

Foley Library Glossary

Abstract – A summary of a book or article, usually accompanying a citation in a periodical index or in a bibliography.

Bibliography – The list of works cited by an author at the end of an article, paper, book, or other research-based writing. There are also specialized bibliographies published in book format which are extensive lists of books, articles and other information resources on various areas of study or a specific topic.

Boolean logic/ Boolean operators – A computer logic that employs the words, AND, OR, and AND NOT (or NOT) within a search statement to increase precision or relevance in a database. OR expands a search, telling the computer to retrieve records with any of the search terms used with this operator. AND narrows the search, telling the computer to retrieve records that have all of the search terms used with this operator. AND NOT excludes or eliminates a particular term in a search used with operator.

Call Number – The letters and numbers assigned to a book (usually found on the book's spine) to give it a unique location in the library and to place it with similar subjects. Library of Congress ("LC") call numbers (those used in Foley and most academic libraries) begin with letters, and Dewey Decimal call numbers begin with numbers.

Catalog – The database that lists the books, journals and other materials owned by a given library. The Foley Library Catalog is available through the Foley homepage www.foley.gonzaga.edu

Chastek -- The name of the library at Gonzaga School of Law. Gonzaga students may also use Chastek Library.

Circulation Desk – Located on the First Floor this service point is where materials are checked out and where reserve materials are located.

Citation – The information given in a periodical index, catalog or bibliography about a particular book, article or other information resource. The citation may include the article title, periodical title, book title, place of publication, publisher, volume, pages and date.

Curriculum Center – Located on the second floor this area houses teacher education materials, juvenile fiction and non fiction and curriculum guides for local school districts.

Database – Any structured set of information, usually electronic, and usually searchable. *EXAMPLES: ProQuest, OmniFile, SocioFile, ERIC, etc.*

Dictionary – A book providing meanings of words. Dictionaries may be general (*Webster's New Collegiate Dictionary*) or specialized (*Dictionary of Economics*). Sometimes dictionaries are also called encyclopedias.

Encyclopedia – A book or set of books giving information on many subjects or aspects of one subject. Like dictionaries, these can be general (*Encyclopedia Britannica*) or specialized (*Encyclopedia of Philosophy*). Sometimes encyclopedias are called dictionaries.

Fields – Defined subdivisions of a record in a database designating a specific category of data such as the title, the author, or the subject heading of a work.

Foley General Collection - The main collection of the library – also called "The Stacks". This collection is arranged by Library of Congress call numbers.

Interlibrary Loan (ILL) - A service which allows you to request books, articles and other materials not found in your library. At Gonzaga, this service is limited to GU faculty, staff, and students.

Journal – A periodical that is usually scholarly or academic in content and purpose. *EXAMPLE: Journal of Applied Psychology or Review of Educational Research.* Compare with magazine.

Keyword Searching – Using significant, expressive words to search various parts of database records including the author, title and subject heading fields.

Magazine – A general interest periodical title that has popular appeal. *EXAMPLE: Time or Rolling Stone.* Compare with journal.

Microform – Reference to microfiche (Rectangular) and microfilm (roll) formats whereby print text is transferred onto film for preservation and space. Often older issues of periodicals and newspapers are transferred to microform. These are read with a special reader/printer.

Monograph/Book – A work or piece of writing on a specific subject that is intended to be complete. Compare with periodical/serial.

Periodical/Serial – A generic term for anything published periodically including magazines, journals and newspapers.

Periodical Index/Article Index/Index – A database (print or electronic) that identifies the existence of articles in periodicals. Indexes provide subject access to the periodicals they index. They may also provide an abstract or the full-text of those articles. Many indexes are subject based, SocAbs, PsycINFO some are more general in nature, ProQuest, Omnifile.

Periodicals/Microforms Desk – Located in the Lower Level of Foley this desk provides assistance with all periodical materials, microforms and any questions related to them.

Record – A number of related pieces of information handled as unit within a database. *EXAMPLE:* After typing a search statement in a library catalog, you may retrieve one or many records for books. These records will provide information such as the title, subject, call number and location of the book.

Reference Desk – Where librarians are available to answer your questions about research or finding information.

Reference Materials – Books or electronic resources providing facts, statistics, bibliographies, background information. Valuable tools for answering broad or specific questions quickly. These materials do not circulate, and are kept in the areas on either side of the Reference Desk.

Reference Librarian – A faculty member who has studied the field of library science at the graduate level. A librarian is skilled in using print and electronic resources and is the person who is usually at the Reference Desk.

Reserves – The area in the library where materials are placed for specific classes. Any type of material that a professor deems appropriate may be put on reserve and check out for a limited time. Reserves in Foley are at the Circulation Desk.

Search Statement – Any information need or query expressed in the language and format acceptable to the specific database you are using. *EXAMPLE: environment and ethics*

Search Strategy – The planning and selection of search words and phrases and search statements in the process of your research.

Special Collections – This area of the third floor houses historical or rare materials. Special Collections in Foley focuses on Oregon Province Jesuit Archives, University Archives, Bing Crosby and others.

Stacks – The main collection of books in a library. See “Foley General Collection”.

Style Manual – A book that tells the reader how to format a paper, with regard to footnotes, bibliographies, pagination, etc. Ask your instructor which style manual to use. Two commonly used style manuals are : *MLA Handbook for Writers of Research Papers* and *Publication Manual of the American Psychological Association (APA)*. Both are available in the Reference Collection.

Subject Heading – A standardized word or phrase in a record of a database that describes the subject of the book or other work in a database record.

Truncation/Wildcard – Using symbols such as * or ? in a database in order to retrieve all words that contain a root of a word or segment of a word. *EXAMPLE: sing* would retrieve sing, singing, singers, single, etc.*