Do you ever feel as if we speak a different language in the library? It is understandable because the library world has its own vocabulary. This glossary is designed to make it easier for students and other library users to understand library language and other terms related to Pima Community College. The terms are in alphabetical order to make it easy to search. If you know all these terms already, terrific! If not, feel free to explore and make any suggestions about improving the library glossary.

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ADR (Access and Disability Resources) – this office helps students who need academic or physical accommodations to be successful students, such as advising, accommodations/service plans and a variety of support services.

APA citation format – created by the American Psychological Association, this is the standard format for citing sources in papers and other forms of research in the behavioral and social sciences. These include the fields of anthropology, criminology, psychology, history, law and social work. It is a uniform way for everyone to show where they obtained information.

ASA citation format – created by the American Sociological Association, this is the standard format for citing sources in papers and other forms of research in sociology. Sociology is the study of social behavior and could include the fields of cultural studies and family studies. It’s a uniform way for everyone to show where they obtained information.

Abstract – a summary of an article in an academic, scholarly or peer-reviewed journal.

Academic Computer Commons (see also “Computer Commons”) – technology labs at each Pima Community College campus where students can use computers. These labs are only for Pima students and they can be used to obtain Internet access and various software packages necessary for their coursework. Computer Commons may also offer students assistance with using the technology.

Academic journal (see also “Journal”, “Peer-reviewed journal” or “Scholarly journal”) – professional publications that feature original research by scholars or experts in a particular field. The term “peer review” refers to the fact that articles often have to go through a review process by other experts in the field (or “peers”) before they can be published.
Acknowledging Resources – students and other scholars must show where they obtained the information used for papers and other forms of research. A student/scholar acknowledges where the sources came from by giving proper credit in a Works Cited page or a References page.

Advanced search – searching for information by using more than one piece of information, such as a word, term or phrase. An advanced search can often include multiple words or terms, a date of publication, restricting a search to a particular type of publication (like a scholarly journal), etc.

Almanac – most often in book form, these publications include weather information, astronomical information and statistical information. They are usually published annually (once a year).

American Psychological Association – a professional organization for people who study and/or work in the social and behavioral sciences.

Annotated bibliography – an alphabetical listing of sources, along with a brief commentary or description of each source.

Anthology – a collection of writings or works done by different authors--for example, *The Norton Anthology of American Literature* is a collection of many pieces of literature by many different American writers.

Articles – a piece of writing about a particular topic, usually published in an encyclopedia, magazine, newspaper or journal.

Contact a Librarian (also known as Ask a Librarian) – students and other library patrons may use this link on the library homepage to ask for assistance or communicate with a librarian by email.

Atlas – a collection of maps, charts or plates that are bound together in book form.

Audio book (see also “Books on CD”) – entire books are read and recorded on compact disc so that they can be listened to instead of being read in print form.

Authentication – a method of allowing someone to prove they have the right to access to an electronic resource. The user must supply a username and a password for getting access to an email account, MyPima, a library database, a bank account, or any other online resource that requires a subscription.

Author – a writer. Some books or articles have more than one author or writer.

Author search – searching for information by using an author’s name, usually with their last name (or surname) being listed first; such as Hemingway, Ernest or Obama, Barack.

Autobiography - a book someone writes about their own life.
<B>

Banner – the computer program that tracks students and fees related to Pima Community College.

Basic search – a simple search for information in the library, such as a word or short phrase.

Bibliographic Instruction (see also “Library Instruction”) – a class that teaches people how to use the library. They are taught by librarians and they are usually taught in the library’s computer classroom.

Bibliography – a list of books, magazines or other sources that an author consulted in writing something.

Biography – a book that tells a person’s life story.

Bookmark – a narrow strip of paper or cardstock that is used to mark a specific page in a book or a document. Bookmarks also exist in electronic form on computers to mark a website or a web page.

Books on CD (see also “Audio book”) – entire books are read and recorded on compact discs so that they can be listened to instead of being read in print form.

Borrow (see also “checkout”) – library books, movies, CDs or audio books may be borrowed from the library for a specific period of time. Students, faculty and staff must produce a Pima Community College ID in order to borrow items. Community users must present a Pima Community College library card. The card and the items being borrowed are scanned into the library computer so the library can track who is borrowing them and when they must be returned to the library.

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Call number – most library items have a white sticker on them with a combination of letters and numbers. The number on the sticker is used by the library to indicate where the item belongs on the shelf. The number also indicates what subject area is covered in the book. For instance, all call numbers beginning with “R” are books that deal with medicine.

Campus – the grounds of a school, such as a college or a university. Many schools have more than one campus. Pima Community College has six campuses—Community Campus, Desert Vista Campus, Downtown Campus, East Campus, Northwest Campus and West Campus.

Carrel (see also “Study carrel”) – a table in the library that is partly enclosed or has partitions that allow for quiet study.
Catalog (see also “Library catalog”) – an online or electronic listing of the items (such as books, ebooks, movies, magazines, databases) in our library. You can search for items by their title, author, keyword, subject, etc. The catalog is available on the library’s homepage.

Checkout (see also “Borrow”) - library books, movies, CDs or audio books may be borrowed from the library for a specific period of time. Students, faculty and staff must produce a student ID in order to borrow those items and community users must present a Pima Community College library card. The card and the items being borrowed are scanned into the library computer so the library can keep track of who is borrowing them and when those items must be returned to the library.

Chicago Style citation format – also known as Turabian style, this is the standard format for citing sources in papers and other forms of research in the social sciences and the field of history. It’s a uniform way for everyone to show where they obtained information.

Chronicle – a factual account of historical events, placed in chronological or timely order; a record of events.

Circulation Desk – the desk in the library where you may borrow or “check out” library items, return library items, or ask for assistance in the library.

Circulation Record (see also “Library Record”) – every library user or patron has a circulation record that shows what library items they are currently borrowing. It also shows the deadline for returning those items to the library.

Citation – a note about a source of information in a book, an article, or a scholarly paper. Students most often provide a list of citations at the end of their papers to show where they obtained information.

Citation builder – this electronic resource helps students and professionals put together—or build—citations in their proper format. Pima Community College has a subscription to EasyBib, and the link can be found through the Write & Cite Guide on the library homepage.

Collection – all the library items, including books, movies, magazines, and databases are considered parts of the library’s collection.

Community Campus – the Pima Community College campus located at 401 N. Bonita Avenue (Interstate 10/St. Mary’s)

Community User – a library user or patron who is not a student, a faculty member or a staff member. Anyone who can provide proof they reside in Pima County can obtain a community user library card at Pima Community College.

Computer Commons (see also “Academic Computer Commons”) – technology labs at each Pima Community College campus where students can use computers. These labs are only for Pima
students and they can be used to obtain Internet access and various software packages necessary for their coursework. Computer Commons may also offer students assistance with using the technology.

Consultation (see also “Research Consultation”) – an individual meeting with a librarian in order to get assistance with research.

Contributor – a person who contributes to a work, such as a book or a magazine.

Copyright – the legal rights to a published item, such as a book, a song, a story, etc. Copyrighted items have certain legal protections related to how they can be used.

Course reserve (see also “Textbook reserve”) – a textbook used for a Pima Community College course that is held in the library. These items are kept behind the library’s Circulation Desk. Students must present a current student ID in order to borrow these items for 2 hours at a time, and the item must remain in the library. These items belong to an instructor or a department and are brought to the library for students to share.

Critique – a detailed analysis or review of something.

Cross-reference – a note direction that points to another place or source to search for related information on the same topic.

< D >

Database – a collection of pieces of information organized and used on a computer. The library has encyclopedia, magazine, newspaper and journal databases that cover a wide variety of subjects.

De-sensitize – after checking out library materials, the library staff will de-sensitize the items before patrons leave so those items won’t set off an alarm when they are carried out of the library.

Desert Vista Campus – the Pima Community College campus located at 5901 S. Calle Santa Cruz.

Dictionary – a book that contains brief definitions of words. There are dictionaries that cover definitions of general vocabulary and dictionaries that specialize in certain subjects or languages, such as a medical dictionary or Spanish dictionary.

Directory – an alphabetical list of names of people, places, businesses, etc.

Downtown Campus – the Pima Community College campus located at 1255 North Stone Avenue (Stone/Speedway).
Earphones – a device for listening to audio on a computer or other electronics without allowing others to hear. The library has earphones for students and other patrons to borrow by presenting their Pima Community College ID or their library card.

East Campus – the Pima Community College campus located at 8181 E. Irvington Road (Pantano/Irvington).

EasyBib – Pima Community College subscribes to a citation builder that helps students compose citations for their research papers. The link to this tool can be found through the Write & Cite Guide on the library homepage.

Ebook – a book that is completely in electronic format, a book that is completely online.

Editor – a person who prepares something for publication by putting together or organizing the content. Newspapers and magazines, for example, have editors who decide which articles will get published.

Educational video – a video that is designed for informational or educational purposes. These videos differ from “instructional videos” because they can be borrowed and taken out of the library.

E-Journal – also known as electronic journals, they are usually scholarly or academic journals used by scholars and students for research. The contents of these journals can be accessed from the Internet. Many e-journals are not free and can only be accessed through an academic or college library.

Electronic resource – any information resource provided by a library in electronic format. These resources include journals, newspapers, encyclopedias, dictionaries, streaming videos, etc.

Encyclopedia – a book or series of books that contains short general articles about a variety of topics. The library also has many online encyclopedias.

Fellowship – money that is given for study or teaching, particularly for advanced degrees or advanced studies.

Fiction – a book or a story that is made up of imaginary people and situations and is not an account of real people or events.

Gate – the opening or entrance to the library.
**Genre** – a style of writing that describes the content of a book, such as a mystery, romance or science fiction.

**Glossary** – an alphabetical listing of specialized words and their meaning. Many glossaries are located at the end of a book or a document.

**Grant** – money that is given or awarded to someone for a specific purpose and does not have to be repaid.

**Graphic novel** – a novel whose text has been edited and lots of drawings or comic strips have been added to tell the same story.

**< H >**

**Handbook** – a book containing a collection of instructions or information about an organization.

**Holds** – by placing a “hold” on a book or other library item, that item can be reserved for a particular person and placed on a special shelf until that person comes to pick it up. A student may place a hold on a book from another campus and ask that the book be brought to a campus they prefer.

**Humanities** – the study of human culture, such as philosophy, art, language, literature, and the performing arts.

**< I >**

**Index** – an alphabetical list of words at the end of a book or document that indicates the page number or numbers where that word can be found.

**Information literacy** – learning how to find, evaluate and use information.

**Information resources** – anything that is a source of information, such as a book, a magazine, journal, movie, website, etc.

**Instructional video** - a video that is designed for informational or educational purposes. These videos are different than “educational videos” because: (1) an instructor may assign students to view these videos as part of their class, (2) students must request these videos from the circulation desk, and (3) they must be viewed in the library. Instructors may borrow these videos and show them in class.

**Intellectual property** – an idea or invention that has been created by someone and that cannot be copied by someone else.

**Interlibrary loan** – if a library doesn’t have a particular book, a patron may ask the library to borrow it from another library or another library system.
Internet – a global system of computer networks that allow people to communicate with one another.

In-text citation (see also “citation”) – a shorter version of a citation that is included in the body of a book or document.

<J>

Journal (see also “Academic journal”, “Peer-reviewed journal”, or “Scholarly journal”) – a scholarly or intellectual periodical that contains articles about a specific academic discipline or subject. These articles are reviewed by peers who also study in that area.

<K-L>

Keyword search – a search for information by using words that are closely related to the topic being searched.

Learning Center – this facility has tutors and other resources to help students with a particular subject taught at Pima Community College.

LibGuide (see also “Research Guide” and “Subject Guide”) – an electronic or online guide designed to guide students in using library resources to research a particular subject.

Librarian – a person with special training who helps students and other library patrons find information. Librarians can help you find books, articles, and other resources in the library, and they can provide guidance in searching for information on the Internet.

Library card (see also “Student ID”) – the card that allows patrons to borrow library items. For Pima Community College students, their library card is their student identification card.

Library catalog (see also “catalog”) - an online or electronic listing of the items (such as books, ebooks, movies, magazines, databases) in our library. You can search for items by their title, author, keyword, subject, etc. The catalog is available on the library’s homepage.

Library cart – a wheeled cart used to move library books and other library items.

Library Instruction (see also “Bibliographic Instruction”) – a class that teaches people how to use the library. They are taught by librarians and they are usually taught in the library’s computer classroom.

Library of Congress Classification System – the system of organizing books that is used by college and university libraries. This system organizes books by their subject matter so that books with similar content are placed in the same section on the library shelves.
Library Record (see also “Circulation Record”) - every library user or patron has a circulation record that shows what library items they are currently borrowing. It also shows the deadline for returning those items to the library.

Library Use Only – an item with this label cannot be removed from the library by a student or a patron.

Limiter – search criteria that allow you to narrow or restrict the search by placing limits on it. For instance, you can use a limiter to restrict a search to a certain time period, a certain type of source (such as books, academic journals, or newspapers) or by subject matter.

Literacy – simply put, it is the ability to read and write. It can also mean familiarity with a certain subject area.

Literary criticism – the study and evaluation of literature.

< M >

MLA citation format – a specific format for showing where someone obtained their sources for writing a paper. The citations tell the reader where the writer did their research and they give weight to the information presented in the paper. The MLA format was created by the Modern Language Association and is usually found in the papers that are written in the fields of literature, arts and the humanities.

Magazine – a periodical usually published once a month that is written for a general audience and can be readily found in retail stores and bookstores. It contains articles written by a staff of writers who aren’t required to be experts in a particular field of study.

Malachite – the name of one of the printers in the West Campus Library.

Manual – a book that gives information or instructions.

MEGASearch – a cross-platform tool that searches the library’s book collection and many of the library databases at one time.

MyPima – the web system that allows students to obtain information and conduct business with Pima Community College.

Mystery – a book whose contents are usually about solving a crime.

< N >

Newspaper – a periodical that reports the events or issues in a community, a city, a state, country or region. Some newspapers are published daily, such as the Arizona Daily Star, and some are published less often, like the Aztec Press.
Non-fiction – a book or story whose content is based on actual events, facts or reality.

Northwest Campus – the Pima Community College campus located at 7600 N. Shannon Road (Ina/Shannon).

Novels – a longer story or book whose content is usually based on imaginary people or situations.

< O-P >

Overdue materials – books and other items that have been borrowed from the library that have not been returned to the library by their due date.

Paperback – a book that has a soft cover and is usually smaller in size than a book with a hard cover.

Patron – a person who uses the library, such as a student, an instructor, or a member of the public.

Peer-reviewed journal (see also “Academic journal”, “journal” or “Scholarly journal”) – a periodical that contains articles written by experts in a particular subject. Those articles are reviewed by “peers” or other experts in that same subject area before they can be published.

Periodicals – a magazine, newspaper or journal that is published at regular intervals, such as daily, weekly or monthly.

Permanent Reserve – a book or a movie that must be read or viewed in the library. Patrons must borrow the item by using their Pima Community College ID or a community user library card.

Plagiarism – using someone else’s information without giving them credit for it.

Primary source - a source such as a book, document or paper that discusses events or topics in history and was produced during those events. For instance, a book written about the Vietnam War is a secondary source. If it was written by a soldier actually serving in the war, it would be a primary source.

Print card – A free card given to library users or patrons that is used to pay for printing from the school’s computers or photocopiers. Patrons must transfer money onto the card by using the cash-to-card machines located in the library and in Academic Computer Commons.

Print resource – any information that comes in the form of print, such as a book, a magazine, a pamphlet, a booklet, etc.

< Q-R >
Quartz – the name of the print station near the periodicals (newspapers and magazines) on the north side of the library.

Recall – when a student has borrowed a book from the library and another student has placed a hold on that same book, the library issues a message to the borrower that the book is being requested or “recalled” to the library.

Recreational video – a video designed for entertainment purposes.

Reference book – used in the beginning stages of research, a reference book gives the researcher a basic, unbiased overview of a topic. Reference books include encyclopedias, dictionaries, manuals, handbooks and atlases. Reference books do not circulate and cannot leave the library.

Reference desk – the desk or counter area in a library where students can get assistance from a librarian.

Reference resource – usually an encyclopedia or dictionary, a reference resource allows you to look up a brief overview, description or definition of a topic. Other reference resources can include manuals, handbooks, atlases, and guidebooks. Reference resources can be available in print or online, but print reference resources cannot be taken out of the library.

Reference section – the section of a library where reference resources are held.

Reference page – this term is commonly used for a paper or document using APA citation format. The References page comes at the end of the paper and lists the resources that were used to write the paper.

Renew – the PCC libraries allow students to borrow library items for a three-week period. Renewing an item allows the student to keep the item longer than the original borrowing period. Items can be renewed in person or online by going through the Library website or MyPima.

Requests – a student can place a request on a library item regardless of which campus the item is located. It usually takes 2 weekdays for an item to arrive from another campus.

Research – the search, investigation and examination of information, usually for a class paper or project.

Research Consultation (see also “Consultation”) - an individual meeting with a librarian in order to get assistance with research.

Research Guide (see also “LibGuide” and “Subject Guide”) - an electronic or online guide designed to help students use library resources to research a particular subject.

Resource – any source of information, such as a book, an article in a periodical, or a website.
Science fiction – material that is written based on imaginary themes or situations that usually includes futuristic worlds and technology.

Scholarly journal (see also “Academic journal”, “Journal” or “Peer-reviewed journal”) - professional publications that feature original research by scholars or experts in a particular field. The term “peer review” refers to the fact that articles often have to go through a review process by other experts in the field (or “peers” in the field) before they can be published.

Secondary source – a source such as a book, document or paper that discusses events or topics in history and was produced after those events. For instance, a book written about the Vietnam War is a secondary source. If it was written by a soldier actually serving in the war, it would be a primary source.

Sensitize – a security measure to prevent theft or loss of items from the library. Library staff will electronically “sensitize” library items (such as books) so items will set off an alarm if they are carried through the library gate. Staff will also “desensitize” an item so it won’t set off the alarm when it is carried out of the library.

Sierra – the name of the library’s computer system that keeps track of library items and the users who borrow those items.

Social Sciences – any academic field that studies the social life of human groups and individuals.

Spine – the portion of a book or other print item where all the pages are bound or gathered together in some fashion, usually by stitching, glue or a spiral.

Stacks – another word for bookshelves. The library staff often says “stacks” instead of “shelves”.

Statistical Abstract of the United States – a summary of statistical information on the United States from various Federal government agencies and other private sources.

Student ID (see also “Library card”) - the card that allows patrons to borrow library items. For Pima Community College students, their library card is their student identification card.

Study carrel (see also “carrel”) – a table in the library that is partly enclosed or has partitions that allow for quiet study.

Study rooms – the West Campus Library has several small rooms along the back wall for group study. Most of the rooms fit 2 to 4 people, but the largest room fits 6 to 10 people. Students should sign up to use these rooms at the Reference Desk.
Subject guide - (see also “LibGuide” and “Research Guide”) - an electronic or online guide designed to help students use library resources to research a particular subject.

Subject Headings/subject search – books and other items in the library are assigned a subject that describes their content and they are used to help researchers locate information. Pima Community College follows the Library of Congress classification system, which uses subjects like Religion, Political Science, Music, Education, Chemistry, and Photography.

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Table of Contents – found at the beginning of a book, it lists the chapters or sections that are contained in the book. The list will also shows on what page a chapter begins. Sometimes the chapters have descriptive names and sometimes they only have numbers, such as Chapter 1, Chapter 2, etc.

Textbook reserve (see also “Course reserve”) - a textbook used for a Pima Community College course that is held in the library. These items are kept behind the library’s Circulation Desk. Students must present a current student ID in order to borrow these items for 2 hours at a time, and the item must remain in the library. These items belong to an instructor or a department and are brought to the library for students to share.

Thesaurus – a reference book that offers words that are similar in meaning to the word you are looking up. These similar words are also called synonyms. A thesaurus may also offer antonyms, or words that are opposite in meaning.

Thesis statement – this statement briefly tells the reader what a paper or an essay is about. It is usually at the end of the first paragraph of the paper.

Thumb drive – (see also USB drive) a device that backs up, stores data or files from a computer so that files can be moved to another computer. They are also called USB drives, jump drives or flash drives.

Trade journal or trade publication – a publication, usually in magazine form, that contains articles about a particular trade or profession, such as industry trends and new products or techniques for people in that business.

Tutorial – a book, video, or computer program that instructs you how to do something by explaining each stage of the process.

< U-Z >

USB drive – (see also thumb drive) a device that backs up, stores data or files from a computer so that files can be moved to another computer. They are also called thumb drives, jump drives or flash drives.
**WEPA** - the name of the campus printing system. WEPA stations (also known as kiosks) allow students and other library patrons to pay for and retrieve print jobs on campus.

**West Campus** – the Pima Community College campus located at 2202 West Anklam Road.

**Whiteboard** – a board mounted on a wall that allows people to write on it with special marking pens. The study rooms at the West Campus have whiteboards in them and students can borrow a set of pens and an eraser by presenting a Pima Community College ID.

**Wi-Fi** – a wireless network for gaining access to the Internet. Pima’s WIFI system does not require a username or password.

**Workbook** – a book that contains problems, questions or exercises which students can use to practice their knowledge on the information presented in the book.

**Works Cited page** – a page or pages at the end of a research paper that lists the sources of information used in writing the paper. The Works Cited page is typically used for MLA format papers. In papers using APA format, the list of citations is called a References page.

**Write & Cite guide** – the link lives on the Library homepage and offers students help in citing or giving credit for their sources in a college paper. Students can find help with MLA, APA, and Chicago Style formats.

**Writer** – a person who writes a book, article, essay, paper, or other printed item. A writer is also called an author.

**Yearbook** – an annual book that showcases the events of the past school year, such as a high school or a college. A yearbook can also be a book of statistics or facts.