Library Terminology (or “Jargon”)

BOOK TRUCK

[Image of a book truck]

Book trucks are wheeled carts, usually with three shelves on each side, onto which books are placed to be taken from one place to another. A library staff member or librarian may tell you to look for a book on a truck and this is what they mean.

BOUND JOURNALS

Bound journals are periodicals which are magazines, journals, newspapers that have several issues bound together in a hard cover. They will be labeled with the call number, the title of the journal and the volume or date of the issues contained in that volume. They will normally have the word “serials” stamped on the edges at the top. Bound journals are shelved in the MAIN collection which is on 3rd and 4th floors with a little bit on the first floor. They generally cannot be checked out.
BROWSING

The Browsing collection is comprised of popular recreational reading books: novels you’ll see in book stores and drug stores. They have no call numbers and are located on the second floor between the entrance and exit doors. They’re stamped with "Browsing" and they can be checked out for your normal checkout period.

CALL NUMBER

A call number is the letter and number combination found on each book and bound journal. It’s located on the spine or the front cover. The call number identifies a book.
CIRCULATION

Circulation is the department that checks books in and out, keeps track of fines, and recalls books for patrons. It’s located on the 2nd floor of the Library.

CURRENT PERIODICALS

Current periodicals are the most recent issues of magazines and journals. They’re housed on the second floor of the Library on the east side. These materials are arranged in call number order rather than title order and may not leave the building. Although the definition of "Current" differs somewhat, it is almost never older than the current year.
End signs are double rectangular signs fixed to the end panels on each row of shelving. They indicate the call numbers for the first and last book located on each side and you'll use those to help you locate books in the Library.

LS COLLECTION
The LS collection is a collection of juvenile fiction and non-fiction which is for children and adolescent literature. It is housed on the third floor of the Library and is available for checkout. It is used primarily by Library Science and Education majors.

MAIN COLLECTION

The MAIN collection is the part of the Library that circulates. It also includes Bound journals that do not circulation. They are housed on the third and fourth floors of the Library primarily. It is the largest collection. You'll find most of the books you need in that collection.

OVERSIZED

Oversized books and journals are housed separately because they will not fit properly on standard shelving. You will find oversized books with call numbers A-L on the 4th floor, N-Z on the 3rd floor, and M on the 1st floor.

PERIODICALS
Periodicals are magazines, newspapers and journals. They’re also known as serials. Depending on the title and year, they may be found bound, or on microfiche or microfilm.

**RANGE**

A range is the term used for a continuous row of shelving. Each range has several sections of shelving. Each has an end panel with the signs that will tell you which books are located on that row.

**RANGE FINDER**

The range finder is found also at the end of each range. These triangular signs indicate the letters of the call number for the first book and the last book on each row of shelving, each range. When facing the range finder, the letter on the left indicates the first book and that on the right, the last book.

**REFERENCE**
The Reference area contains books that cannot be checked out and are often used to point you in a direction or to give you quick facts. Also located at the Reference Desk within the Reference Area are the librarians and library staff who can help direct you and answer your questions.

**STACKS**

The Stacks is an area you’ll often be pointed to by Library personnel. The Stacks are actually the shelving that holds the library material. It’s often used to refer to the Main collection housed on the third and fourth floors.

**STACKS MAINTENANCE**

Stacks Maintenance is the department within the Library that’s responsible for maintaining the order of the collection. Stacks personnel do the shelving and check the order of the books on the shelves. If you cannot find a book in the Stacks look in the Stacks Maintenance Office. It may be there. All books and journals go there to that office before they are placed where they belong.