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LANGUAGE

FREQUENTLY USED WORDS IN THE LIBRARY

Abstract	Summary of the main points of a book or journal article
Alumni	Graduates of a university. VU Library provides continuing access to some resources for alumni members
Article	Brief essay or research report published in a larger written work such as an issue of a periodical (journal, serial, magazine or newspaper)
Author	Person or organization (corporate author) who has written a book or journal article or web page
Bibliography	List of references to books, journal articles, web sites used for research and found at the end of an essay or publication.
BONUS	Books that are not available at VU may be requested through VU library catalogue using BONUS
Boolean Operators	A means of combining keywords to broaden or narrow search results. The operator (or joining word) AND narrows a search and the operator OR broadens a search. Most often used to find articles in database searching.
Call Number	The numbers on the spine of library books are part of the Dewey Decimal System that organises books into related subject groups. They show where a book is on the shelves. For example at 808.042 you will find many books on academic writing. The letters BAZ in the example are the first 3 letters of the author's family name and are also necessary for finding a book on the shelves.
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CAVAL	Ask at the Library Service Desk for a CAVAL card which allows you to borrow from any university library in Victoria
Chapter	Main sub-division of a book, usually numbered with its own heading. Sometimes chapters are be written by a different author
Citation	Basic information which identifies a publication. (Details may include author, title, publisher, date of publication, volume and issue numbers, page numbers). Also called references and can be listed in a Bibliography or List of References.
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E-books	Books that are available in an electronic format or full-text. All E-books are listed on VU Library Catalogue.
E-journals	Journals published in electronic format, often available through searching databases

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Full-text	Complete article or book is available online for you to read. Many databases contain full-text journal articles.
Holds	Reservations on books on loan to other users or requests for books to be brought from another campus. You can do this yourself from the VU library catalogue.
Interlibrary Loan	See Document Supply
Issue	Periodicals (such as journals, serials, magazines, newspapers) are published at regular time intervals. Each new publication of the same periodical is called an issue. Issues are collected into volumes.
Keyword	An important word or concept that can be used to search catalogues journal article databases or internet search engines
Journal	See Periodical
Magazine	See Periodical
Monograph	A word often used when referring to a book
Overdue Loans	Books (and other items) which have been borrowed by you and have not been returned by the due date
Peer-reviewed Journals	Also called academic, scholarly or refereed journals. These journals only publish articles that have been reviewed by experts (or peers) in their subject area. Some databases can limit your search to peer-reviewed articles
Periodical	A publication published on a regular basis such as a journal, serial, magazine or newspaper. It may be published weekly, monthly or once a year. Typically a periodical contains a collection of articles written by different authors. The format might be in print or electronic (from VU databases).
PIN	Security code to use with your student ID number to access many library online services and resources
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Referencing	Systematic listing of the books, journal articles and websites used for research and found in your bibliography or List of References. Different referencing style guides may be used at VU and are available both in print from the Library and from the VU Library website. Ask your teacher which one to use. VU Referencing Style Guides include:

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Refereed Journals	See Peer-reviewed Journals
Renew	Extend the loan period of a book that you have borrowed (or checked out). You can renew yourself online by going to your online borrowing record under Login to "My Library" on the Library's homepage
Required reading	is considered essential by your subject lecturer for a good understanding of the subject you are studying. There should be copies of these books in your campus library and they are often found in the Reserve Collection.
Reserve	Books that are in high demand or on reading lists are often selected by your teachers to put in the Reserve Collection. <ul style="list-style-type: none"> • These books can only be used in the library but there may be extra copies of the same book that you can borrow. • Scanned book chapters and journal articles can also be found on E-Reserve from the VU Library homepage
Serial	See Periodical
Stack	Storage area for books and journals which are not used often. They are listed in the VU Library Catalogue with the location symbols FTS STACK. Ask at your Service Desk for access.
Style Guides	See Referencing
Thesis	Lengthy piece of original research written as a requirement for an academic degree. Also known as a dissertation.
Volume	Periodicals are usually published with volume numbers which increase each year. Each volume may include several issues in a year. The number of the volume and issue of a periodical are useful when you need to find a cited article.
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