
LIBRARY JARGON

A Glossary of Selected Library and Information Technology Terms

E. H. Butler Library
SUNY Buffalo State College
1300 Elmwood Avenue
Buffalo, NY 14222-1095
716.878.6300

<http://www.buffalostate.edu/library>

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ABRIDGED: shortened or condensed, e.g. *Reader's Digest*. See also **UNABRIDGED**.

ABSTRACT: 1) a brief written summary, description, or evaluation of an article, book or other information source; 2) an **INDEX**ing service that includes a summary, description, or evaluation of each item that is indexed, e.g. *PsycINFO*. See also **ANNOTATION**.

ACADEMIC LIBRARY: a **LIBRARY** that is maintained to serve the information needs of a college or university, e.g. Butler Library.

ACQUISITIONS: 1) the department in a **LIBRARY** where materials are selected, ordered, and received; 2) newly received library materials.

ACRONYM: a word, usually pronounceable, formed from the initial letters of a longer name or phrase, e.g. *ERIC* for Educational Resources Information Center.

ADOBE ACROBAT: a suite of **DOCUMENT** exchange programs created by **ADOBE SYSTEMS, INC.** which allows files created on one software platform to be displayed and printed on another, without loss of formatting. See also **PDF**.

ADOBE ACROBAT READER: free software from **ADOBE SYSTEMS, INC.** generally used to **DISPLAY** and print **PDFs**. See also **PLUG-IN**.

ADOBE SYSTEMS, INC.: (www.adobe.com) a prominent **SOFTWARE** company.

ALEPH: 1) the first letter in the Hebrew alphabet; 2) the name of the **WEB**-based **LIBRARY** management system produced by **EX LIBRIS, INC.**, the company that provides the library **CATALOG** for all SUNY libraries through **SUNYCONNECT**.

ALMANAC: generally an annual **REFERENCE BOOK** containing lists, tables, charts, etc.

ALPHABETICAL ORDER: arrangement of words following the sequence of the letters of the alphabet.

WORD-BY-WORD

Items that have the same first word are arranged in alphabetical order by the second word.

West
West Point
West York, PA
Western Union
Westminster Abbey
Westward Ho!

LETTER-BY-LETTER

Items are arranged alphabetically strictly according to letters, irrespective of their division into words or of punctuation.

West
Western Union
Westminster Abbey
West Point
Westward Ho!
West York, PA

ANALOG: a voice, video, or data signal that is received in the same form as it is transmitted, e.g. AM/FM radio. *See also* **DIGITAL**.

ANNOTATION: a critical or explanatory comment in a **BIBLIOGRAPHY**, reading list, or **CATALOG** intended to describe, explain or evaluate the item to which it refers. *See also* **ABSTRACT**.

ANTHOLOGY: a collection of literary pieces such as poems or plays, often published in a **VOLUME**.

APPLE COMPUTER, INC: (www.apple.com) the company that produces the **MACINTOSH** or “Mac” **COMPUTER**, the **iPOD**, etc.

ARCHIVES: 1) an organized body of **RECORDS** that pertain to an organization or institution; 2) a place where archival materials are preserved, e.g. BSC Archives in Butler Library.

ARROW KEYS: a set of 4 keys at the right of the **KEYBOARD** that can be used to control the movement of the **CURSOR** on the **MONITOR**, i.e. up, down, left, and right. *See also* **MOUSE**.

ARTICLE: 1) a non-fictional literary composition or report published together with others in a **PERIODICAL**, **ENCYCLOPEDIA**, etc.; 2) part of speech that indicates a noun, i.e. a, an, the.

ASCII: American Standard Code for Information Inter-exchange; a **COMPUTER** code to convert letters, numbers, and control codes into a **DIGITAL** code understood by most computers.

ATLAS: a **BOOK** of maps with an **INDEX** and/or **GAZETTEER**, e.g. *the Rand McNally Road Atlas*.

AUTHOR: the person, persons, or organization responsible for the creation or compilation of a work, e.g. the writer of a **BOOK**, the composer of a symphony, the **EDITOR** of an **ANTHOLOGY**, etc.

AUTOBIOGRAPHY: the life story of a person written by the person himself or herself.

BANDWIDTH: the capacity of a communications channel; the greater the bandwidth, the faster the signal travels; **INTERNET** transmission of audio and video signals requires a lot of bandwidth. *See also* **CABLE**, **DSL**, **ISDN**.

BAUD: the measure of the speed at which a **MODEM** can transmit data.

BIBLIOGRAPHIC INFORMATION: those data which specifically identify **BOOKS**, **PERIODICALS**, **ARTICLEs**, audiovisual materials, **WEB PAGEs**, etc. *See also* **CITATION**, **ENDNOTE**, **FOOTNOTE**, **INFORMATION BEARING OBJECT**. **METADATA**, **PLAGIARISM**, **REFERENCE**.

BIBLIOGRAPHIC STYLE: standardized format for the presentation of **BIBLIOGRAPHIC INFORMATION**, e.g. APA Style (*Publication Manual of the American Psychological Association*); also called “documentation style.”

BIBLIOGRAPHY: a list of sources of information compiled according to a given criterion, e.g. plays by Shakespeare; **BOOKs** and **ARTICLEs** quoted or paraphrased in a **RESEARCH PAPER**, etc. *See also* **REFERENCE LIST**.

BINDING: 1) the cover of a **VOLUME**; 2) the art, trade or profession of constructing **BOOKs**.

BIOGRAPHY: the life story of a person written by another person.

BIT: binary digit; a single piece of data, represented by either a 0 or a 1. Eight bits equal one **BYTE**.

BLOG: Web Log; easy to use, free software designed to create a **WEB PAGE** intended for an individual to “publish” anything he or she wishes, e.g. a daily journal; or for interactive communication among a group of individuals with similar interests.

BOOK: a set of written, printed or blank **PAGEs** fastened along one side and encased between protective covers or a **BINDING**.

Book Review: *see* **REVIEW**.

BOOKMARK: 1) a strip of material or some sort of clamp that is placed on or between **PAGEs** of a **BOOK** to mark the reader’s place; 2) a feature of **WEB BROWERS** such as **NETSCAPE** that allows one to save a **REFERENCE** to a **WEB SITE** so that it can be easily accessed again without having to remember or type the **URL**. *See also* **FAVORITES**.

BOOLEAN OPERATORS: terms used in a logical combinatorial system commonly employed to **SEARCH** a **DATABASE** and focus retrieval on specific attributes. Common operators are: AND, OR, and NOT; AND indicating that two or more propositions must be true or present, e.g. dogs AND cats; OR indicating that any one of two or more propositions must be true or present, e.g. dogs OR cats OR rabbits; NOT indicating that one or more propositions must not be true or present, e.g. pets NOT hamsters.

BOOLEAN SEARCHING: use of **BOOLEAN OPERATORS** “and,” “or,” “not,” etc. as a means of focusing on particular attributes when retrieving information from a **DATABASE**, e.g. (television OR video game*) AND violence AND child*. *See also* **ONLINE SEARCHING**, **SEARCH**, **TRUNCATION**, **WILDCARD**.

BOUND: a **VOLUME** that has been fastened into a sturdy outer cover.

BOUND PERIODICAL: successive **ISSUEs** of a single **PERIODICAL** that have been fastened together within a sturdy outer cover.

BROWSE: to inspect something in a leisurely or casual manner, e.g. **BOOKs** in a bookstore, **WEB SITES** on the **WORLD WIDE WEB**.

BROWSER: a person who **BROWSEs**; *see also* **WEB BROWSER**.

BUFFALO STATE ID CARD: official Buffalo State identification card issued by Butler Library that is required when checking out books, etc.

BYTE: eight **BITs** of data; usually equals one **CHARACTER** on a **KEYBOARD**.

CABLE: means of transmitting **DIGITAL** signals over a fiber optic connection; generally used for television, telephone, and **INTERNET** access; provides high **BANDWIDTH**. *See also* **DSL**, **ISDN**.

- CABLE MODEM:** a **DIGITAL** communications device that connects a **COMPUTER** to a local television **CABLE** system to provide a continuous, high **BANDWIDTH** connection to the **INTERNET**. *See also* **MODEM**.
- CACHE:** temporary storage location on a **COMPUTER**, e.g. a **WEB BROWSER** stores **WEB** pages that have been visited so that when one clicks the back button, one quickly returns to the stored page on the computer not to the **WEB SERVER**. *See also* **COOKIE, HISTORY**.
- CALL NUMBER:** the code by which one physically locates **LIBRARY** materials; appears on each physical item and on the corresponding **CATALOG** records; consists of the **CLASSIFICATION NUMBER** plus additional identifying data.
- CASE SENSITIVE:** an indication that one must specifically use upper and/or lower case **CHARACTERS** when typing in order to get the correct response from a **COMPUTER**; passwords are often case sensitive to aid in making them unique and difficult to guess.
- CATALOG:** a list, file or **DATABASE** of the items in a collection; it **INDEXEs**, describes, and locates each item, e.g. the Butler Library Catalog lists all **BOOKs, PERIODICALs** and **MEDIA** that the library owns.
- CD BURNER:** a device in, or connected to, a **COMPUTER**; used to **RECORD** or save data on a **COMPACT DISC**; typically used to copy large files, e.g. graphics, music, video, etc.
- CD-R:** Compact Disc Recordable; a **COMPACT DISC** on which a **CD BURNER** can save **DIGITAL** files or data just once; stores about 680 **MEGABYTEs**.
- CD-ROM:** Compact Disc Read Only Memory; a **COMPACT DISC** that only stores **DIGITAL** information; nothing new can be saved or **RECORDeD** on it.
- CD-RW:** Compact Disc Re-Writable, a **COMPACT DISC** that can be used repeatedly to **RECORD** or save files or data; stores about 680 **MEGABYTEs**.
- CELL PHONE:** a cellular or mobile or **WIRELESS** telephone that transmits calls through special ground stations that cover areas called cells and which can communicate with the regular phone system. Some phones also offer a camera, **INTERNET** access, **TEXT MESSAGING, EMAIL**, etc.
- CHARACTER:** the smallest component of written language that has semantic value, e.g. a letter of the alphabet, a number, a keyboard symbol, a space; usually equals one **BYTE**.
- CHAT ROOM:** a location on an **ONLINE** service that allows users to communicate with each other about an agreed-upon topic in real time, as opposed to delayed time as with email. *See also* **INSTANT MESSAGING, VIRTUAL REFERENCE**.
- CIPA:** the Children's Internet Protection Act, federal legislation that requires libraries receiving funds through specific federal programs to install filters on all computers capable of **INTERNET** access to prevent children from "accessing images related to child pornography, obscenity, and other material harmful to children." Butler Library does not use filters but complies with the law by using **LOGONs** on the **COMPUTERs** to restrict use to Buffalo State faculty, staff, and students, i.e. adults.
- CIRCULATION:** 1) dissemination of materials or information, e.g. lending **LIBRARY** materials to one person for a period of time after which they are returned and made available for someone else to borrow; 2) that department in a library responsible for lending materials.
- CITATION:** a written **REFERENCE** to a source of information; e.g. a **FOOTNOTE**. *See also* **BIBLIOGRAPHIC INFORMATION, BIBLIOGRAPHY, ENDNOTE, REFERENCE LIST**.

CLASSIFICATION: systematic arrangement of materials according to a given criterion.

CLASSIFICATION NUMBER: code with which **LIBRARY** materials are marked to arrange those on like **SUBJECT** matter together; the first part of a **CALL NUMBER**.

CLICK: pressing the button on a **MOUSE** once to invoke a **COMMAND** or to move from **HYPERLINK** to hyperlink on the **WEB**. On a **PC** configured for a right-handed person, it is assumed to be a **LEFT CLICK**. *See also* **DOUBLE CLICK, RIGHT CLICK**.

CLIENT: the **COMPUTER** or **SOFTWARE** that requests information from a **SERVER**.

CLOSED STACKS: storage areas for **LIBRARY** materials from which patrons are restricted or barred. *See also* **OPEN STACKS, STACKS**.

COMMAND: an instruction to a **COMPUTER**, e.g. “save” or “copy” or “paste,” etc.

Commercial Database: *see* **PROPRIETARY DATABASE**.

COMPACT DISC: a small optical disc on which data such as music, text, or **GRAPHIC IMAGES** can be **DIGITALLY** encoded; generally holds about 680 **MEGABYTES**. *See also* **CD-R, CD-ROM, CD-RW, DVD**.

COMPILER: 1) one who collects material from various sources and arranges it for publication in a single new source; 2) a **COMPUTER** program that translates the source code of a high level programming language into the type of code that the computer understands.

COMPUTER: a programmable electronic device that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information.

CONTROL KEY: a key on a **KEYBOARD** that is pressed simultaneously with another key to invoke a particular **COMMAND**; abbreviated “Ctrl.”

CONTROLLED VOCABULARY: a standardized collection of terms related to a given **SUBJECT** area that is used for **INDEXING** and for **SEARCHING**. *See also* **DESCRIPTOR, FREE TEXT SEARCHING, KEYWORD, NATURAL LANGUAGE, SUBJECT HEADING, THESAURUS**.

COOKIE: a message from a **SERVER** containing information about the user that is sent to, and stored by, the user’s **COMPUTER**; accessing the original server again from that computer prompts the server to ask for the cookie, thus the server “remembers” the user’s preferences so the server can respond in a customized way.

COPYRIGHT: legal protection for **AUTHORS**, composers, **PUBLISHERS**, etc. granting them exclusive rights of publication, sale, and distribution of their works; it legally prohibits unauthorized reproduction or sale of copyrighted material. *See also* **LICENSE**.

COPYRIGHT DATE: year in which **COPYRIGHT** is granted. *See also* **PUBLICATION DATE**.

COURSEWARE: **WEB**-based **SOFTWARE** designed specifically for delivery of **ONLINE** courses or to provide Web-enhanced classroom instruction, e.g. Angel, Blackboard, WebCT, etc.

CRITIQUE: a critical evaluation, particularly of a literary or artistic work, often published in a **SCHOLARLY JOURNAL**. *See also* **REVIEW**.

CROSS REFERENCE: 1) an instruction found under one term in a **CONTROLLED VOCABULARY** indicating that all materials on that topic will be found listed under another given term, e.g. **HIGHER EDUCATION** *see* **EDUCATION, HIGHER**; 2) an instruction listing other terms under which related materials might be found, e.g. **DOGS** *see also* **DOMESTIC ANIMALS**.

- CURRICULUM MATERIALS LAB:** the area of Butler Library where books for children and adolescents are housed, including elementary and secondary level textbooks and curriculum resources.
- CURSOR:** the blinking indicator on a **MONITOR**; controlled by the **ARROW KEYS** or by the **MOUSE**; used to control the insertion point or to change the selection for text.
- CYBERQUAD:** the area of Butler Library where electronic classrooms, the **ELECTRONIC LEARNING OFFICE, TASC**, and the Faculty-Staff Workroom are located; the 3 - SW **QUADRANT**.
- CYBERSPACE:** nebulous “place” where humans interact over the **INTERNET**.
- DATABASE:** 1) a store of information organized for speed and ease of retrieval; generally information that is stored and retrieved by **COMPUTER**; *see also* **PROPRIETARY DATABASE**. 2) **PRODUCTIVITY SOFTWARE** used to create a database, e.g. **MICROSOFT Access**.
- Database Searching: *see* **ONLINE SEARCHING**.
- DESCRIPTOR:** a word or phrase generally taken from a standardized list of terms appropriate to a particular topic or concept, e.g. *Thesaurus of Psychological Index Terms*. *See also* **CONTROLLED VOCABULARY, SUBJECT HEADING, THESAURUS**.
- DESKTOP:** the term used to refer to the screen background on the **MONITOR** as opposed to the “desk top,” the furniture on which the **COMPUTER**, monitor and **KEYBOARD** physically rest.
- DEWEY DECIMAL CLASSIFICATION:** a system for arranging **LIBRARY** materials according to the likeness of their **SUBJECTS**, developed by Melvil Dewey in 1876; the **CLASSIFICATION NUMBER** consists of three digits plus decimals for further subject subdivision. Butler Library uses the **LIBRARY OF CONGRESS CLASSIFICATION** system, not Dewey.
- DICTIONARY:** a list of words in **ALPHABETICAL ORDER** together with their definitions. *See also* **GLOSSARY, LEXICON**.
- DIGITAL:** any technology that converts or transmits signals by breaking them down into a series of zeros and ones. *See also* **ANALOG**.
- DIRECTORY:** a systematically arranged list of persons, places, or organizations that gives addresses, telephone numbers, **EMAIL** addresses, **URLs**, etc. *See also* **WEB DIRECTORY**.
- DISCUSSION LIST:** a group of subscribers involved in interactive communication via **EMAIL** over the **INTERNET**. *See also* **LISTSERV**.
- Disk: *see* **COMPACT DISC, DVD, FLOPPY DISK, HARD DISK, ZIP DISK**.
- DISPLAY:** that which one sees on a **MONITOR**; the screen.
- DISSERTATION:** a lengthy, formal paper containing the results of original research written by a candidate for the Doctor of Philosophy (Ph.D.) degree. *See also* **THESIS**.
- DISTANCE EDUCATION:** delivery of instruction to individual learners or groups of learners who may be separated from the instructor and/or each other by geography and/or time. *See also* **COURSEWARE**.
- DMCA:** Digital Millennium Copyright Act; among other provisions, it makes illegal the creation or promulgation of information on any **SOFTWARE** or other tools that could circumvent **DIGITAL** copy protection or digital rights enforcement mechanisms.

DOCUMENT: 1) a piece of work, generally given a unique **FILENAME**, created with a **SOFTWARE** application, e.g. a word processor; 2) text or other material **POSTED** on a **WEB PAGE**; 3) the act of providing specific **BIBLIOGRAPHIC INFORMATION** to identify the source of given data, e.g. **ENDNOTES** in a **RESEARCH PAPER**. *See also* **BIBLIOGRAPHIC STYLE**, **PLAGIARISM**.

Documentation style: *see* **BIBLIOGRAPHIC STYLE**.

DOMAIN: part of an **INTERNET** address; the network hierarchy consists of domains and subdomains. At the top are a number of major categories e.g., .com, .edu, .gov; next are domains within these categories e.g., buffalo.state. *See also* **TOP LEVEL DOMAIN**.

DOMAIN NAME: the address of an **INTERNET** site; a series of alphanumeric **CHARACTER** strings in a communications address used for internet, **EMAIL**, etc. that identifies the host, e.g. buffalo.state.edu. *See also* **DOT**, **IP ADDRESS**, **URL**.

DOMAIN NAME SYSTEM (DNS): a **PROTOCOL** that translates textual **DOMAIN NAMES** into unique numeric **IP ADDRESSES**.

DOT: a punctuation mark; synonym for the “period” or “full-stop;” used in **DOMAIN NAMES**, etc., e.g. buffalo.state dot edu for buffalo.state.edu.

DOUBLE CLICK: pressing the button on a **MOUSE** twice in quick succession to invoke a **COMMAND**; on a **PC** configured for a right-handed user one would press the left button twice.

DOWNLOAD: to copy data from one **COMPUTER** to another, or to another storage medium, e.g. a **FLASH DRIVE**. *See also* **UPLOAD**.

DRAG: using the **MOUSE** to **POINT** to an object on a **MONITOR**, pressing and holding the mouse button down and moving the object to a new location.

DSL: Digital Subscriber Line; a technology for using ordinary copper telephone lines (**ANALOG**) to provide fast **DIGITAL** communication with the **INTERNET**. *See also* **CABLE**, **ISDN**.

DVD: not an official **ACRONYM**, but generally understood to be derived from Digital Video Disc or Digital Versatile Disc; a high-density **COMPACT DISC** for storing large amounts of data, especially high-resolution audiovisual material; stores from 4 to 10 **GIGABYTES**.

EBOOK: an electronic **BOOK**; a book in **DIGITAL** format that one can **DOWNLOAD**, usually in **MP3** format and read using a **SOFTWARE** program on a **COMPUTER**, an **iPOD**, an **MP3 PLAYER**, a **PDA**, a dedicated reading device, etc.

EDITION: 1) the entire number of copies of a publication printed from a single typesetting or other form of reproduction; 2) a single copy from this group.

EDITOR: 1) a person who prepares an item for publication, e.g. the person who prepares a collection of essays by different **AUTHORS** for publication in a **VOLUME**; 2) a person who supervises a publication, e.g. a **NEWSPAPER**; 3) **SOFTWARE** that offers relatively easy revision of text, e.g. a word processor.

EJOURNAL: an electronic **JOURNAL**; a **DIGITAL** version of a **PERIODICAL** publication intended for a scholarly, professional, or trade audience that is accessible to readers through a computer **NETWORK**. *See also* **EZINE**.

ELECTRONIC LEARNING OFFICE: an office located in **CYBERQUAD** in Butler Library that supports faculty in the design, development, and maintenance of **ONLINE** courses, offers **COURSEWARE** support, and provides multimedia instructional design services.

EMAIL: electronic mail; messages sent or received via computer **NETWORK**.

EMOTICONS: an elaborate collection of keyboard symbols and abbreviations commonly used in **EMAIL** and **TEXT MESSAGING**, designed to speed up typing, to convey emotions, and to provide context or show “body language” in a text-only environment; e.g.

Smiley face (happy, humor)	:)	or	:-)	☺
Sad face (unhappy, displeasure)	:(or	:-(☹
Smiley wearing glasses	8)	or	8-)	
Winky face	;) or		;-)	
Shocked or yelling	:-o			
As far as I know	AFAIK			
(I'll) be back later	BBL			
In my humble opinion	IMHO			
Just chillin'	J/C			
Say what? (gasp)	SW : ()			
Ta-ta (goodbye) for now	TT4N			

ENCYCLOPEDIA: a **BOOK**, set of books, or **ONLINE** database containing **ARTICLE**s on various topics, covering all branches of knowledge, e.g. *Encyclopedia Britannica* or on all aspects of one topic, e.g. *Encyclopedia of Aging*.

ENDNOTE: explanatory note or **BIBLIOGRAPHIC INFORMATION** placed at the end of the text. *See also* **FOOTNOTE**.

ESCAPE KEY: the key on a **KEYBOARD** that, when pressed, generally permits the user to go back one step or to get out of a particular operation.

EX LIBRIS, INC: (www.exlibris-usa.com) the company that markets the **ALEPH** software, the **LIBRARY** management system that **SUNYCONNECT** has implemented for all SUNY libraries.

EZINE: an electronic **MAGAZINE**; a **DIGITAL** version of a **PERIODICAL** publication intended for a general audience that is accessible to readers through a computer **NETWORK**. *See also* **EJOURNAL**.

FAIR USE: the general principle that defines some uses of **COPYRIGHT**ed materials without permission as legitimate use; e.g. putting one copy of an **ARTICLE** on **RESERVE** for one semester in an **ACADEMIC LIBRARY**.

FAQ: Frequently Asked Questions; a collection of basic information on a given **SUBJECT**, usually in the form of questions and answers, generally available for resources accessible on a **NETWORK**; intended to forestall common questions and mistakes.

FAVORITES: a feature of **INTERNET EXPLORER**, a **WEB BROWSER** produced by **MICROSOFT, INC.** that allows the user to save a **REFERENCE** to a **WEB SITE** so that it can be easily accessed again without having to remember or type the **URL**. *See also* **BOOKMARK**.

FAX: short for facsimile or telefacsimile; 1) a device that sends and receives printed **PAGE**s over standard telephone lines by converting them into **DIGITAL** signals; consists of a **SCANNER** for transmitting and a printer for receiving; 2) the pages that have been received by fax.

FIELD: the location for a specific type of information in a **RECORD**; e.g. the telephone number in each entry or record in a **DIRECTORY**.

FILE EXTENSION: letters at the end of a **FILENAME** preceded by a **DOT** that indicate the type of file, e.g. filename.txt indicates a text file, filename.html indicates an **HTML** file, etc.

FILENAME: unique identifier for a **DOCUMENT** on a **COMPUTER**, generally includes a **FILE EXTENSION**.

FIREFOX: a **WEB BROWSER** from the Mozilla Foundation (www.mozilla.org).

FLASH DRIVE: a re-usable, portable, magnetic storage device that connects to a **USB** port on a **COMPUTER**; depending on size, it will **RECORD** or save up to 1 **GIGABYTE** of data e.g. graphics, music, video, etc. *See also* **COMPACT DISC, FLOPPY DISK, HARD DISK, ZIP DISK**.

FLOPPY DISK: a re-usable, portable, magnetic storage device originally made of flexible plastic; now generally rigid and often simply called a disk; usually holds 1.44 **MEGABYTE**s of data. *See also* **COMPACT DISC, FLASH DRIVE, HARD DISK, ZIP DISK**.

FOOTNOTE: explanatory note or **BIBLIOGRAPHIC INFORMATION** placed at the bottom of the relevant page(s) of the text. *See also* **ENDNOTE**.

FRAMES: a format for **DOCUMENT**s on the **WEB** that divides the **DISPLAY** into segments, each with its own **SCROLL** bar for moving through the segment.

FREE-TEXT SEARCHING: using **NATURAL LANGUAGE** words or phrases to find information in a **DATABASE**; not restricting a **SEARCH** to certain **FIELDS** in a **RECORD**, nor limiting search terms to a **CONTROLLED VOCABULARY**.

FTP: File Transfer Protocol; a common set of procedures for transferring data or files from one computer to another over the **INTERNET**.

FULL-TEXT: 1) all the words in a complete **DOCUMENT**, no **GRAPHIC IMAGES**; 2) a type of **DATABASE** that includes all the words in a document, and which may also include graphic images, as well as the **INDEXING** that makes it possible to retrieve documents with specific attributes; the text of resulting documents can be **DISPLAYED** or printed. *See also* **PDF**.

GAZETTEER: a geographical **DICTIONARY**, i.e. a list of places (geographic, geologic, political, etc.) in **ALPHABETICAL ORDER** giving precise locations and descriptions.

GIGABYTE: a measure of data storage capacity; one billion **BYTE**s or 1,024 **MEGABYTE**s.

GLOSSARY: a listing of terms usually in **ALPHABETICAL ORDER**, limited to a specialized field, together with their definitions. *See also* **DICTIONARY, LEXICON**.

GRAPHIC IMAGE: 1) a picture, drawing, chart, etc. 2) an exact reproduction of a printed page complete with text, pictures, charts, etc. *See also* **FULL-TEXT, ICON, IMAGE, PDF**.

HANDBOOK: concise **MANUAL** providing specific information or instructions.

HARD DISK: a re-usable magnetic data storage device that is generally fixed within the drive unit of a **COMPUTER**, but which can also be a separate external unit; the storage capacity is very large and the access to the stored data is very fast; also called a hard drive.

HARDWARE: 1) the mechanical, electrical, electronic, and magnetic equipment that comprise a **COMPUTER** system; 2) any equipment required to access **SOFTWARE**; 3) any piece of equipment.

Help Desk: *see* **TECHNICAL SUPPORT**.

HISTORY: 1) a **RECORD** kept by a **COMPUTER** of all keystrokes made on that machine; 2) a record kept by a **WEB BROWSER** of all of the **WEB SITES** visited on that particular computer. *See also* **CACHE, COOKIE**.

HOLDINGS: 1) the information resource owned by, or available in, a given **LIBRARY**; 2) a **RECORD** of specific materials that a library owns, e.g. the specific **ISSUE**s and/or **VOLUME**s of a particular **PERIODICAL**.

HOME PAGE: the main starting point for information **DISPLAY**ed on a particular **WEB SITE**, e.g. www.buffalostate.edu/.

HTML: HyperText Markup Language; **COMPUTER** code used to write **DOCUMENT**s for the **WEB**.

HTTP: HyperText Transfer Protocol; **COMPUTER** code designed to permit one to move easily from one **DOCUMENT** to another on the **WEB**.

HYPERLINK: an **HTML** code in a **HYPERTEXT DOCUMENT** on the **WEB** that, when **CLICK**ed on, will take one directly to another **DOCUMENT**; also called a "link" or a "hot link."

HYPERTEXT: **DOCUMENT**s linked together in such a way that permits non-linear browsing on the **WEB** by moving from one **HYPERLINK** to another.

HYPOTHESIS: 1) an explanation that accounts for a set of facts and that can be tested by further investigation; 2) something that is taken to be true for the purpose of argument or investigation, i.e. an assumption.

ICON: a small picture **DISPLAY**ed on the **DESKTOP** that represents an action or **COMMAND**, e.g. a recycle bin to indicate the place where one can dispose of unneeded **DOCUMENT**s. *See also GRAPHIC IMAGE.*

IMAGE: a customized **SOFTWARE** configuration installed on **COMPUTER**s; it typically includes the **OPERATING SYSTEM**, **SOFTWARE** applications, access privileges, and **DESKTOP** appearance; an efficient means of uniformly configuring a large number of computers. *See also GRAPHIC IMAGE.*

INDEX: a guide to the contents of any store of information, e.g. an index in a book. *See also PERIODICAL INDEX, SITE INDEX, etc.*

INFORMATION BEARING OBJECT (IBO): any item that conveys information, e.g. a **BOOK**, film, photograph, sculpture, **SPREADSHEET**, **WEB PAGE**, etc.; **METADATA** are used to identify and describe IBOs.

INFORMATION COMMONS: that area of Butler Library where patrons can get access to all information resources, e.g. **COMPUTER**s with **INTERNET** access and **PRODUCTIVITY SOFTWARE**, **TECHNICAL SUPPORT**, **LIBRARY** materials and staff, **REFERENCE LIBRARIANS**, etc.

INSTANT MESSAGING: using the **KEYBOARD** to communicate in real time over a **NETWORK** using **SOFTWARE** such as *AOL Instant Messenger*. *See also CHAT ROOM, VIRTUAL REFERENCE.*

INTERLIBRARY LOAN (ILL): a **LIBRARY** service in which one library secures materials owned by another library for use by individual patrons who request them.

INTERNET: a computerized **NETWORK** of networks linked together by international protocols (**TCP/IP**) that permit users to communicate and/or share information individually or with groups.

INTERNET EXPLORER: a **WEB BROWSER** produced by **MICROSOFT, INC.**; the browser supported by Buffalo State College.

IP ADDRESS: Internet Protocol address, a unique identifying number assigned to every **COMPUTER** that can access the **INTERNET**, usually a series of number groups separated by **DOTS**.

iPOD: a portable digital player for audio files such as music, **EBOOKS**, etc. in **MP3** format that works with both **MACINTOSHs** and **PCs**, produced by **APPLE COMPUTER, INC.** It offers a simple user interface designed around a central scroll wheel. Most store media on a built-in hard drive, while a lower-end model, the iPod Shuffle, relies on flash memory. Like most digital audio players, iPod can serve as an external hard drive while connected to a computer.

ISBN: International Standard Book Number; a unique identifying number assigned to every **BOOK** or **EDITION** of a book that identifies the **PUBLISHER**, the **TITLE** and the **VOLUME**.

ISDN: Integrated Services Digital Network; **DIGITAL** telecommunication that is much faster than standard telephone transmission. *See also DSL.*

ISP: Internet Service Provider; an organization or business that provides connections to the **INTERNET** via telephone, **CABLE**, **DSL**, **ISDN**, **WIRELESS**, etc.

ISSN: International Standard Serial Number; a unique identifying number assigned to every **SERIAL** title published.

ISSUE: a particular, by number or date, publication of a **PERIODICAL**.

JOURNAL: 1) a **PERIODICAL** publication often produced by a society or institution, containing **ARTICLES**, news, proceedings, reports of research carried out, etc.; usually of a scholarly, professional or trade nature and prepared for a scholarly, professional, or trade audience; *see also EJOURNAL, PROFESSIONAL JOURNAL, REFEREED JOURNAL, SCHOLARLY JOURNAL, TRADE JOURNAL*; 2) day-by-day **RECORD** of a person's activities; 3) a **NEWSPAPER**.

KEYBOARD: a **COMPUTER** input device that complements the **MOUSE**.

KEYWORD: 1) a word or phrase that is representative of a central idea; 2) a term that is not restricted to a **CONTROLLED VOCABULARY** used to **SEARCH** for information in a **DATABASE**. *See also FREE-TEXT SEARCHING, NATURAL LANGUAGE.*

LEFT CLICK: pressing the left button on a **MOUSE** connected to a standard **PC** when the mouse is configured for a right-handed person; the standard way to use a mouse, generally shortened to **CLICK**. *See also DOUBLE CLICK, RIGHT CLICK.*

LEXICON: a group of terms or a vocabulary used in a particular profession, **SUBJECT** or style. *See also DICTIONARY, GLOSSARY.*

LIBRARIAN: 1) one who possesses the Master of Library Science (MLS) degree; 2) one who is a specialist in the organization and dissemination of information; 3) one who manages a **LIBRARY**.

LIBRARY: 1) an organized store of information maintained for efficient access; 2) a place where information is stored.

LIBRARY OF CONGRESS (LC): the national **LIBRARY** of the United States established as a congressional library in Washington, DC in 1800.

LIBRARY OF CONGRESS CLASSIFICATION: a system of arranging materials according to the likeness of their **SUBJECTS**, developed and used by the **LIBRARY OF CONGRESS**; the **CLASSIFICATION NUMBER** consists of one or more letters followed by numbers; the system used by Butler Library.

LICENSE: an alternative compensation system for **COPYRIGHT** holders that provides payment for the use of copyrighted materials, e.g. Butler Library pays thousands of dollars each year to license access to a wide variety of **PROPRIETARY DATABASES** for use by Buffalo State students, faculty and staff; access to the licensed resources is controlled by **LOGONs** on campus and by the **PROXY** server to authorize their use off campus.

Link: see **HYPERLINK**, **OPEN URL**, **SFX**.

LISTSERV: a **SOFTWARE** program that manages a **DISCUSSION LIST** for **EMAIL** subscribers.

LITERATURE REVIEW: the process of determining what information (**BOOKS**, **ARTICLES**, etc.) has been published on a given topic; often the first step in the research process.

LOGON: 1) the act of identifying oneself to a **COMPUTER** or **NETWORK** by typing an official username and password; also called login or authentication; insures that only authorized persons have access to the **INTERNET** and to **PROPRIETARY DATABASES** using computers belonging to the college; 2) the act of accessing any **WEB SITE**.

MACINTOSH: the **COMPUTER** developed by **APPLE COMPUTER, INC.**, first released in 1984.

MAGAZINE: a **PERIODICAL** publication, generally with a paper cover, containing material by many writers usually of a more popular nature and intended for a general audience.

MANUAL: 1) a compact **BOOK**; 2) a book of rules or instructions on how to do something. *See also HANDBOOK.*

MEDIA: 1) all means of mass communication, e.g. radio, television, newspapers, **BLOGS**, etc.; 2) recorded information that is not printed, e.g. videos, **DVDs**, etc.; audiovisual materials.

MEDIA PLAYER: a piece of software tailored for playing back different forms of multimedia file formats; common players are *QuickTime*, *RealOne*, and *Windows Media Player*.

MEDIA SERVICES: that area of Butler Library where non-print materials and requisite **HARDWARE** are housed and accessible to patrons.

MEGABYTE: one million **BYTEs**.

Memory key: see **FLASH DRIVE**.

Memory stick: see **FLASH DRIVE**.

METADATA: a set of data that describes and gives information about other data; a metadata **RECORD** contains information representative of the content, context, structure, quality, provenance, condition, and other characteristics of an **INFORMATION BEARING OBJECT**.

META-SEARCH ENGINE: a **SEARCH ENGINE** that automatically submits a **SEARCH** to several search engines to retrieve results from all of them simultaneously, e.g. *Beaucoup*, *Dogpile*, etc.

MICROCARD: an opaque card of varying size on which positive, reduced-size print has been reproduced photographically; requires optical aid to be conveniently read.

MICROFICHE: a sheet of photographic film on which reduced-size print is reproduced in either positive or negative; requires optical aid to be conveniently read.

MICROFILM: a roll of film usually 35 mm wide and of no standard length, on which reduced-size print is reproduced in either positive or negative; requires optical aid to be conveniently read.

MICROFORM: a generic term for any micro-record that requires optical aid to be read.

- MICROFORM DIGITIZER:** a **SCANNER** that converts microform images to **DIGITAL** form so that they can be manipulated by a computer, e.g. printed, **DOWNLOADED**, etc.
- MICROFORM PRINTER:** a device used to make a paper copy of the enlarged **MICROFORM** image.
- MICROFORM READER:** a device used to enlarge microform images so that they can be read.
- MICROSOFT, INC.:** (www.microsoft.com) ubiquitous **COMPUTER SOFTWARE** company that produces **XP, WINDOWS, INTERNET EXPLORER**, and the **MICROSOFT OFFICE** suite of **PRODUCTIVITY SOFTWARE** programs among other things.
- MICROSOFT OFFICE:** a commonly used suite of **PRODUCTIVITY SOFTWARE** programs produced by **MICROSOFT, INC.**, including *Word* (**WORD PROCESSOR**), *Excel* (**SPREADSHEET**), *Access* (**DATABASE**), *PowerPoint* (**PRESENTATION**), etc.
- MODEM:** Modulator/Demodulator; a communications device that permits **COMPUTERS** to transmit **DIGITAL** data over standard (**ANALOG**) telephone lines. *See also* **CABLE MODEM**.
- MONITOR:** an electronic device that accepts video signals from a **COMPUTER** and **DISPLAYS** the information on the screen.
- MONOGRAPH:** a learned treatise on a particular **SUBJECT**; a **BOOK**.
- MOUSE:** a **COMPUTER** input device that complements the **KEYBOARD**; it controls the movement of the **CURSOR**. The mouse has two buttons for a **PC** and a single button for a **MACINTOSH**. *See also* **ARROW KEYS**.
- MP3:** MPEG-1, Audio Layer 3; a compression scheme used for transmitting audio files over the **INTERNET** and storing them on portable players, e.g. **iPOD**.
- MP3 PLAYER:** a portable **DIGITAL** device for receiving **DOWNLOADED** audio files and for playing them. *See also* **iPOD**.
- NATURAL LANGUAGE:** human spoken or written language as opposed to computer language or any artificially constructed or constrained language. *See also* **FREE-TEXT SEARCHING, KEYWORD**.
- NAVIGATE:** moving from **DOCUMENT** to document by following **HYPERLINKS** on the **WEB**; also called “surfing” or “browsing.”
- NETIQUETTE:** the rules for correct **INTERNET** social interaction; good Internet manners.
- NETSCAPE:** a **WEB BROWSER** produced by Netscape, Inc. (www.netscape.com).
- NETWORK:** 1) a group or system of electronic components and connecting circuitry designed to foster communication by **COMPUTER**, audio, video, etc., e.g. the **INTERNET**; 2) a chain of interconnected radio or television broadcasting stations or **CABLE** stations, usually sharing a large proportion of their programs, e.g. American Broadcasting Co.
- NEWSPAPER:** a **PERIODICAL** publication, generally printed on **NEWSPRINT**, and usually issued daily or weekly, containing news, comment, features, and advertising, e.g. *The Buffalo News*.
- NEWSPRINT:** a low-grade paper made mainly from wood pulp, used chiefly for **NEWSPAPERs**.
- ONLINE:** connected to a **COMPUTER**, a **NETWORK**, or the **INTERNET**.

ONLINE SEARCHING: using a **COMPUTER** interactively to locate specific information in a **DATABASE** or on the **WEB**. *See also* **SEARCH**.

OPEN STACKS: storage areas for **LIBRARY** materials that are open to the public. *See also* **CLOSED STACKS, STACKS**.

OPEN URL: a **PROTOCOL** for interoperability between an information resource and a service component, e.g. permits linking from a **LIBRARY CATALOG** or **WEB SITE** directly to a **DOCUMENT** in a **LICENSED PROPRIETARY DATABASE**. *See also* **PURL, SFX, URL**.

OPERA: a cross platform **INTERNET** suite of programs that includes a **WEB BROWSER**, produced by Opera Software, Oslo, Norway (<http://www.opera.com/>)

OPERATING SYSTEM: SOFTWARE designed to control the functioning of a particular **COMPUTER** system, e.g. **XP** from **MICROSOFT, INC.**, **OS** for the **MACINTOSH** from **APPLE COMPUTER, INC.** or **UNIX** (www.unix.org), etc.

OVERSIZE: 1) a **BOOK** or other **LIBRARY** resource that is too large to fit conveniently on standard-size shelves; 2) separate shelving for large library materials.

PAGE: a leaf in a **BOOK** or **PERIODICAL**. *See also* **HOME PAGE, WEB PAGE**.

PC: personal computer; any **COMPUTER** developed from or compatible with the IBM family of computers; not a **MACINTOSH**.

PDA: Personal Digital Assistant, a handheld **COMPUTER** that provides a calendar and organizer for personal information and may also contain one or more **DATABASEs** for names and addresses, to-do lists, notepad, etc. Some also serve as **CELL PHONES, EBOOK** readers, and provide **INTERNET** access and **EMAIL**.

PDF: Portable Document Format from **ADOBE SYSTEMS, INC.**; a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it or to view it; often available as a choice for **DISPLAYing** or printing **ARTICLES** in a **PROPRIETARY DATABASE**. *See also* **ADOBE ACROBAT READER**.

Peer-reviewed journal: *see* **REFEREED JOURNAL**.

PERIODICAL: a **SERIAL** publication that appears under the same **TITLE** at regular or at stated intervals, generally more often than once a year, e.g. **EJOURNALs, EZINEs, JOURNALs, MAGAZINEs, NEWSPAPERs**.

PERIODICAL INDEX: a guide to the articles and other materials that appear in **PERIODICALs**.

PLAGIARISM: appropriating someone else's words and/or ideas and passing them off as one's own, e.g. quoting or paraphrasing material from a **BOOK, ARTICLE, or WEB PAGE** in a **RESEARCH PAPER** without **DOCUMENTation**, i.e. without giving credit to the **AUTHOR** of the original material by providing appropriate **BIBLIOGRAPHIC INFORMATION**. It is considered to be cheating; academic misconduct; a serious violation of academic standards. *See also* **BIBLIOGRAPHIC STYLE**.

PLUG-IN: 1) an accessory program that is designed to be used in conjunction with an existing application to extend its capabilities or to provide additional functionality, e.g. loading **ADOBE ACROBAT READER** on a **COMPUTER** so that **PDFs** on the **WEB** can be read or printed; 2) the capability of accessing a given **NETWORK** by plugging a connector from a laptop computer into a port. *See also* **WIRELESS**.

POINT: using a **MOUSE** to move the **CURSOR** directly on top of an **ICON** or **HYPERLINK**.

POST: making information available on the **INTERNET**.

PRESENTATION: PRODUCTIVITY SOFTWARE designed to assist users prepare and use projected images, handouts, etc. for an audience; e.g. **MICROSOFT** PowerPoint.

PRINTCHOICE: the name of the Butler Library printing and photocopying service that offers black and white photocopiers, black-and-white laser printers and a color printer/photocopier for a fee or free dot matrix prints; to pay for prints and copies, it is necessary to encode cash on a **BUFFALO STATE ID CARD** or to purchase a **VENDACARD**.

PRINTRELEASE STATION: COMPUTER stations near the **PRINTCHOICE** printers where **LIBRARY** patrons select their print jobs and pay for them using a **BUFFALO STATE ID CARD** or **VENDACARD**.

PROCTOR: a SUNY student who is employed by Butler Library to provide patrons with basic **TECHNICAL SUPPORT** in areas related to **COMPUTERS**, printers, photocopiers, etc.; employees wearing orange tee shirts. *See also* **STUDENT ASSISTANT**.

PRODUCTIVITY SOFTWARE: a catch phrase that refers to **COMPUTER** programs intended to assist, increase, and enhance the output of employees, e.g. **MICROSOFT OFFICE**.

PROFESSIONAL JOURNAL: a type of **PERIODICAL** publication, often published by a professional society, containing **ARTICLES**, news, transactions and proceedings of the society and advertising of interest to members of that profession. *See also* **JOURNAL**, **REFEREED JOURNAL**, **SCHOLARLY JOURNAL**, **TRADE JOURNAL**.

PROPRIETARY DATABASE: a **SEARCH**able **COMPUTER** file of information produced by reputable **PUBLISHERS** and/or scholarly societies and **LICENSED** for use over the **INTERNET** by individuals or institutions; Butler Library has licenses for some 150 **DATABASES** for use by current students, faculty and staff; typically includes **JOURNAL** articles, statistics, directories and other sources of information of proven **RELIABILITY**.

PROTOCOL: a standard procedure for regulating data transmission between **COMPUTERS**.

PROXY: a program running on an internal **NETWORK** that intercepts information requests and determines which requests to process and which requests to refuse; used to authenticate current students, faculty and staff of Buffalo State College who want to use **PROPRIETARY DATABASES** when they are not on campus. *See also* **LOGONS**.

PUBLICATION DATE: 1) year in which a work is prepared and made available to the public; 2) date on which a specific **ISSUE** of a **PERIODICAL** is made available to the public.

PUBLISHER: a person, organization or business engaged in preparation, marketing and distribution of information resources.

PURL: Persistent Uniform Resource Locator; a link that will persist or always lead to the correct source or **DOCUMENT** while a regular **URL** may change or disappear completely.

QUADRANT: a room in Butler Library where books are stored; named for its floor and its compass direction to indicate its position in the building, e.g. 2-SE or second floor southeast quadrant; often abbreviated to "Quad" and often appended to additional terms to indicate special functions, e.g. **CYBERQUAD**, **QUIETQUAD**, **STUDYQUAD**, etc.

QUIETQUAD: the areas of Butler Library intended for quiet study.

RECORD: 1) a single, complete set of information in a **DATABASE**, divided into **FIELDS**, e.g. the listing for a person in a **DIRECTORY** which includes fields for name, address, telephone number, etc.; 2) to set down for preservation, i.e. in writing or some other permanent form; 3) the data that have been preserved.

REFEREED JOURNAL: or peer-reviewed journal, a type of **PERIODICAL** publication for which manuscripts are evaluated by at least one **SUBJECT** specialist in addition to the editor before being accepted for publication; it is often published by a scholarly organization, containing **ARTICLE**s reporting the results of research, **REVIEW**s and **CRITIQUE**s and other scholarly material; generally does not include advertising. *See also* **EJOURNAL**, **JOURNAL**, **PROFESSIONAL JOURNAL**, **SCHOLARLY JOURNAL**, **TRADE JOURNAL**.

REFERENCE: 1) **BIBLIOGRAPHIC INFORMATION**, *see also* **CITATION**, **ENDNOTE**, **FOOTNOTE**; 2) bibliographic information to **DOCUMENT** sources used to support the thesis of a text; 3) a direction from one term to another given term, e.g. **BOOK REVIEW** *see* **REVIEW**, *see also* **CROSS REFERENCE**; 4) the department in a **LIBRARY** where a collection of **REFERENCE BOOK**s is maintained; 5) research assistance from a **REFERENCE LIBRARIAN**.

REFERENCE BOOK: a **BOOK** intended for consultation, not for sequential reading, e.g. a **DICTIONARY**; generally a book that must be used within the boundaries of the **LIBRARY**.

REFERENCE LIBRARIAN: a **LIBRARIAN** who is an expert in finding specific information or who teaches **LIBRARY** patrons, individuals or classes, how to find the information for themselves.

REFERENCE LIST: a **BIBLIOGRAPHY**; sources of quoted or paraphrased information used in a **RESEARCH PAPER** or other **DOCUMENT**, usually found at the end of the paper. *See also* **BIBLIOGRAPHIC STYLE**, **PLAGIARISM**.

RELIABILITY: determination that a source of information can be trusted; a judgment on the accuracy, authority, bias, completeness, currency, etc. of a source of information; of particular importance when evaluating unregulated **WEB SITES**. *See also* **PROPRIETARY DATABASE**.

RESEARCH PAPER: a student exercise in expository writing in which an argument is supported with information gleaned from a variety of sources; the sources are carefully **DOCUMENTED** by including the appropriate **BIBLIOGRAPHIC INFORMATION** written in an appropriate **BIBLIOGRAPHIC STYLE**. *See also* **PLAGIARISM**.

RESERVE: 1) an item set aside by a **LIBRARY** for use by particular persons for limited periods; may be set aside electronically as well as physically; 2) that area of an **ACADEMIC LIBRARY** where students get materials that were set aside for them at the direction of their instructors.

REVIEW: a critical evaluation of a **BOOK**, play, concert, etc., generally published in a **NEWSPAPER** or **MAGAZINE**. *See also* **CRITIQUE**.

RIGHT CLICK: pressing the right button on a **MOUSE** that is configured for a right-handed person and connected to a standard **PC**; used to invoke context sensitive **COMMAND**s; always specified as a right click to distinguish it from a **CLICK** which is assumed to be a **LEFT CLICK**.

SCANNER: a device that converts images and text printed on paper into **DIGITAL** information that can be stored as a **COMPUTER** file and processed by **SOFTWARE**. *See also* **FAX**, **MICROFORM DIGITIZER**.

SCHOLARLY JOURNAL: a type of **PERIODICAL** publication, often published by a scholarly organization, containing **ARTICLE**s reporting the results of research, **REVIEW**s and **CRITIQUE**s and other scholarly material; generally does not include advertising. *See also* **JOURNAL**, **PROFESSIONAL JOURNAL**, **REFEREED JOURNAL**, **TRADE JOURNAL**.

SCROLL: 1) moving up or down within a **WEB** document, by **CLICKING** or **DRAGING** on the bar at the right of the screen or by pressing one of the **ARROW KEYS**; the scroll bar at the bottom of the screen permits moving left to right; 2) moving up and down in any **DISPLAY**.

SCROLL WHEEL: the wheel located between the two buttons on a **MOUSE** connected to a standard **PC**; used to scroll up and down the **DISPLAY** in any application.

SEARCH: 1) the act of looking for information; 2) using **SOFTWARE** to locate information; 3) constructing a statement using **NATURAL LANGUAGE**, **KEYWORDS**, **DESCRIPTORS** and **BOOLEAN OPERATORS**, or special symbols to request information with specific attributes from a **DATABASE**. *See also* **TRUNCATION**, **WILDCARD**.

SEARCH ENGINE: a **SERVER** or a collection of servers dedicated to generating automated **INDEXES** to **WEB PAGES** and storing the results, e.g. *Google*. A searcher can submit a request to a search engine and receive a list of pages which match the particular query; results are often displayed according to relevance, but may also be based on commercial considerations. *See also* **RELIABILITY**; **WEB DIRECTORY**.

SERIAL: a publication in any medium that is issued in successive parts bearing numerical or chronological designations and intended to be published indefinitely. *See also* **PERIODICAL**.

SERVER: a computer that permits other computers, i.e. **CLIENTS**, to access its information.

SFX: a link **SERVER** from **EX LIBRIS, INC** that allows context-sensitive linking between **WEB** resources in the scholarly information environment using **OPEN URLS**, i.e. authorized patrons will automatically be linked to the **FULL-TEXT** of **LICENSED** documents wherever available no matter where the initial search is performed.

SITE INDEX: a **HYPERLINKED** alphabetical list of all of the **PAGES** and concepts in a **WEB SITE**; also called a site map. *See also* **INDEX**, **PERIODICAL INDEX**.

SOFTWARE: 1) programs for directing the operations of a **COMPUTER** in performing an application; 2) any resource requiring **HARDWARE** for use, e.g. a **VIDEOCASSETTE** requires a **VCR**.

SPREADSHEET: **PRODUCTIVITY SOFTWARE** that aids in the creation and manipulation of arithmetical or accounting information, e.g. **MICROSOFT** Excel.

STACKS: 1) bookshelves; 2) rooms or floors of libraries where books are shelved. *See also* **CLOSED STACKS**, **OPEN STACKS**, **QUADRANT**.

STOP WORDS: specific words or categories of words that are ignored when keyed as **SEARCH** terms, e.g. **ARTICLES**, prepositions, conjunctions, etc.

STUDENT ASSISTANT: a SUNY student who is employed by Butler Library to assist the **LIBRARY** staff to provide resources and services to library patrons; recognizable by their orange tee shirts. *See also* **PROCTOR**.

STUDYQUAD: a Butler Library facility with both **PCs** and **MACINTOSHs**, **WIRELESS** and **PLUG-IN** access to the BSC **NETWORK** and to the **INTERNET**, scanners, printers and photocopiers, study tables, and group study rooms; it can be isolated and kept open when the rest of the **LIBRARY** is closed.

SUBJECT: the theme or topic of a work or project.

SUBJECT CLASSIFICATION: systematic arrangement of materials according to the likeness of their subjects.

SUBJECT HEADING: word or phrase, generally taken from a standardized list of appropriate terms, under which all **LIBRARY** materials on a particular topic are listed in an index, e.g. *Library of Congress Subject Headings*. See also **CONTROLLED VOCABULARY, DESCRIPTOR, KEYWORD, THESAURUS**.

SUNYCONNECT: a consortium of all SUNY libraries (www.sunyconnect.suny.edu); it makes joint purchases of expensive **PROPRIETARY DATABASES** and other computer software, and is developing a single **LIBRARY CATALOG** listing all resources in all SUNY libraries.

SYNTHESIS: 1) the combining of separate elements or substances to form a coherent whole; reasoning from the general to the particular; logical deduction; 2) using information gleaned from several sources to support an argument made in a **RESEARCH PAPER** or publication.

TASC: the Technology and Application Support Collaborative; a BSC service with its main office in **CYBERQUAD**; it coordinates **HARDWARE** and **SOFTWARE** training for faculty, staff, and students. See also **ELECTRONIC LEARNING OFFICE, TECHNICAL SUPPORT**.

TCP/IP: Transmission Control Protocol/Inter Protocol; conventions designed to facilitate communications between different types of **COMPUTERS** and **NETWORKS**.

TECHNICAL SUPPORT: highly skilled personnel providing a sophisticated level of assistance to **COMPUTER** users, provided in Butler Library by personnel from Computing & Technology Services. See also **PROCTOR**.

TELNET: the **PROTOCOL** that allows any computer to access a remote computer by emulating the correct terminal for successful communication with the remote computer.

Term paper: see **RESEARCH PAPER**.

TEXT MESSAGING: a **WIRELESS** service that permits short text messages to be transmitted and received, usually via **CELL PHONE**, but can include wireless **EMAIL**. See also **EMOTICONS**.

THESAURUS: 1) a standardized alphabetical list of specialized words or concepts used in a given field to represent specific topics, e.g. *Thesaurus of Psychological Index Terms*, see also **CONTROLLED VOCABULARY**; 2) a **BOOK** of synonyms, e.g. *Roget's International Thesaurus*.

THESIS: 1) a statement of the basic proposition discussed or proved in a formal paper; 2) a formal, lengthy paper written by a candidate for the master's degree. See also **DISSERTATION**.

Thumb drive: see **FLASH DRIVE**.

TITLE: the name of a publication or **DOCUMENT**. See also **FILENAME**.

TOP-LEVEL DOMAIN: the broadest category in the hierarchy of **INTERNET** addresses, generally two or three letters at the end of a **URL** preceded by a **DOT**; in the United States they include .biz, .com, .edu, .gov, .mil, .org, .tv, .us, etc.; outside the U.S. the domains indicate country, e.g. .ca (Canada), .uk (United Kingdom), .jp (Japan), etc. See also **DOMAIN NAME**.

TRADE JOURNAL: a **PERIODICAL** publication devoted to the interests of a trade or industry. See also **EJOURNAL, JOURNAL, PROFESSIONAL JOURNAL, REFEREED JOURNAL, SCHOLARLY JOURNAL**.

TRUNCATION: a **SEARCH** technique that permits one to key some of the letters in a search term and use appropriate symbols to represent the missing letters; successfully retrieves all variants of the part of the word that was typed, e.g. manufact* searches for manufacture, manufactures, manufacturing, manufactured, or manufacturer; wom?n retrieves woman or women, etc. See also **WILDCARD**.

UNABRIDGED: not shortened; a complete or comprehensive edition, e.g. *Webster's Third New International Dictionary*.

UPLOAD: to transmit data from your computer to another, e.g. sending a file to a **SERVER** to make the data available to others. *See also* **DOWNLOAD**.

URL: Uniform Resource Locator; a standard **INTERNET** address or path that permits access to specific **WEB SITES** or **DOCUMENTS** on the **WEB**, e.g. <http://www.buffalostate.edu/library> .
See also **DOMAIN, PURL, TOP LEVEL DOMAIN**.

USB: Universal Serial Bus; a **HARDWARE** interface on a **COMPUTER** used to connect peripherals, e.g. printers, docking stations for **PDFs, FLASH DRIVES**, etc.

USB Key: *see* **FLASH DRIVE**.

VENDACARD: a cash or debit card; a card that is purchased and on which cash is credited so that it may be used to pay for goods and services in a self-service setting, e.g. **PRINTCHOICE**.

VIRTUAL: created or carried out by computer or computer network.

VIRTUAL REFERENCE: INSTANT MESSAGING with a **REFERENCE LIBRARIAN** who can help patrons find information using the online sources that the patron is qualified to access e.g. *Chat Live 24/7*. *See also* **CHAT ROOM**.

VOLUME: 1) a **BOOK**; 2) whatever is found in one **BINDING**.

WEB: short for the **WORLD WIDE WEB**.

WEB BROWSER: a user interface for viewing **WEB PAGES**, e.g. **FIREFOX, INTERNET EXPLORER, NETSCAPE, OPERA**, etc.

WEB DIRECTORY: a service that classifies **WEB SITES** into basic categories to aid in finding information on the **WEB**, e.g. Yahoo!; most also offer a **SEARCH ENGINE**.

WEB PAGE: a complete unit of information on the **WEB**; it has no defined length.

WEB SERVER: a **COMPUTER** which hosts one or more **WEB SITES** and which permits access from other computers.

WEB SITE: a collection of related **WEB PAGES**; the **RELIABILITY** of the **POSTed** information should be evaluated as there are no real controls over postings.

WIFI: Wireless Fidelity; **WIRELESS**, transmitting information in wave form that is reasonably fast and is often used for connecting laptops to the Internet. *See also* **CELL PHONE**.

WIKIPEDIA: a free, community developed **ENCYCLOPEDIA** that anyone can edit.

WILDCARD: a special **CHARACTER** such as an asterisk (*) or a question mark (?) that one can use to represent one or more characters in a **SEARCH** term. *See also* **TRUNCATION**.

WINDOW: a **DISPLAY** that represents a **COMPUTER** task or action; multiple windows may be open at one time allowing the computer to perform more than one task at a time.

WINDOWS: the proprietary **OPERATING SYSTEM** developed and marketed by **MICROSOFT, INC.**
See also **XP**.

WIRELESS: using the radio-frequency spectrum or **WIFI**, not hard-wired connections, for transmitting and receiving voice, data and video signals for communications, e.g. **CELL PHONES**, **COMPUTER** access to the **INTERNET**.

WORD PROCESSING: PRODUCTIVITY SOFTWARE that aids in the creation and modification of text **DOCUMENTS**, e.g. **MICROSOFT** Word.

WORLD WIDE WEB: also known as “WWW” or “W³” or “the **WEB**,” a graphical **HYPERTEXT**-based protocol that supports **NAVIGATION** of the **INTERNET** in a non-linear fashion.

XP: the **WINDOWS** operating system introduced by **MICROSOFT, INC.** in 2001.

ZIP DISK: a re-usable, portable, magnetic storage device that can hold up to 100 **MEGABYTE**s of data. *See also* **COMPACT DISC**, **FLASH DRIVE**, **FLOPPY DISK**, **HARD DISK**.

Some of the definitions have been adapted from the following sources:

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