

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

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### **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 the Library/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 12 – 4pm Monday to Friday, during semester. The online Ask the Library chat service 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](http://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. The elements include title, author, date of publication, the publisher's name, the place of publication, the volume, issue and page numbers.

## **Course Resources**

The books, articles and other material set as prescribed or recommended resources for your courses. Links to course resources are displayed in My Library 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 document delivery online request form is located under Request Document Delivery (Research Help) 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. eJournals can be accessed via Summon, the library catalogue or library databases.

**eLearning**

See **Blackboard**

**Endnote**

Software for managing bibliographic references and creating bibliographies. 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 in high demand 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.

**Hold**

An item reserved by a patron. Hold items awaiting collection are located on the Hold shelves 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 a 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 enrolled in, their library record, library search engines and other library features of as selected.

**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. Access My Record to check on due dates, requests and 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 that can be loaded as 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 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, MLA, 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 in the library for seeking assistance with research for assignments. Complex research questions may be referred to a specialist librarian.

**Return Chute**

The location 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+**

Student Email+ is an online version of Microsoft Outlook. It contacts email, calendar features and file storage via SkyDrive

**Subject Guides**

Online guides providing links to useful research resources in 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 web based discovery tool that searches across all print and electronic resources held by the UQ library, including the content of some of the 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.