Glossary of Library Terms
by Melissa Svendsen

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/proipubs/definitions.pdf](http://www.ala.org/acrl/sites/ala.org.acrl/files/content/aboutacrl/directoryofleadership/sections/is/iswebsite/proipubs/definitions.pdf), and the Thompson Rivers University Glossary of Library Terms, retrieved on October 1, 2012 from [http://libguides.tru.ca/glossary](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.


   **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 **fines**, then your library privileges will be suspended until you pay them.
In order to avoid having to pay library **fines**, 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 **Main Library**.  

01/27/2015
**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 to 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 thing 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](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.