

**Reference consultation** - A meeting with a librarian to help guide your research. The librarian will help identify potential sources of information, assist in search strategy development, and suggest additional relevant library services. This is a free service to faculty, staff, and students.

**Renew** - If you need a book longer than the date due, you can ask to have it longer, or, in other words, renew it.

**Reserve** - When materials are placed on reserve, they are separated, temporarily, from the general collection and can be checked out for short periods of time (usually two hours). Some high-use materials are kept on permanent reserve, which means they stay on reserve and never go to the general collection. You will need your student/faculty/staff ID to check out reserve materials.

**Search** - If a book or journal you need is not on the shelf and no one has it checked out, you can request a search. The staff will look for it and will notify you when they find it.

**Serial** - A publication issued in a succession of discrete parts that has no predetermined conclusion.

**Stacks** - Stacks are the shelves that hold library books and journals.



THE UNIVERSITY OF IOWA LIBRARIES

Reference and Library Instruction  
100 Main Library  
Iowa City IA 52242

Phone: (319) 335-5093

Fax: (319) 335-5900

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rev. 9/04

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# Library Terms



**Abstract** - A brief summary of a book, article, etc.

**Article** – An essay or written contribution published in a magazine or journal. An article may also be referred to as a paper.

**Bibliography** - A list of books and/or journal articles on a particular subject or by a particular author.

**Bound Periodicals** - Older issues of periodicals that have been bound or put together in hard covers. This is done to preserve them and to make storing them easier.

**CD-ROM** - This stands for Compact Disc/Read Only Memory. CD-ROM usually refers to a computerized index or other reference source that is stored on a compact disc.

**Call number** - A combination of letters and numbers in the location field of each record in the library catalog, and on the spine or cover of each book. This number is used for determining the location of an item within the library.

**Catalog** - The library catalog is an electronic collection of records for materials owned by The University of Iowa Libraries and the Law Library. The catalog is available from the Libraries' web page at <http://www.lib.uiowa.edu> and on InfoHawk (see also *InfoHawk*).

**Check out** - To take books or periodicals out of the library for a certain period of time. You need your current student, faculty, or staff ID to do this.

**Circulate** - Materials that circulate are materials that may be checked out of the library. Reference books may not be taken out of the building and are called non-circulating.

**Citation** - A reference to a book, article, or other publication. It will list such things as author, title, and date.

**Current Periodicals** - Current periodicals are the latest or most recent issues of journals and magazines that the library receives.

**Database** - A collection of information held in related computer files. A database incorporates software to make the information easily accessible. See *Catalog* and *Index* for examples of a database.

**Due Date** - The date stamped inside each book you check out. The book has to be returned to the library by this date.

**Electronic Journal** - A full-text journal accessed through the web, CD-ROM or other electronic format.

**Folio** - Precedes the call number in some records in the catalog. It means that the book is large or oversized.

**Index** - Print and electronic indexes are finding aids used to locate articles in magazines and journals. Information can usually be found in an index by looking under a subject or under an author's last name. Many electronic indexes offer some full-text articles and may be referred to as full-text databases.

**InfoHawk** - InfoHawk (<http://infohawk.uiowa.edu>) is a gateway to library resources including library catalogs, periodical indexes and abstracts, electronic journals and books, reference materials, and many more web-based resources.

**Information/Reference Desk** - The first resource for finding help in the libraries. Library staff are available to answer your questions and to show you how to use InfoHawk.

**Journal** - A periodical that contains scholarly articles or research. See the related terms *Periodical*, *Magazine*, and *Serial*.

**Libraries Web** - The libraries' web page is at <http://www.lib.uiowa.edu>. From here you can link to a variety of information including Web sites for the branch libraries.

**Magazine** - A periodical that contains popular articles written for the general reader rather than the scholar.

**Microfiche** - Microfiche is a flat sheet of film usually 4x6 inches or 3x5 inches, onto which some information has been reduced and stored. Special machines are needed to read microfiche.

**Overdue** - A book is overdue if it is returned to the library after the due date that is stamped inside it.

**Oversize book** - A book that is too large to be put on regular shelves. In the catalog, this is indicated by the word "FOLIO" preceding the call number.

**Periodical** - A serial publication that appears at regular intervals. It is a broad term that usually includes magazines and journals.

**Recall** - If a book you need is checked out, you can recall it. The person who has the book will be notified and will have to return the book to the library. You will then be notified that the book is being held for you.

**Recall notice** - If you receive a recall notice you must return the book to the library even though it is not yet due. You must return it since someone else needs it and has asked for it to be recalled.

**Reference books** - Reference books may be used in the library only. Some typical reference books are dictionaries, encyclopedias, manuals, handbooks and almanacs.