

Library Words: A glossary of common terms used in UQ Library

Abstract

A summary of an article, book, thesis or other text.

Annotated bibliography

A list of references that contains a brief summary and a short analysis or evaluation of the content of each resource.

Article

A piece of writing on a specific topic or subject found in a journal, periodical, magazine, newspaper, encyclopaedia or edited book.

Ask I.T.

The service that supports students in the use of IT for University work. Ask I.T. can be contacted online by email, by phone or face to face at an Ask I.T. help desk.

Ask a Librarian/Chat

An online chat service for remote library assistance which can be accessed through a widget on the library home page or on **My Library**. The service is available between 11am and 5pm, Monday to Friday, during semester. Online Chat is replaced by an email service outside those hours.

Barcode

A sequence of numbers providing unique identification. Your patron barcode is located on your student (staff) ID card and must be presented for scanning at every library transaction. An item barcode is assigned to every item in the collection. It is located on the front cover of the item and it is scanned each time the item is borrowed or returned.

BDM

Self-service book dispensing machines. They are also known as Book BARs. BDMs are located in the High Use area of the Social Sciences and Humanities Library and in the Biological Sciences 24/7 Library.

Bibliography

A list of citations to works directly or indirectly referred to in a particular text. It can also refer to a collection of information sources on a particular topic or by a particular author.

Blackboard (BB)

UQ's eLearning management system which provides an online learning environment and teaching tools. All UQ courses have a presence in Blackboard. BB is accessible via my.UQ, elearning.uq.edu.au or the Blackboard mobile app.

Boolean Searching

A method of combining keywords using AND, OR and NOT for focused database searches.

Call Number

A unique series of letters and numbers assigned to individual titles in the library collection to identify the subject, location and order of the item on the shelf. The call number label is usually located on the spine of a book. UQ uses the Library of Congress call numbering system. Special collections are allocated local call numbers such as THE1234 for theses, MIC7777 for microfilm, etc.

Catalogue

An online database of the resources held in the UQ library collection. It is sometimes known as the OPAC (online public access catalogue). The collection can be searched in the catalogue by keyword, author, title, subject, and call number, with the results showing the location and the availability of each resource. The catalogue does not list individual journal articles or book chapters.

Check Out

The process by which an item is borrowed from the library. This may take place at the loans desk or on the self check-out (auto loan) machines. An item cannot be checked out without first presenting your student/staff ID card.

Circulation Desk

Also known as the loans desk. The service point for checking out loans or making enquiries related to borrowing. Loans can also be checked out on the self check out (auto loan) machines.

Citation

The bibliographic details of a work which enable it to be identified, for example: title, author, date of publication, the publisher's name, place of publication, volume, issue and page numbers.

Course resources

The books, articles and other material set as prescribed or recommended resources for your course. Links to course resources are displayed in MyLibrary and under Course Resources on the library home page.

Curriculum collection

Teaching resources for education students. The curriculum collection at St Lucia is located at the rear of Level Four in the Social Sciences and Humanities Library.

Database

A searchable index of electronic citations to information resources such as peer reviewed and scholarly journal articles and conference papers. The library subscribes to many multidisciplinary and subject specific databases. Access databases via the library catalogue under the Databases tab.

Document delivery

A service for requesting books and journal articles not held by UQ library from other institutions. It is also known as “interlibrary loan”. The online request form is located under Toolkit on the library website or in **My Library**.

Due Date

The date by which library materials on loan must be returned or renewed.

eBooks

Books in electronic format. Library eBooks can be accessed and viewed on a standard computer or mobile device. A dedicated ereader is not required. Copying and printing ebooks is limited by licence restrictions. Further information is available in a ‘How-to’ guide on the library website.

Eduroam

The encrypted wireless network used at UQ and other universities and institutions in Australia. For information on how to connect devices to Eduroam visit the **Ask I.T.** website.

eJournal

Journals published in electronic format. They can be accessed via Summon, the library catalogue or library databases.

eLearning

See **Blackboard**

Endnote

Software for collecting, organising and using bibliographic references. Endnote can be linked to word processing applications to create in text citations and generate bibliographies or reference lists dynamically as a document is being written.

eZone

Study spaces in the library that double as library training rooms. Training classes have priority in ezones. Students are asked to vacate eZones when classes are being held.

Full Text

The complete text of the article or document as opposed to the abstract. Database search results usually provide a citation and abstract but not always the full text. To access the full text of a resource click on the full text link or the PDF icon if shown. If not, see **Get it at UQ**

Get it at UQ

Another way to access the full text of a citation if no direct link is provided. Clicking on **Get it at UQ** may link you to the full text in an alternative database or via the library catalogue. It is worth noting the full text is not always available if the library does not subscribe to the resource.

High Use

Course texts which are available for short term loan, usually 2 hours. Items in High Use are shelved separately from the main collection on the High Use shelves or in the **BDMs**.

Hold

An item reserved by a patron. On Hold items are located on the Hold shelves awaiting pickup. They are arranged in alphabetical order of the family name of the requesting patron.

Index

An alphabetical list of terms, usually at the end of a book, referring to subject or topics mentioned in the body of the text and identifying the page number on which they appear.

Interlibrary Loan

See **Document Delivery**

ISBN/ISSN

An ISBN (International Standard Book Number) is a unique number assigned to a book title by its publisher. The ISSN (International Standard Serial Number) is a unique number assigned to serials/periodicals/journals. These numbers are used for identification purposes.

Loan Period

The length of time an item may be borrowed. This varies according to the type of library membership held and type of item. Refer to the library website for details.

Location

The term on catalogue record identifying the library where the item is held.

Multimedia

Content that uses a combination of different media forms, usually audio, visual or digital, for example DVDs and podcasts. Study rooms for viewing multimedia content may be booked.

Multimedia Service

A library service providing access to Australian Free-To-Air (Offair) digital television and radio broadcast material.

My Library

A customisable Library home page created for each library member. My Library provides a one stop shop for information about the courses you are enrolled in, your library record, library search engines and other library features of your choice.

MySI-net

UQ's online enrolment system for enrolling in classes and paying fees.

My.UQ

UQ's student portal which provides access to study management applications and resources like Blackboard, mySI-net and Student Email+

My Record

Your personal library record. It can be accessed from the library website or **My Library** to check on due dates, requests and to renew items. It can also be activated to show your borrowing history.

Overdue

A loan that has not been returned to the library or renewed by the due date. The status of your loans can be checked online on your library **record** or in **My Library**

Peer- Reviewed

A peer-reviewed article is one that has been reviewed and critiqued by other experts in the field before it is accepted for publication. This process ensures that the article is based on solid scholarship and research.

Plagiarism

Presenting someone else's work, words or ideas as your own, without acknowledgement.

Quarto

Library items above 28cm in height. In the Social Sciences and Humanities Library quarto items are shelved separately starting at the end of the main collection on Level Four. In other UQ libraries they are interfiled.

QR code

A barcode scannable by a mobile device camera to load a webpage or display information contained in the code. QR codes in catalogue records provide the shelf location of the item.

Recall

A request for an item that is already out on loan. A recall notice is sent to the borrower requesting the return of the item within seven days.

Referencing

The practice of acknowledging the use of ideas or direct quotations of others in your work through the use of in text citations and a reference list or bibliography. Correct referencing is essential for avoiding plagiarism.

Referencing styles

The formatting style used in referencing. There are multiple referencing styles, including Harvard, APA, Vancouver and Chicago. If you don't know which one to use, check with your lecturer. Consistent and accurate referencing is very important. Referencing style guides are available from the library website.

Renew

An extension of the loan period of a library item. An item may be renewed if it has not been requested by another patron. Three consecutive renewals are allowed before the item must be returned to the library. Items can be renewed online in **My Library** or through your library **record**.

Request It

An online service for library patrons to request an item that is held at a branch on another UQ campus or is out on loan. The requested item will be sent to the patron's home library for pick-up. Items available in a library on the same campus as the patron's home library may not be requested.

Research Help Desk

The service point near the loans desk for seeking assistance with finding information. Complex research questions are referred to a specialist librarian.

Return Chute

The point where loans are returned to the library. The return chute is located outside the main entrance to each library allowing returns to be made outside opening hours.

RIS

Research Information Service. A library service which provides support for researchers and advanced information skills training.

Scholarly/Academic Journals

Journals that publish articles written by academics, scholars, researchers or other experts in the field. Articles published in scholarly journals are supported by references to other scholarly material.

Serial/Journal/Periodical

Publications which are published in successive order on a periodic basis, either weekly, monthly, quarterly or annually. They are generally purchased on a subscription basis as opposed to individually.

SSAH

The Social Sciences and Humanities Library. This abbreviation is used under the **Location** heading in catalogue records to indicate that the item is held in The Social Sciences and Humanities Library.

Stacks

The shelves where the books and other resources in the library are kept.

Status

The Status heading on a catalogue record indicates the current availability of an item. See the Catalogue Help feature for a full list of status terms and their explanations.

Student Email+ -

UQ's student email is an online version of Microsoft Outlook. It contains email, calendar features and file storage via SkyDrive

Subject Guides

An online guide providing links to useful research resources on specific subject areas. Subject guides are available under "Help" on the library website or together with course materials on **My Library**.

Subject Headings

Formal terms used to provide a consistent description of the subject matter of items held in the collection. Each item is assigned at least one subject heading. Clicking on a subject heading in a catalogue record retrieves all the other items listed under that subject heading. This is a useful way to expand your research on a particular topic.

Summon

The library discovery tool that searches across all print and electronic resources held by the UQ library, including the content of some major databases. Summon is the default search option on the library website. A search using Summon results in a list of citations and where applicable, an abstract and a UQ library call number. Unlike the catalogue, Summon can be used to find individual journal articles. Full text is frequently, but not always available.

TALS

Teaching and Learning Service. A centralised library service that co-ordinates and delivers services to support coursework and teaching across libraries on the St Lucia campus.

Unicard

The service that issues student ID cards and print/copy cards. Unicard at St Lucia is located on Level 2 (Great Court entrance) of the Duhig Building. Unicard print/copy cards can also be purchased from automatic card dispensing machines located in branch libraries.