The following are words used in the library, but which you may not know:

A

Abstract
A short summary of the content of a longer piece of work.

Accessibility
A range of support to make our facilities and services as accessible as possible to disabled students and those with dyslexia and/or a long term medical condition.

Alternative formats
Texts which are produced in a non-standard format, for example, braille, large print and audio.

Assistive technology
Specialist technology that enables disabled students to access information or mainstream technology independently.

B

Bibliographic database
A digital collection of references to published literature in a given discipline.

Bibliographic record
The full details of an individual item of published literature. The minimum detail includes: author/editor, title, date, publisher, place of publication, ISBN or ISSN.

Bibliography
A full list of materials, (usually other books and journal articles) which an author has looked at when researching their work.

Block
A stop that is put on your library record for a variety of reasons such as very overdue books and fines in excess of £10.

Booking
Reserving a short loan item or a room in advance.
**Borrow**
To take out library materials for a specific period of time.

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**C**

**Catalogue**
Database of all items, books, journals etc held in the library.

**Card entry system**
Security gates that require you to scan your University or library card to enter and leave the library.

**Central Store**
Extra library storage space. You cannot visit yourself but you can request items that are held in the store.

**Citation**
A reference to a specific piece of work (e.g. a book or journal article) used by another author within the text of their own writing (e.g. essay or dissertation). This is to make it clear that another original source has been used.

**Classmark**
Letters and numbers that tell you where to find a book on the shelf. The class mark will usually be on the spine of the book.

**Copyright**
A law which automatically protects the author/creator of an original work to prevent unauthorised copying or publishing.

**Courtesy notice**
An email we send out to remind you that your books are due back soon.

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**D**

**Database**
An electronic collection of information which you can search to find out about a particular subject you are interested in. You will find information about databases and links to search them in the e-Library Gateway.

**Dissertation**
A piece of original academic work, usually written as a requirement for a bachelor’s or master’s degree.

**Due date/time**
Time and date by which an item needs to be returned to the library.
F

**Fine**
A charge that is made when an item is returned late.

**Full text database**
A digital collection of published literature in any given discipline that provides access to the full text in addition to the bibliographic reference.

H

**High use**
Term for use in the library only.

**Hold request**
Process that allows you to request a book you want when all the copies are out on loan. Also known as request or reservation.

I

**Interlibrary loan**
If the library does not have a copy of the book or item that you want, you may be able to make an inter library loan request and we will try to borrow it from another library for you.

J

**Journal**
A publication containing (academic) articles. Also known as periodical.

K

**Keyword**
A significant word or phrase which you can use to search databases and online catalogues for information on specific topics for your assignments.

L

**Lending desk**
Staffed desk where you can get help, collect and return laptops, and so on. You can also borrow books from here in some cases.

**Library card**
Your University card is also your library card.
**Library catalogue**
Database of all items, books, journals etc. held in the library.

**Library record**
Details of your library transactions.

**Loan allowance/entitlement**
How many items you can borrow.

**Loan period**
Length of time you can keep an item.

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M

**MFD, Multi Functional Devices**
These are the machines where you can photocopy, print and scan.

**Monograph**
A detailed written study of a single specialised topic.

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N

**NUsearch**
A one stop search tool that allows you to find and access a wide range of print and electronic resources from a single search point.

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O

**On loan**
Item has already been issued to another library user and therefore will not be on the shelves.

**Ordinary loan**
Item that can be borrowed for a week or more.

**Overdue**
Item that has not been returned by its due date.

**Oversize**
Books over a certain size. These books are kept on separate shelves and will have the word oversize on the catalogue entry next to the classmark.
P

**Pamphlet**
A book with only a few pages. These items are often shelved separately.

**Peer reviewed**
A resource, often a journal article, which has been rigorously assessed and evaluated prior to publication to ensure the information and conclusions it contains are valid.

**Periodical**
Publication containing (academic) articles published at intervals.

**PIN**
Your library PIN is your personal 4 digit number which identifies you as the owner of your card.

**Plagiarism**
Passing off someone else’s work as your own, either intentionally or unintentionally, by failing to acknowledge the original source.

**Print, Copy, Scan**
The functions that can be done on our MFD machines: printing, photocopying and scanning.

**Print credit**
Credit on your record that allows you to print, copy, scan. This can be topped up online and at lending desks.

R

**Recall**
If another library user has reserved a book that you have out on loan, it will be recalled. You will be sent an email or printed letter with an earlier due date.

**Reference only**
Items which may not be taken out of the library.

**Referencing**
The process of accurately and consistently recording details of all resources used in a piece of academic writing to acknowledge the work of others and avoid plagiarism.

**Renew**
To extend the loan period of an item that you have borrowed.

**Request**
Process that allows you to ask for a book you want when all the copies are out on loan. Also known as reservation.
**Reservation**
Process that allows you to request a book you want when all the copies are out on loan. Also known as request or hold request.

**Return**
To bring back an item that you have borrowed, in a way that takes it off your library record.

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**S**

**Self pay**
Located on the self-service machines, self-pay allows you to pay fines with a debit/credit card.

**Self service**
Machines which allow you to issue, return and renew items.

**Short loan**
Item that you can keep only for a short time, please check receipts/date stamp for due date and time.

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**T**

**Thesis**
A lengthy text of original academic work, usually written as a requirement for a PhD.

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**U**

**University Card**
Laminated photo card you are issued with at the start of the academic year. This is also your library card.

**Username**
The University username that you were given at registration is your library username.