

Glossary of Terms

- **ACLIN (ACCESS COLORADO LIBRARY AND INFORMATION NETWORK)** A statewide, online network that links library catalogues and information databases. ACLIN is available at <http://www.aclin.org>
- ACLIN is a cooperative project of the Colorado State Library and the
- Colorado library community to provide electronic access to the library
- and information resources of the state in order to support the education,
- business, health, social service, and personal, growth activities of the
- residents of Colorado.
- **ACQUISITION** An item added to the library collection by purchase, gift, or any other means.
- **ALA (AMERICAN LIBRARY ASSOCIATION)** "As the voice of American's libraries and the people who depend on them, ALA promotes the highest quality library and information services and protects public access to information. It is the oldest and largest library association in the world, with members in academic, public, school, government, and special libraries." (ALA Handbook of Organization, 1997-98) ALA is headquartered at 50 East Huron Street, Chicago, Illinois, with additional offices in Washington, D.C. and Middletown, Connecticut. ALA was founded in 1876 by Melvil Dewey, Justin Winsor, Charles A. Cutter, Samuel S. Green, James L. Whitney, Fred B. Perkins, and Thomas W. Bicknell. ALA web page: <http://www.ala.org>
- A report describing the operation of the library or any organization during one fiscal or calendar year; it is prepared by the library staff. The annual reporting of public library statistics is required by law. The annual Colorado State Library report is prepared by the library director.
- **APPROVAL PLAN** A formal arrangement by which a publisher or wholesaler accepts responsibility for selecting and supplying, subject to specified return privileges, all publications, exactly as issued, which fit a library's pre-established collection profile. The profile may specify subject areas, levels of specialization or difficulty, series, formats, price ranges, languages, etc. Some plans require advance notification slips instead of sending the actual physical items.
- □ **AUDIOVISUAL MATERIALS** Nonprint materials such as videos, compact discs (CDs), cassettes, DVDs, microfilms, and three-dimensional artifacts.
- □ **AUTHOR** The writer of a book, as distinguished from translator, editor, compiler, etc.
- □ **BARCODE** A label placed on a material or patron card which contains a graphic representation of a unique number that links the physical item with its electronic record in the circulation and cataloging database. Barcodes can be interpreted by either the scanners at the check-out stations or the

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- wand on the portable inventory unit. The label also contains information a person can read that helps to identify the material or patron.
- □ BCR (BIBLIOGRAPHICAL CENTER FOR RESEARCH) Headquartered in Aurora, this is a non-profit multi-state library service cooperative. BCR serves over 400 libraries in Colorado, Iowa, Utah, Kansas and Wyoming. BCR members have access to research databases, automated acquisitions, cataloging, serials control, reference and interlibrary loan systems. BCR offers discounts for compact disc, microcomputer, and online database product and services. BCR has formed partnerships with many vendors to provide their members with discounts on library supplies.
 - □ BIBLIOGRAPHIC INFORMATION The information needed for the full identification of a book: author, title, publisher, date of publication, price, and, if pertinent, edition, and source of purchase.
 - □ BINDERY An establishment that specializes in bookbinding.
 - □ BLURB A brief summary of the contents of a book prepared by the publisher and usually found on the flap of the book jacket.
 - □ BOARD OF TRUSTEES The governing body of a library. For powers and duties of library trustees in Colorado, refer to Colorado Revised Statutes, 24-90-109. Because MSPL is a department of the city, the Board of Trustees acts in an advisory capacity.
 - □ BOCES (Pronounced BO-SEEZ) Board of Cooperative Educational Services are organizations providing services to school districts in geographic areas of the state.
 - □ BOOK JACKET The detachable paper wrapper which covers most new books.
 - □ BORROWER'S (PATRON) CARD A card issued to each library patron granting the privilege of borrowing library materials.
 - □ BRUCE AMENDMENT See TABOR AMENDMENT.
 - □ BUDGET An estimate of proposed expenditure for a given period or purpose, and the proposed means of financing it.
 - □ CALL NUMBER The classification number, location symbol, media code and letters used to indicate the location of a book on the shelves.
 - □ CATALOG (LIBRARY) A list of books and other materials contained in a collection.n See OPAC
 - □ CD-ROM The Compact Disk Read Only Memory player in your computer that can play music CD's and also read software from special CD's. Hundreds of megabytes can be stored on each CD.
 - □ CIRCULATION The process whereby patrons check out and return library materials. This term can be used to describe a single transaction, multiple transactions for a single patron or material, or the library's entire transaction history.

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- □ CAL See COLORADO ASSOCIATION of LIBRARIES
- □ COLLECTION A group of literary materials having a common characteristic, such as Juvenile Collection, Reference Collection, Colorado Collection, etc. This term may also refer to the library's entire holdings. Also called Library Resources or Library Holdings.
- □ COLLECTION DEVELOPMENT The process of planning and building a coherent and useful collection of library materials over a period of years, based on an assessment of the information needs of the library's clientele and previous patterns of usage. Collection development includes selection, replacement, deselection (weeding), and planning for resource sharing.
- □ COLORADO DEPARTMENT OF EDUCATION (CDE) The mission of CDE is to provide leadership and service to Colorado's education community and, through collaboration with this community, to promote high quality learning environments, high academic performance standards, and equitable learning opportunities for all Colorado's diverse learners. CDE is located at 201 East Colfax Avenue in Denver.
- □ COLORADO ASSOCIATION OF LIBRARIES (CAL) promotes the improvement of library services to the people of Colorado. CAL fosters the professional development of its members and provides opportunities for them to become involved in the legislative process affecting libraries and librarians.
- □ COLORADO LIBRARY CARD (CLC) is a program to allow walk-in patrons to check out books free of charge from any participating library in the state. All types of libraries---school, public, academic, and special---may participate.
- □ COLORADO STATE BOARD OF EDUCATION is composed of seven elected officials, six representing Colorado's Congressional Districts and one at-large. The Commissioner of Education acts as secretary to the Board. "The Colorado State Board of Education, deriving its authority for general supervision from the Constitution of the State of Colorado, pledges to lead, to serve, and to promote a quality education for all, based on a commitment to academic excellence, with accountability and responsibility shared by all." (Mission Statement, May 11, 1995)
- □ COPYRIGHT is "the legally-secured right to publish and sell the substance and form of a literary, artistic or musical work." (COPYRIGHT LAW IN THE AGE OF TECHNOLOGY, course materials by Laura N. Gasaway) See also FAIR USE.
- □ COPYRIGHT DATE The date of a copyright as given in the book, usually on the back of the title page. When several copyright dates are given, it indicates that some revision of the text has been made.
- □ DE-BRUCE To "de-Bruce" refers to ballot proposals to the

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- electorate to override TABOR AMENDMENT to the Colorado Constitution.
- □ DESELECTION The process of evaluating materials for removal from the collection if they are outdated, worn, or redundant holdings. It may also include stopping subscriptions to those journals or electronic resources that are deemed to be no longer relevant or necessary for the library collection.
- □ DEWEY DECIMAL SYSTEM Classification system for library materials developed by Melvil Dewey which organizes materials by subject in ten broad categories and 100's of subcategories within those ten. Those categories are Generalities, philosophy/psychology, religion, social sciences, language, natural sciences/mathematics, technology (applied sciences), the arts, literature/rhetoric, and geography/history. In most libraries, only non-fiction books are shelved according to this system, and fiction books are grouped alphabetically by the author's last name.
- □ DISCARD A book officially withdrawn from the library collection because it is worn, obsolete, or is no longer needed.
- □ DISCUSSION LIST A specific computer program that allows many individuals to subscribe, and receive messages around a common theme.
- □ DISPOSITION POLICY The plan that deals with the elimination of materials when they are no longer needed in the current collection. This can include a procedure for discarding, donating, reselling, recycling, etc.
- □ DOWNLOAD To transfer data from a usually large computer to the memory of another computer.
- □ JUV EASY BOOK A book for young children, such as a picture book or a beginning reader.
- □ E-MAIL (Electronic Mail) A message sent across the Internet from one individual to another. E-mail is personal, but it is not private or secure.
- □ FAIR USE That section of the Copyright Law which states that it is not an infringement of copyright to use copyrighted material for the purposes of "criticism, comment, news reporting, teaching, scholarship, or research." Factors affecting fair use concern the purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used, and the effect of the use upon the potential market for or value of the copyrighted work.
- □ FICTION General term used to describe those books which are composed of an invented story with events, characters, and scenes wholly or partly imaginary, such as novels and short stories; that which is not fact.
- □ FIRST SEARCH An electronic database of information, mostly article and book citations, which people can search via Internet access. First Search is run by OCLC, a large library source of materials records and other information resources.

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- □ FISCAL YEAR An accounting period of 12 months. The fiscal year for MSPL is January 1 to December 31.
- □ HOME PAGE The first page seen when a user logs on a Web site.
- □ INGRAM The book jobber used by SPPL. This is a company that gathers materials from many different publishers and distributes them to libraries, schools, and bookstores, often at a large discount of the retail price.
- □ INTERLIBRARY LOAN (ILL) The lending and borrowing of books and other materials between libraries.
- □ INTERNATIONAL STANDARD BOOK NUMBER (ISBN) A unique number assigned to a book, the ISBN usually appears on the back of the title page and consists of four segments, each separated by a hyphen. The first segment identifies a country, the second a publisher, the third segment a title or work, and the fourth segment is a check on the accuracy of the other three segments. EXAMPLE: 0-446-51964-2 is the ISBN for David Morrell's book Burnt Sienna.
- □ INTERNET A network of computers, the Internet connects computers all over the world.
- □ INVENTORY A survey of the book and materials collection of the library to determine if there are any missing items. The library's listing of holdings, which is an automated report at SPPL, is checked against the collection on the shelf and in circulation records---title by title and copy by copy.
- □ ISP (INTERNET SERVICE PROVIDER) A business that provides access to the Internet through a telephone number you access with your computer's modem or through alternate technology which generally provides even faster connectivity. SPPL's ISP is Amigo.net
- □ JUVI/JUVENILE This refers to chapter books, fiction and non-fiction which are generally geared for older children.
- □ LAN (LOCAL AREA NETWORK) One or more computers that are connected by a cable that allows them to communicate and share data with each other.
- □ LIBNET A discussion forum for e-mail users from libraries mainly in Colorado.
- □ LIBRARY BINDING A special form of bookbinding issued by the publisher that has durability to withstand severe library use. Many children's books may be purchased in library binding.
- □ LIBRARY BOARD See BOARD OF TRUSTEES
- □ LIBRARY OF CONGRESS (LC) The National Library of the United States and the library for members of Congress, LC contains over 100 million items, 20 million of them books. Adams State College uses the Library of

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- Congress system; SPPL uses the Dewey Decimal system.
- □ □□□LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) The federal funding program that replaces Library Services and Technology Act funds. All publicly-funded libraries---school, special, public, and academic libraries---are eligible for LSTA funds which are administered through the Colorado State Library. A Stewardship Committee has been given the responsibility for allocating LSTA funds.
 - □ □□□LIBROWSE A program designed by Jeff Bobicki and Bob Cherry (both of whom do technical consulting for SWRLSS) that allows users to view and navigate between sites on the Internet. This is a more secure form of browser than Netscape Navigator or Internet Explorer that helps enforce patrons' adherence to the Internet policy.
 - □ □□□LOCATION SYMBOL An identifying mark on a book, often part of the call number, to indicate where the publication is located in the library. Some usual symbols are: Ref-Reference Collection; Juv or Juvii-Juvenile Collection; E-Easy Collection; SP-Spanish Collection.
 - □ □□□MAGAZINE See PERIODICAL
 - □ □□□MARCIVE A company that gathers Library of Congress electronic records for materials and sells them to libraries for use in their own catalogs.
 - □ □□□OCLC (ONLINE COMPUTER LIBRARY CENTER) A bibliographical utility providing cataloging services, union lists, interlibrary loan, and reference services. See also FIRST SEARCH
 - □ □□□OPAC (Online Public Access Catalog) A computer terminal configured so that patrons have the ability to search the electronic material records in the library's catalog database.
 - □ □□□ORGANIZATIONAL CARD Patron card issued to a local organization such as a school or day care where all employees on the approved list (provided by the principal or other director) are allowed to check out materials for purposes related to the functioning of that organization. Materials check-outs are limited to ten at any one time, although video check-outs for these patrons are extended from three to seven days.
 - □ □□□OUT-OF-PRINT A book no longer being printed by the publisher. May be available through a special dealer or publisher or publishers may still have copies. Electronic publishing may make formerly out-of-print titles readily available.
 - □ □□□OVERSIZE BOOK A book which, because of its large size, cannot stand on the regular shelves in the library.
 - □ □□□PATRON A person who holds a regular borrower's card with our library or a person who comes in to use library resources within the library.

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- □ □□PERIODICAL Magazine, newspaper, or other material normally issued at regular intervals. Each issue in the series is numbered consecutively and dated.
- □ □□SPPL (Southern Peaks Public Library) is the public library whose legal service area includes the city and county of Alamosa, Colorado.
- □ □□PRINTER Prints the output from a computer. Laser printers use the same toner technology as a photocopy machine. Ink jet printers actually spray the letters onto the page with tiny jets of ink.
- □ □□PROCESSING The work of preparing library materials for use in the library.
- □ □□READER'S ADVISORY SERVICE Could be called reader's guidance. A reader's advisor motivates people of all ages to read by using book lists or word of mouth to point out books of interest to their library patrons.
- □ □□READING SHELVES See SHELF READING.
- □ □□READY REFERENCE Reference materials which are found at the front desk for quick referral.
- □ □□RECIPROCAL CARD Patron card issued to a person from one of the counties in the San Luis Valley whose library is a member of the Colorado Library Card system. The number from the patron's home library is used to generate their card number at SPPL. These type of cards are not as limited as a regular CLC card, but have the same privileges as regular patrons.
- □ □□REFERENCE BOOK 1) A material, such as an encyclopedia or dictionary, used to obtain specific information quickly. 2) A material restricted to use within the library.
- □ □□REFERENCE COLLECTION That part of the library collection which is composed of reference materials, usually placed near the circulation or reference desk for easy access or restricted use in the library.
- □ □□REFERENCE SERVICE Answering questions and assisting people to identify useful library resources.
- □ □□REGIONAL LIBRARY SERVICE SYSTEMS are organizations of publicly supported libraries within a designated geographic area established to develop and coordinate cooperative services. The seven Colorado Systems provide continuing education, consulting, technical assistant, and professional support of all publicly supported libraries and the Colorado library community.
- □ □□REGISTRATION The enrollment of persons wishing to borrow materials from the library. While local residents and taxpayers are the primary clientele of publicly-supported libraries, many libraries grant borrowing privileges to nonborrowing residents. See CLC (COLORADO

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- LIBRARY CARD), RECIPROCAL, ORGANIZATIONAL, and TEMPORARY CARDS
- □ □□RESERVE A book, periodical, video or other library material held for a library borrower.
 - □ □□SHELF LIST A record of books in the library arranged in the order in which they stand on the shelf. The shelf list for SPPL is computer-generated and stored in the City Hall safe.
 - □ □□SHELF READING Checking books on the shelf for accurate arrangement.
 - □ □□SPPL (SOUTHERN PEAKS PUBLIC LIBRARY)
 - □ □□SO (STANDING ORDER) MATERIALS This materials are purchased from vendors where an agreement has been made to automatically ship materials which update regularly or those in a continuing series. Examples include reference books such as the Almanac or series titles such as "The Babysitters' Club."
 - □ □□SOUTHWEST REGIONAL LIBRARY SERVICE SYSTEM (SWRLSS) The Regional Library Service System serving libraries of all types in 11 counties in southwest Colorado. The Systems are established by Colorado Revised Statutes 24-90-115 to provide cooperative library services such as resource sharing, consulting, technical assistance and continuing education to member libraries of all types in a geographic area designated by the Colorado State Library. SWRLSS is headquartered in Durango, Colorado; SPPL is a member of this regional system.
 - □ □□SPINE The back of the book connecting the two covers, on which is usually found the author and title of the work.
 - □ □□STACKS 1) A series of books cases, usually double-faced, arranged in a room or a section of the library for storage of the principal book collection in the library. 2) The part of the room or library containing stacks.
 - □ □□STATELINC A State Library service that makes state government publications and databases, and nonprofit organizations' publications and databases easier for librarians and their clients to access by distributing high interest publications for these agencies, aiding in the development of their databases and training library staff from participating StateLINC libraries in accessing this information.
 - □ □□STRATEGIES 2001: COLORADO LIBRARIES IN THE 21ST CENTURY The plan describes three strategies to prepare for the next century: (1) expanding current services and collections (2) Connecting Colorado citizens to the global information network (3) Anticipating trends to serve constituents in the midst of change.
 - □ □□TABOR AMENDMENT "Taxpayers Bill of Rights" amendment to

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- the Colorado Constitution. See AMENDMENT ONE.
- □ TALKING BOOK A complete book, recorded on cassettes. Also called Audio Books or Books on Tape (BOTs).
 - □ TABOR AMENDMENT (also known as the Bruce Amendment) is a tax limitation, spending limitation, revenue limitation and debt limitation which applies to the State and all local governments.
 - TEMPORARY CARD A patron card issued to a person who does not expect to be in the service area very long and who does not have a CLC card. A cash or check deposit is left for the card and returned when the person returns the card at the end of his or her stay in the area.
 - □□WEEDING See DESELECTION.

▪ DEFINITION OF A PUBLIC LIBRARY IN COLORADO *
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- Every person in Colorado must have equal and consistent access to information and materials. To assure a basic level of service equity, any entity wishing to be defined as a public library in Colorado must meet or exceed the following criteria:
 - Be legally established under Colorado Library Law (CRS §24-90-101 et seq.)
 - Comply with Colorado Library Law (CRS §24-90-101 et seq.), rules and regulations, and any other local, Colorado or federal laws which affect library operations.
 - Provide free access and basic services as defined by written policies governing lending, borrowing and circulation services.
 - Be a member and fully participate in the Colorado Library Card (CLC) program and extend privileges and services to state residents according to the CLC agreement.
 - Adopt the Colorado Interlibrary Loan Code and lend and borrow materials through the statewide interlibrary loan network according to that code.
 - Meet the criteria of the Americans with Disabilities Act (ADA) applicable to libraries.
 - Be a member of its Regional Library Service System and use system services as appropriate.
 - Be open a minimum of 20 hours each week. Some of these hours should be evening and weekend hours to maximize service to the public. Libraries with multiple service outlets should provide at least 20 non duplicated service hours each week.
 - Have paid staff person(s) present during all hours of service.
 - Have a telephone with a dedicated library line and the telephone number listed in the local telephone book.

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- Have a collection budget from local tax funds and collection management plan for purchase of recreational, educational, and informational materials and/or electronic access.
- Regularly update a reference collection which provides information through either print, non-print or electronic access.
- Provide at least one public access computer with modem and printer and which provides access to ACLIN and online information catalogs and databases.
 - Taken from Public Library Standards for Colorado 1997