

## Goodies CD> Chapter 2:

### Librarian Speak Related Vocabulary and Glossary

**Traditional Research** – Using, libraries, books, periodicals and other sources for research.

Words, lingo, slang! You may have heard the expression, "walk the walk, talk the talk," and if not that one---what about, "when in Rome, do as the Romans do?"

This same philosophy works in the world of computers. So what is Search Engine geek-speak? It is using vocabulary that is specific to conducting online research.

When designers first start working with the Internet for doing research they just want to throw up their hands in complete frustration! Their frustration was not because they don't have the design skills ----- or the computer aptitude, but they are frustrated because they don't have a clue what is being said. Many fashion professionals **think** that the only tools they will need are design related tools such as: charcoals, paints, brown paper and scissors. However, in the case of traditional and non-traditional research, even the most savvy designer or marketer, may require a refresher course in librarian and internet –geek-speak!

A first hand look at the industry today quickly points out that you will be working with a whole new set of research tools. Most designers as they make the transition from traditional to non-traditional online tools can be intimidated or ignorant of how to successfully search online. The truth is, sometimes the

problem most designers have is just semantics or becoming familiar with the names of the tools they will be using.

Therefore I hope you will find this a useful glossary, one that will help shorten the learning curve and make the next chapters a lot more sensible. Without a doubt having a quick reference of terms that pertain to the Internet and other non-traditional research is extremely helpful. There are numerous websites that have been devoted to the subject, and here listed below is your own “geek-speak” glossary of terms that are Library- specific. There is also a companion Internet-Search Engine Geek-Speak Glossary also available on the **Goodies CD>**

**Glossary Folder**

**Abstract** – A non-evaluative summary of a book, journal article, or other information source. Often the term refers to an index that includes abstracts for materials indexed. <http://www.asu.edu/lib/help/liblingo.htm>

**Acquisitions** – Materials that are purchased for or by the Libraries.

**Annotation** - A brief description, evaluation or explanation of an article, book, database or other source, this would also include an annotated bibliography

**Archives** -Public records/historical documents or the physical location where such records and/or documents are housed.

**Bibliography**- A listing of information sources. Bibliographies may include citations to book, journals, or other resources.

**c.** - Circa, about -- used in a context to indicate approximate dates

**Call Numbers** - The Library of Congress code for organizing books.

**Catalog** - A database, in electronic or card format, for locating what books, journal subscriptions, sound recordings and other materials that are owned by the Libraries. Information contained will be the library location, the call number and resource availability. It does **not** contain information about journal articles.

**Check Out** - A specified period of time to borrow library materials.

**Circulation Desk** - The counter in each library where members can check-out materials from the library.

**Citation** - The basic information from books and other resources in the form of annotating such information as: the author, title, place of publication, publisher, and date. For articles, the citation usually includes author, title, name of journal, date, volume, and pages. A collection of citations is called a bibliography.

**Cross References** - Instructions in an index that will direct you to search under a different or related term.

**Boolean Logic** - Named after the nineteenth-century mathematician George Boole, Boolean logic is a form of algebra in which all values are reduced to either TRUE or FALSE. Boolean logic used in computer science is the binary numbering system, in which each bit has a value of either 1 or 0.

**Database** – A collection of information that is stored in files. Typically organized by fields, (a single piece of information, files and records (are complete groups of information)

**Descriptors** - Also known as subject headings.

**Dewey Decimal** – A numerical system of library classifications of books and other publications. For example: Fine Arts Category

**Directories:** A collection of subject specific information such as Hoover's

Handbook of Emerging Companies, or World Wide Chamber of Commerce

Directory.

**Electronic Library** - An electronic library is a type of service that allows users, without actually stepping into the library, to read library books and conduct research at home, at work, or at school, using the Internet. A service which enables users to effectively explore electronic data by using an in-library network system which is also referred to as an "electronic library service." This is a new library service that applies rapidly advancing data processing technology and networking technology, and is expected to become a highly convenient, epoch-making mode of service.

**Field** – A space or cell that has been allotted for a piece of information to be entered such as a Key Word

**Gated:** Information that requires access for perusal, such as a password and/or fee or membership. *For example:* Hoover.com has both FREE and Gated or fee-based information available for the Fashion person to access.

**Index** - A systematically arranged list that provides information for a specific item. A periodical index that lists articles in magazines, journals, and newspapers. An index of a book will list names and subjects with corresponding page numbers where that particular information can be found in the book.

**Interlibrary Loan** - A service that allows users to obtain materials not owned by that particular library or in some cases a branch of the library.

**ISBN / ISSN** – International Standard Book Numbering used by publishers ---the number is an identification of a given book. This unique 10 digit code assigned to the specific edition of a book before it is published and can typically be inside the book as well as on the back of a book. Where as the ISSN, refers to: International Standard Serial Number. It is a unique 8-digit code assigned to a specific serial title.

**Library of Congress** – The largest library in the US, located in Washington DC and is maintained largely by federal appropriations. Its original purpose was to provide research facilities for members of congress; now it serves the public as well. Most copyrighted publications are catalogued by the Library of Congress, This type of classification system is used by major libraries around the world.

**Manuscript** – An original handwritten or typed body of work, rather than printed.

**Microfiche** – A sheet of film on which a printed book, journal, or other publication has been reduced in size. <http://www.asu.edu/lib/help/liblingo.htm>

**Microfilm** - A roll of film on which a book, journal, newspaper, or other publication has been reduced in size. <http://www.asu.edu/lib/help/liblingo.htm>

**Microforms** - Printed books, journals, or newspapers which have been reduced in size so that they must be read with special equipment.  
<http://www.asu.edu/lib/help/liblingo.htm>

**Operators** - A symbol that represents a specific action. For example, a plus sign (+) is an operator that represents addition. The basic mathematic operators are **+** **addition**, **- subtraction**, **\***, **multiplication**, **/ division**. In Boolean Logic it is the terms: **AND**, **OR** and **NOT**.

**Password / Gated** - Information is only accessed with the use of a password or paid subscription fee. Once access is granted the user can retrieve/access sensitive or significant information.

**Periodicals** –This type of publication is issued at regular intervals such as newspapers, weekly, monthly and/or quarterly magazines.

**Phrase Search** – Uses word strings or groups of words used to narrow a search to direct a database or search engine to a specific topic or subject.

**Primary Sources** – Refer to an original authoritative document or artifact that pertaining to an event or subject of inquiry. This can also be an account from a firsthand or eyewitness to an event.

**Query** – A search specification that prompts the computer to look for particular records in a file.

**Ranking** – Data in a hierarchal list of results in order of relevance and significance..

**Reference Desk** - The location in each library that assists the library user in locating specific information.

**Reference Collection** -A collection of library materials that cannot be checked out and those that contain authoritative information or other vital information on a given topic. This is also referred to as non-circulating.

**Rare Book Collection** - A collection of book prized for their value in terms of author, content and/or age.

**Renewal** - Extending the amount of time that materials can be borrowed. Renewals are done at the Circulation Desk, by telephone and even online.

**Reserve Collection** - A collection of library materials that can only be checked out for a short period of time. Circulation is limited to ensure access to all students who might need the materials.

**Remote Access** - Remote access is the ability to get access to a computer or a network from a remote distance.

**Search Engine** – A program that is used to search for data by using Boolean Logic, Search Engine Math and key words.

**Secondary Sources** – Any document that describes an event, person, place, or thing – biography or autobiography

**Specialized Databases** – These banks of indexes or information are generally collected and arranged by subject matter or category. There are very focused and subject specific.

**Stop-Words** - These words would be commonly found in full-text articles. An example of a “stop word” is the word “the.” The use of stop words when conducting a search actually bogs down the search requiring the search to also look for every occurrence of the word “the”. Instead using operators such as the asterisk (\*) can be used to speed up the search.

**Subject Heading** - Word and/or phrases also known as controlled vocabulary that has been assigned to books and articles to identify an item or topic.

**Trade Show** - An event at which goods and services in a specific industry such as fashion, are exhibited, marketed and demonstrated often for the first time to the buyer either wholesale or retail.

**Traditional Resources** – The process of acquiring information used as research from books, magazines, encyclopedias and other venues.

**Truncation** – Special symbols used to assist you in abbreviating your query and making specific information retrieval more effective. Examples of this would be (?), (\*) and (!)

**URL** – Uniform Record Locator, this is the global address of files, data, documents and other valuable resources on the World Wide Web.

**Virtual Library** – This is a library offered over the Internet.

Many definitions have been gleaned from the [Webopedia](#) & [GetNetWise](#)

## **NON TRADITIONAL RESEARCH**

**Browser** – software program that runs on your computer and helps you access web pages.

**CAD/CAM** – special type of 3-D graphics software designed for architects and engineers who use computers to create blueprints and product specifications / computer aided manufacturing

**Channel** - [IRC] The basic unit of discussion on [IRC](#). Once one joins a channel, everything one types is read by others on that channel. Channels are named with strings that begin with a '#' sign and can have topic descriptions (which are generally irrelevant to the actual subject of discussion). Some notable channels are '#initgame', '#hottub', 'callahans', and '#report'. At times of international crisis, '#report' has hundreds of members, some of whom take turns listening to various news services and typing in summaries of the news, or in some cases, giving first-hand accounts of the action (e.g., Scud missile attacks in Tel Aviv during the Gulf War in 1991).

**Chat Rooms** – a discussion which two or more people communicate online simultaneously.

**Click and Mortar** – virtual store

**Cookies** – tracks where you have been

**Dial-up** – a connection that uses a phone line to establish a temporary internet connection.

**DSL-Broadband** – (Digital Subscriber Line) a high speed internet connection that uses existing telephone lines and has communication channels that have high band width.

**E-Commerce** - short for electronic commerce, it is a business of buying and selling products online.

**Email** – messages that are transmitted between computers over a communications network. Short for electronic mail.

**Favorites** – area where you can store your favorite web pages you have been to. Allows you to keep a list of the site you like.

**History** – URL of where a person went on the internet

**Home Page** – a document that is starting, or entry, page at a website. The web page that a browser displays each time it is started.



**Hyper Text /Hyper Link** – a way of organizing an information database by linking information through the use of text and multimedia / an underlined word or phrase that when clicked, takes you to its designated URL.

**Interface** – A boundary across which two systems communicate. An interface might be a hardware connector used to link to other devices, or it might be a convention used to allow communication between two software systems. Often there is some intermediate component between the two systems which connect their interfaces together.

**Internet** – external web

**Intranet** – an internal web; ex: school web

**Modem** - a device that converts the signals from a computer into signals that can travel over a wide area network, such as the telephone system or the internet.

**Multimedia** – human-computer interaction involving, text, voice, and video; often includes concept of hypertext.

**Netiquette** – Internet etiquette or a set of guidelines for posting messages and e-mails in a civil, concise way

**Platform** – a “family” or category of computers based on the same underlying software and hardware

**Proprietary Software** – industry specific software

**Protocol** – simplifies the process of transferring data from a LAN to the internet

**Server** – any computer in a local area network or the internet that contains the software to manage and process files for other network nodes. The computers on a network.

**Service Provider** – provide computer related services including business consulting, web site design, web hosting, internet connections, etc.

**Turn-Key Systems** – “information system box,” which consist of hardware and commercial software

**URL** – (uniform resource locator) a unique address every web page has.

**Wireless** – network that uses radio or infrared signals (instead of cables) to transmit data from one network device to another.

**World Wide Web** – computer network consisting of a collection of internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol.

## **DEEP WEB MYTHS & MARVELS**

**Advanced Search** – knowing the real key word. It is specific

**Boolean Logic** – most search engine in library use Mathematical, operator and limiters. The internet also uses this.

**Boolean Operators** – a set a operators such as AND, OR, and NOT that help form complex queries.

**Cookies** – Follows where you were on the internet

**Deep Net** - thousands of search engines containing information overlooked by engines like Yahoo and Google.

**E-Zines** – places that send you information

**History** – URL of where a person went on the internet

**HyperLink** – also called “links,” an underlined word or phrase that, when clicked, it takes you to its designated URL.

**HyperText** – a way of organizing an information database by linking information through the use of text and multimedia. Helped the development of the WWW

**Image Search** – brings back a photo

**Internet** – The world wide communication infrastructure that links computer networks using TCP/IP protocol.

**Keyword Search** – allows you to search on a search engine with a typed in word or phrase.

**Keyword Searching** - searching through the internet using key words or phrases.

**Limiters** – allows you to narrow down your searches.

**Links** – other web pages that a site recommends

**ListServe** – a file server that is used in the management of e-mail for members of a discussion group.

**Meta Search Engine** – does many search engines at once.

**Mouse Tracks** – another word for cookies

**Natural Language** – ask in everyday language; common knowledge

**NewsGroups** – an online discussion group that centers around specific topic.

**Operators** - Words such as AND, OR, and NOT that are used to combine search terms to broaden or narrow the results of a search

**Phrase Search** – uses phrases in a search to find information on the internet.

**Provider** – provides services, for example a mailing list provider offers you a web-based application to manage your e-mail.

**Ranking** – one word that is frequently repeated in a document

**Ranking Relevancy** – rate it –can limit the search

**Search Engine** – a program that uses keywords to find information on the internet, and returns a list of relevant documents.

**Search Guide** - The information presented in an index or database that is needed to locate a book, journal article or other publication in a library or on the Web.

**Simple Search** - when you do a broad search with the typed in phrases and words.

**Sorting your search** – limit search by date

**Subject Directory** – when you search within the given categories on a search site.

**Syntax** – grammatical arrangement of words, rules or analysis of this arrangement

**Textbox or Text Field** - A single line input box on a form where data can be entered. Reference File: Text Field

### **Boolean Logic**

Here are (3) URL's with tutorials and take one of the tutorials and discuss the benefit to understanding Boolean Logic.

<http://www.texas.net/~square1/start2a.html>

<http://www.learn-c.com/boolean.htm>

<http://library.curtin.edu.au/staff/personal/gwpersonal/searchtut/test.html>