

**Atlas** – A book that is full of maps.

**Autobiography** - A book about a person's life, written by that same person.

**Biography** - A book about a person's life, written by some other person.

**Call number** - A combination of letters and numbers assigned to a book that gives it a unique location in the library, on a shelf near other books on the same subject. Call numbers are placed on the spines of the books, which are shelved in call number order. Example: ML3780 .L97 2011.

**Catalog** - A searchable online database which provides a listing of the materials (such as books, periodicals and DVDs) owned by a library. It tells you where it is and whether or not it is already checked out.

**Check Out** – To borrow a book or other item from a Library

**Circulation Desk** - A library service desk where you can check out, renew and return library materials, pick up holds, and inquire about general library services.

**Ebook** – A book originally published on paper, but now ready to read on your computer screen via the catalog.

**Fiction** – A book about something that didn't really happen. It is made up. It's the opposite of **nonfiction**, which are books about things that really happened, or books that explain something.

**Hold** – When you request that a book be saved for you so you can check it out next.

**Interlibrary Loan (ILL)** – When the LCC and Summit libraries don't have something, you can request it via ILL.

**The SHeD** – The Student Help Desk, where students can ask for help with computers and printers.

**Librarian** – A person who has a Master's degree in Library Science, and who orders things for the library, helps people find information and develops websites and fliers. They also teach classes.

**Periodical** - A publication issued at regular intervals. Examples of periodicals are journals, magazines and newspapers. In the LCC Library, you can use databases to find articles in periodicals.

**Reference Desk** - A service desk staffed by librarians who help people find information and library resources.

**Reference Collection** - Books, such as dictionaries, encyclopedias & thesauruses, that give basic information.

**Renew** – To check out a library item out again so you can keep it longer.

**Reserves** – Textbooks or other materials that have been set aside by an instructor for a class to use. These materials are kept behind the Circulation Desk and usually cannot leave the library.

**Summit** - Summit is the shared online library catalog for more than 36 colleges and universities. Through Summit you can borrow over 28 million books, videos, and more. Items usually take 5 days to arrive.

**Thesaurus** – A book that lists words that have the same meanings and words that have the opposite meanings of a word.

**Truncation** – Adding a special character to the end of a word to bring back items that contain the first part of the word and all possible endings of that word. For example, typing *comput\** will retrieve *compute*, *computes*, *computing*, *computer*, *computers*, etc. You can use truncation in library catalogs and databases.