the subject of a book or article.

🗨️ Vocabulary in use:

The bibliographic record for a book or article will often contain one or more **subject headings**.

Subject headings are a good place to look for search terms.

Different databases use different **subject headings**, which are also called *controlled vocabulary*.

Title: *n.* The name of a book, journal, article or other work.

☞ Vocabulary in use:

Hamlet is the **title** of one of Shakespeare's most famous plays.

If you need help finding a specific book, then write down the **title** and take it to the reference desk.

Discover makes it easy to find articles by **title**.

Textbook: *n.* Textbook: A book that is intended to be used by students who are taking a course at a college or university.

☞ Vocabulary in use:

Instructors expect that their students will purchase the **textbooks** that are required.

Textbooks are very expensive because the publishers know that students have to purchase them.

The library does not collect **textbooks**, but sometimes instructors put copies on reserve in the library.

Topic: *n.* The main idea of a research paper or **article**. Similar to a **subject**, but more focused.

☞ Vocabulary in use:

Have you decided on a **topic** for your paper?

My teacher says that I can write my paper on any **topic** that I like as long as I can find three sources.

The **topic** of my paper will be the role of education in the novels of Jane Austen.

User ID (User Identification): *n.* A combination of letters and numbers that identifies a person to a computer system or program.

☛ **When you access library resources from home, your User ID is your student number, which is the number on your campus card.**

URL (Uniform Resource Locator): *n.* The address of a resource on the Web.

☞ Vocabulary in use:

Whenever I find a useful website, I email the **URL** to myself.

When you cite a website in **APA style**, you must include the **URL**.

The **URL** for the TRU library is: <http://www.tru.ca/library>.

Volume:

1. *n.* All of the issues of a periodical that are published in a single year.

☞ Vocabulary in use:

The article that I am looking from is in **volume** 35 of *Natural Language and Linguistic Theory*.

2. *n.* One of a set of books that form a single work.

☞ Vocabulary in use:

The *Encyclopedia of Evolution* is in two **volumes**.

Work: *n.* An item that has been created by a person (e.g., a book, article, painting, movie, etc.)

🗨 Vocabulary in use:

I keep the collected **works** of William Shakespeare on my bookshelf.

The Ninth Symphony may be Beethoven's most innovative **work**.

There are many **works** of art in the Kamloops Art Gallery.

Works Cited: *n.* The list of citations at the end of a paper that is formatted in **MLA style**.

🗨 Vocabulary in use:

In MLA style, the citations at the end of a paper are called **Works Cited**.

Your **Works Cited** gives your reader the information necessary to identify and locate your sources.

You will lose marks if your **Works Cited** are not formatted correctly.