

A glossary of words commonly  
used in the Library

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# LIBRARY LANGUAGE

**ils**

INFORMATION  
LEARNING SERVICES

# 'Library Language'

**A glossary of words commonly used in the Library.**

With acknowledgement to Kirsty Carver, Sophie North and the Library International Group at Bradford University.



## Abstract

A summary of a longer piece of writing often found at the beginning of journal articles.

## Academic journal

Name on the Library Catalogue given to scholarly journal articles.

## Academic Liaison Librarian (ALL)

Job title at York St John University, referring to librarians who can help you find subject-specific information and resources for your assignments, and help with referencing. [www.yorks.ac.uk/ils/all](http://www.yorks.ac.uk/ils/all)

## Advanced search

Used in online searching, this feature helps you to formulate your search to retrieve more accurate and relevant results.

## Alphabetical order

Words arranged in order of the Roman alphabet (A–Z).

## Archive

Electronic or print collections of older material, such as previous issues of journals.

## Article

See: [Journal article](#).

## Author

The person who has written the book or journal article.

## Barcode

Your student card has a barcode which you need to scan to issue Library items to yourself.

## Borrower

A registered member of the Library.

## Borrower record

A summary of the books and other resources and fines (if applicable) which you have on loan. You can access your borrower record from the ILS webpages via the link to Your Library Account. See also: [Library account information](#).

## Catalogue

See: [Library Catalogue](#).

## Charge

See: [Fine](#).

## Check availability

A button or link on the Library Catalogue and other databases to check the class number and loan status of a book, or to link to the full text of electronic books and journals.

## Check in/Check out

When you borrow a book on the self-issue machines, it is called check out. When you return the book, it is called check in.

## Citation

When you refer to another source (eg book, journal, website) in your assignments, it is called a citation. See also: [In-text citation](#).

## Class number

Books and items in many libraries, including ours, are organised according to a number system. This enables libraries to place books about the same subjects together on the shelves. The class number for a book will consist of numbers, followed by the first three letters of the author's surname; for example, Fundamentals of strategy by Johnson has the class number **658.4012 JOH**. A journal consists of numbers followed by the first three letters of the title; for example, British journal of management has the class number **658.005 BRI**.

## Conference proceedings/papers

A collection of papers presented by speakers at conferences.

## Copy/copies

This has two meanings:

1. A photocopy or print-out of a document.
2. The number of books we stock of one particular title.

## Copyright

This legally protects the creator of any sort of materials such as books and journals, DVDs, computer software, web pages and images. Copyright limits the amount of copying you can do from books and journals. More information on copyright is available on the ILS homepage. Notices are posted up alongside the photocopiers to tell you the legal amount of copying that can be done from a particular book or journal.

## Database

In libraries this is an electronic collection of information which you can search. Some databases will be subject-focussed and can be used to search for journal articles, book chapters, newspaper articles, reports or conference papers. Some databases will give you access to the full text of resources; others will give you the information you need to find the resources.

## David Hope Religious Education (RE) Centre

Collection of resources to support teaching of religious education. Includes resources on all major world religions.

## Default

The automatic setting on a computer or electronic device which will be applied to functions such as searching or printing unless changed. For example, the printers in Fountains automatically print on both sides of the paper unless altered to single-sided.

## Digital Training

Name of the team of people who can help you use the software and IT systems at York St John University.

## Digital Object Identifier (DOI)

This is a code to enable you to find item (eg journal articles) electronically.

## Dissertation

A long piece of research on a topic chosen by the student, usually undertaken in the third year of their undergraduate degree or as the final piece of work on a taught postgraduate degree.

## Double-sided

Printing or photocopying on both sides of the paper. The printing which you send to the machines in Fountains will automatically print double-sided.

## Ebook/electronic book

A book available electronically/online.

## Edited book

A book which contains chapters or sections on the same subject but by different authors, collected together by an editor.

## Edition

Updated version of a book. Some books are updated frequently and have many editions. It is recommended that you read the most up-to-date edition.

## Editor

The person who produces a book by choosing, arranging and explaining the material which other people have written. The editor may also write sections of the book.

## eduroam

The name of the WiFi network at York St John University which enables students to access the Internet free of charge, both on our campus and at the campuses of any other universities using eduroam.

## Ejournal/electronic journal

An electronic copy of a journal which is available to view online. There are some ejournals which are only available if the University has paid for a subscription, whilst there are others which are freely accessible via the Internet. You can see the all journals available at York St John University by clicking on A-Z Journals on the ILS website. [www.yorks.ac.uk/ils](http://www.yorks.ac.uk/ils)

## Eresources/electronic resources

A collective term used to describe databases, ejournals, ebooks and websites. See also: [Subject specialist resources](#).

## eVision

This is where you can find information which the University holds about you such as your address, module details and exam results.

[evision.yorks.ac.uk](http://evision.yorks.ac.uk)

## Feedback Wall

A wall on Fountains First Floor where you can write comments about the services available in Fountains.

## Fine

A charge for overdue Library books which increases daily. You can pay fines of over £2.00 online via your Library account.

[www.yorks.ac.uk/ils/catalogue/account](http://www.yorks.ac.uk/ils/catalogue/account)

## Fountains

The name of the building in which ILS are based.

## Full text

The complete or whole text of a journal article or book.

## Graded Readers

Easy-to-read editions of well-known English novels and plays, arranged in a variety of different reading levels from easy to advanced. These can be found shelved at **428.64** in the Languages Resource Area on Fountains Second Floor. See also: [Languages Resource Area](#).

## Group study room

A room on Fountains First Floor where you can study in groups, containing large screens for displaying group presentations.

## Harvard referencing

The name of the referencing system used by most subjects at York St John University, including all programmes in the Business School and →

→ in the School of Languages & Linguistics.

### **ID card**

Your student card/Library card which you will need to show to security staff if you come into Fountains in the evening. See also: [Library card](#).

### **ILS Code of Conduct**

Guidelines about appropriate behaviour in Fountains, concerning noise, eating and drinking, etc. [www.yorksj.ac.uk/ils/codeofconduct](http://www.yorksj.ac.uk/ils/codeofconduct)

### **Impact factor**

This measures the number of times a journal has been cited. This helps academics to assess how influential a research paper has been.

### **Index**

An index in a book is a list of the subjects found in the book, arranged in alphabetical order with the appropriate page number alongside so that you can find the page you want. An index in an electronic database (eg subject index) can be used to narrow down your search and make your results more specific.

### **Information Learning Services (ILS)**

The name of the department which runs library, print, and IT & AV media services at the University. [www.yorksj.ac.uk/ils](http://www.yorksj.ac.uk/ils)

### **Information literacy**

The ability to find, evaluate and use information effectively. See also: [Search Success](#).

### **Inter-library loans (ILL or ILLs)**

You can request books or journal articles that aren't held with the Library at York St John University, and we will try to obtain them for you from another library. The majority of students at York St John University can have unlimited inter-library loans except for exchange students on short courses. [www.yorksj.ac.uk/ils/ill](http://www.yorksj.ac.uk/ils/ill)

## In-text citation

When referring to an author's work in an assignment, you need to quote the author's surname and date of the publication in the body of the text. This is different to the full reference, which is found in the reference list at the end of the assignment. See also: [Reference list](#).

## Issue

Journals are usually published regularly in weekly, monthly or quarterly issues (or parts) and these often have a number. For example, in a journal published monthly, the January issue is number one etc. Journals are usually published in one volume per year and then several issues within that volume. See also: [Volume](#).

## Journal/periodical/serial

A journal is a publication which contains articles written by different authors. The journal will relate to a particular subject area. There are different types of journals such as scholarly or peer-reviewed, or less scholarly types such as magazines or trade publications. Journals can be printed, electronic (aka ejournals) or both.

## Journal article

Academic journal articles are where academics and experts in a subject area write up the results of their research.

## Languages Resource Area

A collection of foreign language resources found on Fountains Second Floor, mainly to support English-speaking students who are learning other languages but also where you will find the English language Graded Readers collection.

## Laptop loans

You can borrow laptops from laptop loan lockers situated around campus at Fountains, De Grey and Holgate.

## Library account information

Your library account information contains details about: items you have out on loan; fines due; books to collect that you have reserved; etc. →

- You can access your account with your student number and PIN from the self-issue machines, and from the ILS webpages. You can use this account to renew books and pay fines (charges) of over £2.00 online.  
[www.yorks.ac.uk/ils/catalogue/account](http://www.yorks.ac.uk/ils/catalogue/account)

### Library card

This is the same as your ID card, or student card, which you use to borrow and renew books and other resources. It has a barcode on the front which you scan when using the self-issue machines.

### Library Catalogue

Electronic list of items either available in the Library or accessible in full text for you to search. It has the following information to help you find books:

- Length of time for which you can borrow the book
- If it is on the shelves or out on loan
- Class number to tell you where to find it on the shelves
- If there is an electronic version of the book available

The Library Catalogue is also a resource discovery tool as it can help you to discover resources, providing access to the complete text of ejournal articles and ebooks which are available to York St John University users.

### Library induction

A class which may include a presentation and tour to introduce you to all the services, resources and people who can help you use the Library.

### Literature review

You have to carry out a review of the literature relating to your area of research to find out what has been published in books and journals.

### Loan period/Loan type

The length of time for which you can borrow a book.

### Loans

The word used in your Library account information to mean the books which you have out on loan.

## **Mono**

Black & white printing as displayed on the pricing notices above the printing machines.

## **Monograph**

Sometimes used to refer to a single volume work, eg book.

## **Moodle**

The Virtual Learning Environment (VLE) used at York St John University, where you find your modules online.

## **Multi-function device**

Term given to machines which can print, scan and photocopy. These devices can be found throughout Fountains and at other points around campus.

## **My library account**

See: [Library account information](#).

## **Online**

This means the item is available electronically over the Internet.

## **OpenAthens login**

This is the same as your University login and password. You need to use this to access our electronic resources. It only allows access to resources that are subscribed to by York St John University.

## **Oversize books**

Books which are too large to fit on a standard shelf.

## **Password**

See: [Username and password](#).

## **PC**

Personal computer.

## PDF

Portable Document Format. A computer file which is usually for reading only, not amending. Journal articles can often be saved as PDFs and will appear in the same form as the printed copy of the journal.

## Peer-reviewed

A journal which is reviewed by one's peers. Experts in a particular subject will evaluate the research in an article before it is published. See also: [Journal](#).

## Periodical

See: [Journal](#).

## Personal device

Overall term given to your own electronic equipment such as laptops, tablets or smartphones.

## Photocopying

You can make a paper copy of book chapters or journal articles using the multi-function devices in Fountains. Colour and black & white photocopying are both available.

## P

## Q

## PIN

Personal Identification Number. You will need your PIN to borrow and renew your books, access your borrower record, and place reservations on books.

## Plagiarism

When you copy someone else's work and take credit for it as your own idea without acknowledging the source.

## Print payments

The name of the icon on the student desktop where you can add money to your printing account.

## Quick Access PCs

Computers which you use whilst standing, for access to the Library Catalogue and which do not require you to log in.

### Quick Access Texts (QATs)

A reference copy of a core text on your reading list. This is shelved on Fountains Ground Floor and is only for use within the Library.

### RaY (Research at York St John)

York St John University's institutional repository service which exists to store, showcase and share the University's research output.

[www.yorks.ac.uk/ils/ray](http://www.yorks.ac.uk/ils/ray)

### Reading lists

Electronic lists of books and journals which are recommended by your tutor for individual modules. You can access these via Moodle or the ILS webpages, and link through to the Library Catalogue to find the details for the item. [www.yorks.ac.uk/ils/readinglists](http://www.yorks.ac.uk/ils/readinglists)

### Record

This word is used to refer to your borrower account. It also refers to an entry on the Library Catalogue, for example to find the details of a book or journal article.

### Rees-Williams collection

Collection of illustrated Victorian and Edwardian children's books which includes fiction, fairy tales and religious books.

### Reference list

The list of all the sources including books and journals you have used, which is placed at the end of your assignment.

### Reference only

An item which can only be used in the Library. This can apply to books, journals and DVDs.

### RefWorks

Web-based programme designed to help you organise and store your references which helps create your reference list for your assignments. Log in via the ILS webpages. [www.yorks.ac.uk/ils/refworks](http://www.yorks.ac.uk/ils/refworks)

## Renew

When the loan period on your book expires, you can renew to extend the length of time for which you can keep the book. See also: [Loan period](#).

## Reservation

If all the copies of a book which you need are out on loan, you can place a reservation on the book. The option to “reserve this item” appears in the Library Catalogue when all copies are out on loan. When the book is returned, we will keep it for you on the Reservation shelves. You will be sent an email to let you know it has arrived.

## Resources

A collective term used to describe books, journals, DVDs, CDs, etc, which can be in either print or electronic form.

## Returns sorter

Machine on Fountains Ground Floor where you can return borrowed items.

## Scanning

You can convert a print document to an electronic format and email it to yourself, using the multi-function devices in Fountains.

## Scholarly journal

This is a journal which publishes academic papers in a particular area of research. See also: [Journal](#).

## School Library

Collection of children’s books, packs, posters etc which are for use by trainee teachers on teaching practice.

## SCONUL Access

This allows you to apply to access other university libraries in the UK.  
[www.yorksj.ac.uk/ils/sconulaccess](http://www.yorksj.ac.uk/ils/sconulaccess)

## Search Success

The section on the ILS webpages for help with your skills in referencing, and finding and evaluating information. [www.yorksj.ac.uk/ils/searchsuccess](http://www.yorksj.ac.uk/ils/searchsuccess)

## Self-issue machines

The machines where you can borrow, renew and check your Library account information (eg display the books out on loan to you). You will need your Library card and your PIN.

## Serial

See: [Journal](#).

## Service Desk

The name of the main desk on Fountains Ground Floor where you can go to ask for help with anything you need to know about library, print, and IT & AV media services.

## Software application

Computer programmes such as Word, Excel, Powerpoint, etc.

## Source

A place where you have found ideas or information and used them in an assignment. Books, journals, reports and websites are all examples of a type of source.

## Special collections

A general term that includes several resource collections: the David Hope RE Centre, the Languages Resource Area, and the University Archives.

## Student card

See: Library card.

## Subject specialist resources

The name given to the electronic search tools, full-text journal resources and databases that support our programmes.

## Thesis

A thesis is a long piece of research for a PhD. Previous theses written by students of York St John University are kept in print for reference only in the Library.

## University Archive

Collection of material relating to the history of the University, including original documents, magazines, artefacts and photographs.

## URL

Uniform Resource Locator. This is the address for a webpage on the Internet, also sometimes known as a link.

## Username and password

The details you need to access the University network and electronic resources at York St John University. Your username will be made available to you when you register, and you create a password known only to you which you must not share. The username is in the format 'first name [dot] last name' (eg Cameron Clark becomes cameron.clark).

## Virtual Learning Environment (VLE)

The web environment (Moodle) where all your modules are stored for you to access resources and information for your programmes.

## Volume

Journals are usually published in volumes (often one volume per year). A volume then contains several issues (or parts). See also: [Issue](#).

## WiFi

Wireless access to the Internet available for free across the University. See also: [eduroam](#).

# Further help and information

Please ask your Academic Liaison Librarian for help if you need it.

[www.yorksj.ac.uk/ils/all](http://www.yorksj.ac.uk/ils/all)

More information for International students is available from the Information Learning Services webpages. [www.yorksj.ac.uk/ils/international](http://www.yorksj.ac.uk/ils/international)

See the back of this booklet for further contact details.



## Information Learning Services

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## 'Library Language'

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in other formats; let us know  
of your requirements.

