

Library Lingo

Abstract- a summary of an article or book

Annotation- a note added as a comment or explanation.

Bibliography (References)- a list of works referred to in a text or used by the author in its writing.

Boolean Search Terms (Boolean Operators)- the use of the words AND, OR, and NOT to indicate relationships between search terms. For example, a search using the keywords "peanut butter AND jelly" will only return results that contain both terms; a search using "peanut butter NOT jelly" will return results that exclude "jelly;" and searching for "peanut butter OR jelly" will give results that contain one term or the other.

Call Number- a combination of letters and/or numbers assigned to a book or other library material to indicate its place on the shelf. Most colleges and universities, including Ivy Tech, use the Library of Congress call number system to organize materials.

Catalog- a database that allows you to find information about the materials available in the library, including the title, author, location, and whether or not it is already checked out (see **IvyCat**).

Circulation Desk- the desk inside the library where users check out materials or ask for staff assistance. Course reserves, designated by the instructor, are also kept behind the circulation desk.

Citation- a brief description of a work that contains its basic information, such as title, author, publisher, etc., to identify and locate the item. Common citation formats include MLA and APA.

Collection- a group of items held by the library. The Ivy Tech Library has a fiction collection, a general collection, a children's collection, etc. The Virtual Library has collections of online resources.

Database- a collection of information organized for rapid search and retrieval by a computer. The information in a library database may consist of newspaper articles, journal articles, citations, encyclopedia entries, descriptions of books (as in the library catalog), etc.

Full-text- the whole article or document. A number of databases utilize a filter to narrow your search to only view those articles whose full-text is available.

Interlibrary Loan (ILL)- a library service that obtains books, articles, or other materials from other libraries.

Invisible Web- the part of the Internet that most search engines won't find; usually refers to electronic journals and databases available through academic and public libraries.

ISBN (International Standard Book Number)- the 10 or 13-digit unique number that identifies every book published. The ISBN is usually on the back of the book near the bar code and on the inside copyright page.

ISSN (International Standard Serial Number)- the unique identification number assigned to periodicals. Very useful when trying to differentiate between periodicals of the same title!

IvyCat- Ivy Tech's online catalog permits users to search for items in a single Ivy Tech library or all Ivy Tech libraries simultaneously. Each item in the library has its own record which includes a call number, citation information, location, and other information about the material.

IvyJo- a database listing all of the periodicals available through the Ivy Tech library, including links to the databases where the periodical's contents can be found

Journal- an academic periodical, similar in appearance to a magazine. For research purposes, ideal journals contain "peer-reviewed" or "scholarly" articles that have been evaluated and critiqued by one or more experts in the field (see **Scholarly Journals**)

Keyword- significant words or phrases describing your topic that are used to search for relevant sources

Magazine- a periodical intended for non-professionals, usually covering non-academic topics and rarely listing references

Peer-reviewed (Refereed, Scholarly) Article - an article that has been scrutinized by experts in the field and found to be acceptable before it is published. Some article databases, such as EBSCOhost and ProQuest, allow you to narrow your search so that you only retrieve peer-reviewed articles.

Periodical (Serial)- a publication that is published in regular intervals such as daily, weekly, monthly, etc. Newspapers, journals, and magazines are all periodicals.

Primary Source- a work or document whose creator experienced firsthand what is being described

Print- a print source is a physical copy of the source, as opposed to an electronic version

Record- a set of information about an item, including descriptive keywords, that can be searched for in a database.

Region- Indiana is divided into 14 regions which may contain one or more Ivy Tech locations. For example, the Fort Wayne campus is in the Northeast region. If you want to find only print books in the Ivy Tech Fort Wayne library, go to the Limits section of IvyCat and under **Location**, choose Fort Wayne to retrieve item records.

Scholarly (Refereed, Peer-reviewed) Journals - a journal whose contents are written by specialists for specialists. Contents are normally peer-reviewed and provide references.

Search Engine- software that searches the internet for websites that contain keywords you specify

Secondary Source- a document that interprets, analyzes, or discusses primary source works