

Library Terminology

Welcome to the website of the George A. Smathers Libraries! This page will define some of the terminology we use on our website and around the Libraries.

Call Number

The combination of letters and numbers which show where an item (book, journal, document, etc.) can be found on a shelf: its "address." Materials about similar topics are grouped together. See *Dewey Decimal* and *Library of Congress*.

Catalog

A list of the books and other materials which a library owns. The catalog is generally organized so that the material can be located by searching by title, author, or subject.

Circulation Desk

The library service desk where people may arrange to borrow materials, and usually the place to request *course reserve* items.

Citation

A description which provides enough information about an item so that the reader can identify it. A book citation usually includes the author, title, publisher and place of publication, as well as the date. A journal or periodical citation includes the title of the article, the author of the article, the journal it is published in, the date, volume and pages numbers. A web page citation includes the title, author, URL, and date accessed.

Course Reserve Item

An item set aside for special use or class use. If in print format it is kept at a Reserve Desk and checked out for a limited time, usually from a minimum of two hours to a maximum of one week. Readings such as articles from journals or on web sites are available online. Look for the [UF Course Reserve](#) link on the libraries' web site.

Database

A collection of information stored in computerized form. The information for each item is called a *record*. Databases in libraries are usually "referral" databases, such as catalogs and periodical indexes that identify books or articles; or "source" databases that contain the full text, such as encyclopedias, directories, and journal articles.

Dewey Decimal Classification (DDC)

A numeric system of material organization devised by Melvil Dewey that groups books, journals, etc. by subject area. These call numbers start with numbers. For example, 812.521 P247K. This system is no longer used for new items at UF. See *Library of Congress Classification*.

Gateway

A program which separates and manages the communication between different types of computer networks or systems, and translates the protocols or procedures they use.

GatorLink

[GatorLink](#) is an Internet Service Provider ([ISP](#)). A GatorLink account is used to reach many campus computing services, including e-mail and grade-checking. Connecting to the Internet through your GatorLink account will allow you to [access](#) most library resources as if you were in the library.

ISBN

International Standard Book Numbers are assigned to each book that is published, and serve as unique identifying numbers.

ISP

An ISP is an Internet Service Provider. Services include connections to the Internet from your home computer, email, and often space on the service's computer for personal web pages. Examples of ISPs are America Online (AOL), Prodigy, Cox Cable, BellSouth.net and the Florida Digital Turnpike.

ISSN

International Standard Serials Number is a unique identifying number assigned to each periodical (journal, newspaper, or magazine) published. For example, the ISSN number for the *Journal of Insect Physiology* is 0022-1910.

Index

(1) An alphabetical list which covers the most important information mentioned in a written work. For each item mentioned, the index gives the page where it is discussed. (2) In a *database*, an index is the collection of search keys that point to the *records* in the database that match the search. See also *Periodical Index*.

Interlibrary Loan (ILL) (ILLiad)

The process of borrowing materials not held in the UF Libraries from some other library or service. See details on the [ILLiad Interlibrary Loan Request Service](#) page.

Library of Congress Classification (LC)

LC is the system of organization used by the Library of Classification Congress in Washington, DC. to classify materials by subject area. These call numbers start with letters. For example,

Library of Congress Subject Headings (LCSH)

This guide is an alphabetical list of the official LC Subject Headings as established and used in the Library of Congress's subject catalog. The guides give the exact format (wording and punctuation) of topics as they appear in the subject catalog. LC Subject Headings must be used when doing subject searching in the UF Libraries' Catalog. To see a list of the LC subject headings for a book in the catalog, select the book from the list.

Microforms

Microfilm (in rolls), microfiche (on sheets), or microprint (on opaque cards) is made from photographs of magazines, newspapers, historic books, or other printed materials. The print is reduced to fit on the film or fiche and can be enlarged on a microform reader.

Online Catalog

A library catalog stored and maintained in a computer. UF's online catalog helps you locate books by subject area, and will tell you where a magazine is shelved. "Card catalogs" are usually only found in small libraries or collections.

Periodicals

Publications which appear more than once a year and which contain articles. Other names for periodicals are journals or magazines or newspapers.

Periodical Index

A printed or electronic list of citations of periodical/journal/magazine articles. It may be organized by keyword, subject, author's name, etc. Some examples of popular periodical indexes are *Academic Search Premier*, the *Readers' Guide to Periodical Literature*, *Biological Abstracts* and *Engineering Index*.

Proxy Connection or Remote Logon

A proxy is a "stand-in" or substitute. You may need to use the Libraries' [Proxy Connection](#) when you access library resources. Many of the library databases and E-Journals available over the Internet are governed by licenses with publishers and other commercial vendors that require limiting access to current UF students, staff, or faculty. To enforce these access limits outside the Libraries, valid UF workstation addresses (IP numbers) are supplied to these vendors. When connecting from a UF workstation (whether in the library or not), the vendor recognizes that you should be allowed to use the resource without having to further verify your current UF affiliation. But if you are connected to the Internet via AOL or Cox Cable, you will have a non UF IP number and cannot connect. Use the proxy to get around this problem.

Proxy/Sponsor

In the UF Libraries' Catalog, a **Proxy** is a person who may borrow materials on behalf of a **Sponsor**. You may register as a Proxy Borrower at any Circulation Desk.

Record

The basic unit of information for each item in a *database*. A record consists of "fields", spaces for specific bits of information. Most library database records consist of fields such as the author, title, year of publication, abstract, etc.

Reference Desk

The library service desk where people may receive help in finding information and using the library. It may also be called the "Information Desk" or "Research Assistance Desk."

Remote Logon

See Proxy Connection

Request

A "request" may be placed when a book or other library item is already checked out (for 3 weeks, 8 weeks or a term) and another user wants the item. The person who has the book is guaranteed a loan period of 3 weeks before the item must be returned.

Request Retrieval

Many library items are shelved in storage locations because lack of space in the campus libraries. To arrange to use an item in storage, click on the "Request" link in the UF Libraries' Catalog and follow the instructions. If needed, click on "Retrieval Help" in the header area of the Catalog to use the "alternative form." The item(s) will be available for you to pick up at Library West approximately 24 hours after you submit your request.

Research Gateway

This new library service lets one search across numerous databases, including the UF Libraries catalog and those of other Florida universities, article databases, Google Scholar, etc., to compare coverage of a topic in various sources or disciplines. Other features include finding e-journals, storing favorite research queries for reuse, and subject listings of research databases. The Research Gateway operates using a software called MetaLib.

Serials

Publications which appear on a continuing basis. Other names for serials are *periodicals*, annuals, or continuations.

Service Provider

The UF Libraries purchase information from many services or publishers that are available via the Internet. Examples of service providers are LION, FirstSearch, GaleNet and Cambridge Scientific Abstracts. Click on "Quick Links" on the Libraries' home page to access these services.

Findit@UF 

is a service enabling linking between the UF Libraries' many Web resources. For example, it can link from a citation in one index to the full text of the article in another database. It is powered by SFX ("Special Effects") technology. When you see the button in a library database, click it and see what happens! [More details](#)

Stacks

The rows of shelves on which the books or journals are kept.