

2014

A GUIDE TO LIBRARY LANGUAGE



Harper Adams University

Bamford Library

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This guide aims to help you use the Library better by explaining some of the common words and phrases you may see and hear in the Library.

If you use it you will be able to talk the library language, but don't forget, if you are uncertain of anything please ask the library staff – we are here to help you.

Words marked in **bold** have an explanation in the guide.

A

Abstract	A summary of a journal article or other publication.
Article	A piece of writing published in a journal , magazine or newspaper. It often describes research or ideas or expresses opinions.
Athens	In the past you needed an Athens password to use databases and electronic journals , particularly off campus. Now you can use your Harper login details.
Available	The word used on the catalogue to show that a book should be on the shelf and has not been borrowed by someone
Audio-visual	Non-book materials such as videos, DVDs, and CDs

B

Bibliography	<p>A list of information sources which have been read or consulted by an author and which usually appears at the end of a book or article or dissertation.</p> <p>It also refers to a list of information sources for a particular subject.</p>
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Book return bin	The large black metal box in the library entrance where you can return your books when the library is closed. Library staff will empty the box when the library is next open.
Booking	A way to arrange in advance to use to a group study room .
Boolean searching	Using “ And, Or and Not ” to combine search terms . This method of searching is used in many databases and search engines to carry out an accurate search.
Borrow	To take a book or other item out of the library. (see also: Check out and issue)

C

Call number	Another name for Shelfmark
Catalogue	The catalogue lists the library resources such as books, journals and DVDs. Our Catalogue is part of Find it @ Harper and is available on several computers in the Library, and on the Library homepage on the website. It shows you where to find the item and whether it is available .
Check in	To return a book or other item to the library
Check out	To take a book or other item out of the library
Classmark	See shelfmark
Copyright	The legal protection given to authors which prevents illegal copying of their work. Information about what you are legally allowed to copy is on a poster next to the photocopying machines. You may only copy one chapter or 5% of a book and one article from a journal issue .

D

Database	<p>Databases help you search for published research. Many databases cover a specific subject area such as business or science and allow you to search for journal articles, conference proceedings, newspaper articles and other information on a topic within that subject area.</p> <p>Every database will give you information such as the author and title of the research and where it is published. Many databases include abstracts and some provide the full text of the research.</p> <p>Many of our databases are searched when you use Find it @ Harper.</p>
Dewey Decimal Classification Scheme	<p>The system of organising books and other items used in this Library. Each item is given a shelfmark indicating what subject it covers and where it is shelved. The system allows books on a similar subject matter to be shelved near to each other.</p>
Dissertation	<p>A long formal essay which usually involves a review of current research and some element of original research. It is usually required in the final year of a degree.</p>
Due date	<p>The date which tells you when you need to return items you have checked out to the Library. After the due date an item becomes overdue and a fine may be charged to the user.</p>

E

E-book or Electronic book	<p>A book available in electronic format. You can find them on the catalogue tab in Find it @ Harper.</p>
Edited book	<p>A book with chapters written by more than one author.</p>
E-journal or Electronic journal	<p>An electronic version of a journal usually available via Find it @ Harper.</p>
Enquiry Desk	<p>A Librarian normally works here. Ask them for more</p>

advanced help with finding information and with referencing.

F

Find it @ Harper	This is a search engine which allows you to search many of the databases, electronic journals and the catalogue in one search. You can find it on the library home page.
Fine	Money you have to pay if you return an item to the Library late (after the due date)

G

Group study rooms	Rooms which can be used by a group of students (3 or more) working together on a presentation or assignment. You can book two of the group study rooms at the Welcome Hub. They are upstairs in the Library
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H

Holds	If all the copies of a book you need have been borrowed by other people you can place a hold on it or 'request' it. You can do this online by logging into the Catalogue . You will be emailed when the item is ready for you to collect
Hold Shelves	When the item is ready for you it is placed on the Hold shelves for you to collect. They are opposite the Welcome Hub . You need borrow the book using the self-service machines as soon as you take it off the shelf. If you do not want the book, tell us at the Welcome Hub .
Holdings	The word used on the catalogue to show the number of copies and location of library items. For a journal it tells you which years or volumes the library has.

I

In Press Article	An online journal article which is shown on the publisher's website before it is published fully in print or online. Normally it does not have issue or page numbers.
ISBN	International Standard Book Number: most books published have one of these unique, ten or thirteen-digit numbers which helps to identify the publisher, the title and the volume number for book trade and library use.
Issue	<p>When you take an item out from the Library, it is issued to you.</p> <p>It can also mean a specific month or part of a journal. For example, if it is a title which is published monthly you may be asked to look for an article in the "January issue" of a particular year.</p>

J

Journal	A magazine published at regular intervals e.g. monthly, quarterly. Also known as a serial or periodical. Journals in the Library often contain scholarly information and research.
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K

Keyword	A keyword is a word from a title or subject which describes the main subject or topic the information is about. You can use keywords to search for items in the Library catalogue , or on Find it @ Harper .
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L

Literature review	An overview of the literature available on a topic.
Loan type or period	This shows you for how long you can borrow an item from the Library. Most items in the Main Collection can be borrowed for 1 or 3 weeks. Short loan items can be borrowed overnight or over the weekend

O

On loan	This description on the Library Catalogue means that the item is not in the library because someone has borrowed it.
Overdue	This means that an item you have checked out has not been returned on time. A fine may be charged for library items which are overdue.

P

Pamphlets	A very thin book or leaflet. They are kept opposite the Welcome Hub . Their shelfmark will start with P eg P636.089 BSA
Peer Reviewed article or journal	These have been checked by other experts to ensure that it contains genuine scholarly research. Sometimes peer reviewed articles are referred to as 'academic' or 'scholarly' articles. They are the type of material most often required for use in writing assignments
Periodical	Another word for journal
PIN	Personal Identification Number. This is a 4 digit number you can use to renew and reserve books online. Go to My Account on the library catalogue to do this. If you do not know your PIN ask a member of library staff.
Plagiarism	Failure to acknowledge the contribution of other people's work in your own. If you copy or quote from someone else's work you must show it by citing them in the text and listing their names in your reference list

R

Reference	Items that can only be used in the Library. All journals are for reference use only and so are some books.
Referencing	Acknowledging the sources used in your work. A reference list shows all the books, journals and internet sources you have quoted or paraphrased in your work.
Renew	You may extend the time you have an item on loan to you by renewing it. You can renew items by phone, online by logging in on the Catalogue , or on the self-issue machines in the Library. You cannot renew an item if someone has placed a hold on it.
Request	If all the copies of a book you need have been borrowed by other people you can place a hold on it or 'request' it. You can do this online by logging into the Catalogue . You will be emailed when the item is ready for you to collect
Return	To bring an item you have borrowed back to the Library.

S

SCONUL Access Scheme	This scheme allows you to use libraries at other UK universities. http://www.access.sconul.ac.uk
Search terms	Words used to look for items in a database or search engine to help you find books, journal articles or websites. (see also keyword)
Self-issue machines	The Library has two self-issue machines in the library entrance area. You can use these to Check out and check in books, CDs, videos and DVDs .
Serial	Another word for journal
Shelfmark	Each book has a label on it showing its shelfmark. It is a series of numbers and letters in the format 630.681 BAT. This shows you where the item is shelved. Books with similar shelfmarks are on similar topics. Shelfmarks are also sometimes called classmarks or call numbers .

Short Loan Some of the most popular books which can be borrowed until the end of the next week day or over the weekend. They are opposite the **Welcome Hub**.

Silent Study Room A room on the 1st floor of the library where conversation is not allowed.

Store Some items on the **Catalogue** say that they are kept in the store. Please ask at the **Welcome Hub** if you want to see any of these items.

T

Thesis A piece of original work written as part of a higher (post-graduate) degree.

V

Value loader The machine which lets you put money on your ID card so you can pay for printing, photocopying, library fines and for items from the college cafés and restaurants. The machine is by the **Welcome Hub**.

Volume Part of a set of books or a set of journals published over a specific period of time, usually a calendar year.

W

Welcome Hub The desk opposite the library entrance where you can ask for help with using the library.

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