

<i>Abstract</i>	A paragraph that summarizes the important points of a given text.
<i>Accession Record</i>	An inventory list or computer record of all materials held in a center. Materials are entered in chronological order on arrival. Each item is assigned a unique accession number.
<i>Accession Number</i>	Unique number assigned to an item when it is recorded in the accession record.
<i>Annotate</i>	To explain or make comments.
<i>Archive</i>	To preserve records or information. Also, the place in which records are preserved.
<i>Authority File</i>	A card file or list of subject headings selected to organize an information collection.
<i>ATOD</i>	Acronym for <u>a</u> lcohol, <u>t</u> obacco, and <u>o</u> ther <u>d</u> rugs.
<i>Bibliography</i>	List of publications on a subject. Bibliographies include authoritative information about each publication including the author, title, publisher, place of publication and date of publication. An <i>annotated</i> bibliography includes a short commentary about the usefulness of the publication. A <i>selected</i> bibliography includes only publications that the bibliographer has chosen to include.
<i>Bibliographic Utility</i>	A commercial or not-for-profit organization that provides customers with a range of technical services including cataloging, interlibrary loan, acquisition services. Although most often used by larger libraries, a bibliographic utility may be most useful to a small library for its ability to provide <i>MARC</i> records.
<i>BBS BulletinBoard System</i>	A computer system that offers its users files of data and/or information to download in addition to areas for electronic discussions. BBSs are usually provided to a specific group or membership, but many are linked to the <i>Internet</i> for email and some are accessible via the <i>Internet</i> in addition to direct telephone access.
<i>Boolean Operations</i>	Most <i>databases</i> allow searches with Boolean operators i.e. AND, OR, NOT. AND means a record must have <i>both</i> search terms in it. OR means it can have <i>either</i> term, and NOT means it <i>cannot</i> have the specified term.
<i>Catalog</i>	A concise index to materials in the library. The format may be on cards, on microfiche, or on a publicly accessible online electronic catalog.

<i>CD-ROM</i>	Acronym for <u>C</u> ompact <u>D</u> isc- <u>R</u> eady <u>O</u> nly <u>M</u> emory. Sometimes called optical discs. Similar to music CDs. Store huge quantities of data including graphics, sounds and animation. Accessed through a CD-ROM player connected to a computer.
<i>Circulation System</i>	A scheme to issue or loan materials.
<i>Classification System</i>	A logical, systematic means to arrange materials on shelves or in file drawers using numbers and/or letters.
<i>Clearinghouse</i>	A central location for the collection, classification, organization and distribution of information on a special subject.
<i>Client</i>	Computers on the <i>Internet</i> can be divided into two types, host machines and client machines. <i>Host</i> computers are usually powerful machines that can host many requests for information simultaneously. A client computer usually sends and receive information for one individual and is often a microcomputer.
<i>Computer System</i>	Commonly refers to the <i>software, hardware</i> , printer and all the components that comprise the computer setup. Computer specialists use the words different ways.
<i>Cross-reference</i>	An entry in a file that directs the user from one word to another.
<i>Computer Network</i>	A group of computers designed to function interactively with connecting circuitry.
<i>Controlled Vocabulary</i>	A pre-defined list of words used to index a <i>database</i> . The words are called <i>descriptors</i> or <i>keywords</i> .
<i>Current Awareness Service</i>	A periodic library service that informs users about new books, articles, and other materials in a subject area of high interest to them.
<i>CWIS</i>	Campus Wide Information System. A networking system used at universities and colleges.
<i>Data</i>	Facts or figures from which one can draw conclusions.
<i>Database</i>	A large complex list of facts and information that may contain text, numbers and images. Today, <i>database</i> s are most often stored on computers, but elaborate paper filing systems were previously used. A <i>database</i> differs from a list because of the ability one has to locate specific information within a <i>database</i> by “searching” in several ways.
<i>Descriptor</i>	<i>Keyword</i> that is part of a <i>controlled vocabulary</i> used to search a <i>database</i> .

<i>Directory</i>	List of persons or organizations arranged in alphabetical or classed order usually giving addresses, telephone numbers, affiliations and functions.
<i>Download</i>	The electronic transfer of information from one computer to another, generally from a larger computer to a smaller one.
<i>Email</i>	Electronic mail.
<i>FAX</i>	Facsimile. A electronic method of transmitting or receiving an exact copy of an image or text over telephone lines. FAX transmission is currently the preferred method of rapid transmission of printed materials.
<i>FTP</i>	File Transfer Protocol. <i>Software</i> that allows files to be transferred electronically between computers on the <i>Internet</i> .
<i>FTR</i>	Full-Text Retrieval. Refers to electronic information sources that provide the full text of a given document in addition to a bibliographic citation and/or an abstract.
<i>Filing System</i>	A planned method of indexing and arranging materials so that they can be found quickly.
<i>Filmography</i>	A list or book about films or videos or film figures.
<i>Fugitive Material</i>	A report, paper or other information that is issued by a government agency or private organization and is <i>not</i> distributed through a publisher or other standard distribution channel. These materials are typically difficult for librarians and others to identify and locate.
<i>Gopher</i>	<i>Software</i> developed for <i>Internet</i> browsing. A simple means of storing, accessing and linking information on the <i>Internet</i> .
<i>Hardware</i>	The computer components such as the computer itself, the monitor, an external modem etc.
<i>Host</i>	Computers on the <i>Internet</i> can be divided into two types, host machines and client machines. Host computers are usually powerful machines that can host many requests for information simultaneously.
<i>Hotline</i>	A telephone line operational 24 hours/day with help and/or information.
<i>http</i>	Hypertext Transmission Protocol. The standard language used for communications on the <i>World Wide Web (WWW)</i> on the <i>Internet</i> .
<i>Hypermedia</i>	<i>Hypertext</i> that connects to other media, such as graphics and sound.

<i>Hypertext</i>	A way to design interactive documents so that any word in the document can act as a trigger to instantly link one to another document. One must only click on the word. Used on the <i>WWW</i> , hypertext makes locating and retrieving information very easy.
<i>Information</i>	Usable <i>knowledge</i> in a form that can be passed on among people.
<i>Interlibrary loan</i>	A service to users that may depend on the library's access to and relations with nearby libraries, membership in regional or statewide library systems, and on special programs for networking and resource sharing.
<i>Internet</i>	In 1994, a worldwide network of more than 30,000 computer networks and 25 million people. Using the <i>Internet</i> , one can send and receive electronic mail around the world, access electronic <i>bulletin boards</i> and discussions lists, search remote library online catalogs and identify and receive computer software and electronic documents of interest. The three basic functions of network communications are email, telnet and ftp.
<i>ISBN</i>	<u>I</u> nternational <u>S</u> tandard <u>B</u> ook <u>N</u> umber. International number scheme used by book publishers, bookshops and libraries to uniquely identify books.
<i>ISSN</i>	<u>I</u> nternational <u>S</u> tandard <u>S</u> erial <u>N</u> umber. International number scheme used by serial publishers, bookshops and libraries to uniquely identify serials.
<i>Jobber</i>	One who serves as an intermediary between publishers and subscribers or clients.
<i>Journal</i>	Any <i>serial</i> or magazine.
<i>Keyword</i>	A pre-selected word or <i>descriptor</i> that is a part of the <i>controlled vocabulary</i> used to index a <i>database</i> .
<i>Knowledge</i>	Data presented in a way that can be understood.
<i>LAN</i>	<u>L</u> ocal <u>A</u> rea <u>N</u> etwork. Two or more computers are connected to allow users to send files and messages to each other. One LAN may be connected to another independent LAN to form an <i>internet</i> (with a small i).
<i>Lateral Files</i>	File cabinets with drawers that roll out laterally and can be opened clear of the file cabinet itself so that 100% accessibility and visibility are possible.

<i>LISTSERV</i>	A read-only mailing list on the <i>Internet</i> used by a group of people with similar interests. Anyone can subscribe to a <i>LISTSERV</i> by sending a “subscribe” command to the <i>LISTSERV</i> address. Any letter sent to the list address is copied and sent to every member of the list. Members can choose to reply to the letter and lively discussions can ensue.
<i>MARC</i>	<u>M</u> achine <u>R</u> eadable <u>C</u> ataloging. In the late '60s Library of Congress (LC) started supplying <i>MARC</i> records to academic libraries. A cooperative evolved called the Ohio College Library Center (OCLC) to which many libraries contribute catalog records. <i>MARC</i> records are used by many libraries today to minimize the necessity for original cataloging.
<i>Modem</i>	<i>Hardware</i> that allows one computer to talk to another computer via the telephone lines.
<i>Mosaic</i>	<i>Software</i> developed for <i>Internet</i> browsing on the World-Wide-Web.
<i>Netscape</i>	Software by the creators of <i>Mosaic</i> in a commercial venture that allows one to retrieve documents from the World-Wide-Web system on the <i>Internet</i> . Orientation is definitely commercial
<i>Networking</i>	Communicating with colleagues to share ideas via email, snail mail, telephone or at meetings and thus creating a chain of interactions with numerous routes that cross, and interconnect.
<i>NREN</i>	The <u>N</u> ational <u>R</u> esearch and <u>E</u> ducation <u>N</u> etwork is a proposed national computer network to be built upon the foundation of the NSF network, NSFnet. <i>NREN</i> would provide high speed interconnection between other national and regional networks. The legislative bill that proposes <i>NREN</i> is SB1067.
<i>Online</i>	Refers to use of telephone line to access information with a phone, a personal computer and <i>modem</i> . Activities performed while one computer is connected to another computer such as searching an <i>online database</i> or taking part in an online discussion group.
<i>Optical Scanner</i>	Used with computers to digitize data without using a keyboard.
<i>Periodical</i>	A serial with an ongoing title that is issued regularly.
<i>PREVline</i>	<u>P</u> RE <u>V</u> ention on- <u>l</u> ine. An electronic information service of the U.S. Center for Substance Abuse Prevention dedicated to exchanging ideas and information concerning alcohol, tobacco, and other drug problem prevention.
<i>RADAR Network</i>	<u>R</u> egional <u>A</u> lcohol and <u>D</u> rug <u>A</u> wareness <u>R</u> esources. A network of

information centers organized by the U.S. Center for Substance Abuse Prevention.

- Reference Collection* Directories, encyclopedias, handbooks, indices, bibliographies, *databases* and other materials used to answer questions. Printed reference materials are usually non-circulating in libraries.
- Selection tools* Reviews and information about new books, documents, *software* programs, videos etc.
- Serial* Any publication that is part of a series. It is usually published several times a year at regular intervals. Each part is called an issue and all the issues for one year comprise a volume.
- Serial Record Book or Database* Records subscription information about *serials* regularly received and the issues that have arrived.
- Server Computer* A computer that makes services and/or files available on a network.
- Shelf File Box* Plastic, cardboard or metal file box that protects, displays and organizes pamphlets, reports, periodicals and other soft covered materials.
- Telnet* A computer program that allows users to remotely login to other computers across the *Internet* .
- Software* A computer program that tells the computer *hardware* what to do i.e. word processing, *database* creation or other.
- Technical Services* All library activities used to acquire and organize materials in contrast to user services. Technical services include cataloging, classification and acquisitions.
- Thesaurus* A selected vocabulary used by those in a particular field such as substance abuse to organize and retrieve materials. A *Thesaurus* may also provide an overview or map by arranging the words in a hierarchy and relating them to each other. It provides a *controlled vocabulary* for consistent indexing and more effective searching and retrieval of documents.
- URL* Uniform Resource Locator. An address that tells where to find files, and other resources on the *Internet* . Examples:
- WWW* : <http://www.cobb.com/index.html>
 Gopher: <gopher://gopher.psi.com:70/>
 FTP: <ftp://rtfm.mit.edu//pub/usenet-by-hierarchy/alt/answers/index>
 Telnet : <telnet://locis.loc.gov/>
- Usenet* A global network on the *Internet* of computer discussion groups on

thousands of topics.

<i>User Services</i>	All library functions developed to serve users including circulation control services, inter-library loan and reference services.
<i>Veronica</i>	A very large searchable index of items available in “Gopherspace” (using Gopher software on the <i>Internet</i>). Veronica catalogs millions of pieces of information from thousands of Gopher servers. However, it searches only filenames and menu titles.
<i>Vertical Files</i>	Pamphlets, brochures, newspaper clippings etc. filed in folders and stored in file cabinets. Used in libraries to provide up-to-date information and to supplement information in the catalogued collection. Materials in the vertical files are not cataloged and are discarded regularly.
<i>WebExplorer</i>	IBM software used to browse WWW. Used with OS/2 Warp.
<i>Weed</i>	Weed a collection. The process of evaluating materials in the collection with the goal of discarding outdated materials so as to make space for new and more useful materials.
<i>WWW</i>	World-Wide-Web. A hypermedia-based system that allows users to access resources available on the <i>Internet</i> .