

## Library Vocabulary

**Bound Periodicals** - back issues which have been sent to the bindery, covered with a binding, and placed on shelves in alphabetical order by title of the periodical. .

**Citation** - information which fully identifies a publication: a complete citation usually includes author, title, name of journal (if the citation is to an article) or publisher (if to a book), and date. Often pages, volumes and other information will be included in a citation.

**Database** – a collection of information arranged into individual records that can be searched by computer.

**Embargo Period** - a gap between the last issue available online and the most recently published print issue. Embargo periods can range from a couple of weeks to several years.

**Field** - part of a record used for a particular category of data. For example title field displays the title for each record in the database. Other examples include author, subject, & journal.

**Keyword Searching** – searching using natural language.

**Microforms** - documents, often ones that are bulky or liable to deteriorate rapidly, which have been photographed and reduced in size to reduce the storage space required and to preserve them. Common formats for microforms are microfilm, microfiche, or micro card.

**Online Catalog** - database containing records of the materials owned by a library. (UNACAT is UNA's online catalog and contains records for the four campus libraries.)

**Operators** - words such as AND, OR, and NOT that are used to combine search terms to broaden or narrow the results of a search. Combining terms using operators is sometimes called **Boolean** searching.

**Periodical Database** is a computerized system that arranges articles by subject, title, author, and/or keyword and is able to search a large number of articles from journals, magazines, or newspapers.

**Periodical Indexes & Abstracts** – list articles which have appeared in journals, magazines, or newspapers. They list author, title, name of periodical, volume, pages and date of publication. Indexes can be in print or electronic format. **Abstracts** are indexes that also contain summaries of the content of the article.

**Record** – the description of an item (book, article, government document) arranged in fields and treated as a unit.

**Reference Database** – an electronic version of a print reference source or a reference source (encyclopedia, dictionary, biography) that is in electronic form.

**Reference Sources** – works designed by arrangement and treatment of subject matter to be consulted for definite items of information, rather than read consecutively.

**Subject Headings** - words or phrases assigned to books and articles and used to index these items by topic.

Determining the correct headings for a specific database or catalog is an important part of effective research.

**Subject Headings** are assigned using controlled vocabulary. Using controlled vocabulary or authorized headings is a way indexers attempt to bring all information on a topic together. Examples of controlled vocabulary are *Library of Congress Subject Headings*, & *Thesaurus of ERIC Descriptors*

**Truncation** - typing a special symbol at the end of a word to retrieve all possible endings of that word. Truncation symbols vary by database.

**Wildcard** - special character such as an asterisk (\*) or a question mark (?) that you can use to represent one or more characters. Wildcards vary by database.