

# Library Terms

*A Quick Guide to Popular Words & Phrases Used in Libraries*

<b>Term</b>	<b>What it means...</b>
<b>Call Numbers</b>	Most library items are given “ <b>Dewey Decimal</b> ” <b>numbers</b> so they can be shelved, found later.
<b>Catalog / Library Catalog</b>	What we use to look up library items (books, DVDs, etc.). Our library catalog is <b>online</b> .
<b>Check out</b>	When you borrow a library item. You “check out” items at the <b>Circulation Department</b> .
<b>Check in</b>	When you return a library item. You “check in” items at the <b>Circulation Department</b> .
<b>Circulating</b>	A word used to describe books you can borrow (unlike “non-circulating” <b>Reference works</b> ).
<b>Circulation Department</b>	Where you <b>check in / out</b> library items. Also where you get or update <b>library cards</b> .
<b>Classification</b>	Used to arrange library items, which are “classified” and given <b>call numbers</b> .
<b>Critical Thinking</b>	Carefully considering all information you encounter. Ask about our free handouts at <b>Reference</b> .
<b>Databases</b>	Contain articles from newspapers, journals, and more. Great for serious research!
<b>Dewey Decimal Number</b>	<b>Call numbers</b> (000 – 999) from the “Dewey Decimal” <b>classification</b> system.
<b>Download</b>	To retrieve information from the <b>Internet</b> (as in “ <i>download a document</i> ”). Opposite of <b>upload</b> .
<b>Due Date</b>	Each library item borrowed must be returned by its “due date” or it will be “ <b>overdue</b> .”
<b>eBook / e-book</b>	Electronic book you can read on a computer or “ebook reader.” Available free at Thrall!
<b>E-mail</b>	Electronic messages you can receive, reply to, or send. Requires <b>Internet</b> access.
<b>E-mail Notification</b>	Notices of <b>reserves, due dates, fines, more</b> . Inquire at the <b>Reference Department</b> .
<b>Government Document</b>	Reports, etc. published by the government. Thrall, a Federal Depository, has many “gov docs.”
<b>Holdings</b>	All the items the library owns, including books, videos, magazines, and newspapers.
<b>Holds</b>	Requests for items to be “held” for someone once those items become available.
<b>Interlibrary Loan (ILL)</b>	When you <b>request</b> books from libraries other than your own. Some items cannot be “ILL’d.”
<b>Internet</b>	Global system of interconnected computers and people. Includes the <b>World Wide Web</b> .
<b>Library Account</b>	Your library record: name, address, fines, a temporary list of items borrowed/requested.
<b>Library Barcode Number</b>	Long number of back of <b>library cards</b> . Used to <b>log in</b> to the <b>catalog, databases</b> .
<b>Library Cards</b>	A plastic card which contains a <b>library barcode number</b> representing your <b>library account</b> . Inquire at the <b>Circulation Department</b> to apply for, replace, or update a library card.
<b>Logging In / Log In</b>	When you enter a name (and sometimes a password) to access something, such as your <b>library account</b> (through the <b>library catalog</b> ) or a <b>database</b> .
<b>Online</b>	Means “connected to the <b>Internet</b> ” (as in “ <i>I’m online</i> ”) or “located on the <b>World Wide Web</b> .”
<b>Overdue</b>	When a library item is kept past its <b>due date</b> . Ask at <b>Circulation</b> if you can <b>renew</b> an item.
<b>Periodicals / Serials</b>	Includes magazines, journals, newsletters, regularly and irregularly published items.
<b>PIN</b>	“Personal Identification Number” - usually the last four digits of your phone number.
<b>Reader’s Advisory</b>	Guides to help you discover new books or authors based on your reading preferences.
<b>Reference Works</b>	Highly informational book. Usually cannot be borrowed. Includes most encyclopedias.
<b>Reference Department</b>	Where you can find <b>reference works</b> and librarians who can help you find information.
<b>Renew</b>	If you need a library item past its <b>due date</b> , inquire at <b>Circulation</b> for more time.
<b>Requests / Reserves</b>	If a library item is unavailable (or at another library), ask at the <b>Reference Department</b> about getting on a waiting list or an <b>interlibrary loan</b> . Not all items can be “reserved.”
<b>Search Engine</b>	Used to find information or <b>websites</b> . The library’s <b>catalog</b> is an example.
<b>Source</b>	Where information comes from. Always consider the source when working with information.
<b>Stacks / Shelves</b>	Where the library keeps and displays its materials.
<b>Technical Processing</b>	Where library items are prepared so they can be found in the <b>catalog</b> and borrowed.
<b>Upload</b>	To send information to the <b>Internet</b> (as in “ <i>uploading a resumé</i> ”). Opposite of <b>download</b> .
<b>URL</b>	“Uniform Resource Locator” – the specific location (“web address”) of something <b>online</b> .
<b>Web Guides</b>	Guides to information on the <b>World Wide Web</b> . Thrall offers many such guides at its <b>website</b> .
<b>Websites / Web Pages</b>	Contain information or other content (such as articles, music, videos) on the <b>World Wide Web</b> . You can access Middletown Thrall Library’s website at <b>www.thrall.org</b> .
<b>World Wide Web (WWW)</b>	The most popular part of the <b>Internet</b> . Contains billions of <b>websites</b> .