Library Glossary

A

Abstract: An outline or summary of a document – for example a book, journal article, dissertation or thesis. Use it to decide whether or not you would like to read the complete work.

Account: See Library Account.

APA (6th edition): a style of referencing used by some departments. See our referencing guide: http://guides.lib.strath.ac.uk/referencing_guide

Archives: Items and records acquired by the University. Includes the University Archives (the official records of the University of Strathclyde from 1796 to the present day) and Deposited Archives (various items and documents acquired by gift or deposit to support the University’s teaching and research). https://www.strath.ac.uk/archives/

Atom: The archives catalogue, searchable online. http://atom.lib.strath.ac.uk/

B

Bibliography: Details of all the materials which provided you with information or helped you to formulate your ideas for your assignment even if they are not directly referred to in your text. See also Reference List.

Binding: See Photocopying and Binding Services.

Boolean operators: Search a database using AND, OR, NOT to narrow, combine or exclude your search words.

C

Citation: a quotation which you are using in an assignment. Also referred to as an in-text citation.

Citation searching: Find articles, authors or books that have cited previously published research. Available from Web of Science, Scopus and Google Scholar.

D

Database: an index to journal articles, book chapters, conference proceedings and newspaper articles. Some databases contain the full text of research materials, others provide information about research materials. Examples include: MLA International Bibliography, Scopus and Westlaw. See also Full Text and SUPrimo. A full list of databases is available here: http://www.strath.ac.uk/library/masterlist/electronicdatabases/

Dewey Decimal Classification: The system used to classify books on the shelves in the library. More information about where to find books in the library: http://www.strath.ac.uk/library/usingthelibrary/layout/
Discussion Rooms: Bookable rooms to use for studying in groups. Can be booked in 1 hour slots for a maximum of 2 hours, and are booked via the Andersonian Library Group Discussion Room Bookings page: http://www.strath.ac.uk/library/usingthelibrary/groupdiscussionrooms/

DOI: Digital object identifier: A unique number for an electronic document, often a journal article. It will never change, unlike a URL.

DS username and password: Your username and password issued by the university to access MyPlace, student email and the computer labs on campus.

E

Ebook: An electronic book. Some books are purchased by the library just as electronic books, other books will be available in printed and electronic format. Check SUPrimo for full details.

Eduroam: The Wi-Fi network provided by the university. Your username when connecting to eduroam is your DS username, followed by @strath.ac.uk, and your password is the same as your DS password. More information about eduroam: http://www.strath.ac.uk/it/wifi/

Ejournal: An electronic journal. Check SUPrimo for full details and a link to access an electronic journal.

EndNote: A desktop bibliographic service for students and researchers that organises personal reference collections and saves time retyping references for course work and publication. Available on University computers. Read more: http://www.strath.ac.uk/it/software/endnote/

EndNote Online: An web version of Endnote. Available for all staff and students: http://www.strath.ac.uk/it/software/endnoteweb/

Enquiry desk: A staffed desk which assists with all library and IT enquiries. (Found on Levels 3, 4 and 5)

eTheses: Theses available in electronic format. See Strathprints and EThOS.

EThOS: UK Electronic Theses Online Service (EThOS) is a project which is making eTheses available electronically. See http://ethos.bl.uk/

F

Find it at Strathclyde: a link which appears in many of the library’s databases. Clicking this link will search for electronic access to a journal and if this is available, a link will be provided.

Full Text: the whole content of a research resource (e.g. a journal article, a thesis) in electronic format.

G

Group Study: Areas of the library where group work may be undertaken. Group discussion is allowed and mobile phones may be used discreetly. Found on Level 2, Levels 4 and 5 and in the bookable Discussion Room on Level 5. See also Quiet Study and Silent Study.

H
H: drive: Home directory for each user to store their own individual files and folders.

Harvard: a referencing style used by some departments. See our referencing guide: http://guides.lib.strath.ac.uk/referencing_guide

Impact factor: A measurement of the academic importance of a journal. Scopus and Web of Science provide tools to measure journal impact factors.

Institutional Login: Allows you to access electronic resources off campus. See also Shibboleth Login.

Inter-Library Loans: If the book or journal is not available in the Andersonian Library then we can obtain it for you from another library. http://www.strath.ac.uk/library/usingthelibrary/usinglibraryservices/ils/

Journal: A collection of articles dealing with a particular subject e.g. the British Journal of Management. Can be held electronically (see Ejournal) or in printed format. May also be referred to as a periodical or a serial.

Language Practice Collection: a collection of materials (books, dictionaries DVDs etc.) suitable for students studying languages. Located on Level 4 of the library. Materials can be identified in SUPrimo by the location “Language Practice Collection”.

Lending Books: Books available for 1 week loan and Standard (6 week) loan. Available on Levels 4 and 5 of the Library. The class number is preceded by D.

LibGuides: guides created by library staff which collect together academic resources for your subject. Use the LibGuide for your subject as a starting point for your research. See a full list: http://guides.lib.strath.ac.uk/index.php

Library Account: An online record which you can access and use to monitor your Library transactions, renew book loans and place a variety of types of request. Accessible using your University DS login or your library barcode and your name.

Library Catalogue: See SUPrimo.

Library Store: Closed access collections. To access these items, make a Store Request online or at the Enquiry desk.

Location: Where the specific item is shelved in the Library. For example: Standard Loan, Short Loan, Reference, Store.
Moodle: The online learning environment used at Strathclyde, known as Myplace.

Myplace: Strathclyde’s Virtual Learning Environment where online materials and activities for classes are made available to students.

N
Not on shelf: The book is not currently available – usually because it is on loan to another borrower.

O
Open Access: The practice of providing unrestricted access via the Internet to peer-reviewed research, most commonly scholarly journal and conference papers, but also other forms of scholarly work including book chapters, monographs and datasets.

OSCOLA – a referencing style used by the School of Law. See our referencing guide: http://guides.lib.strath.ac.uk/referencing_guide

P
PEGASUS: Portal Engine Giving Access to Strathclyde University Systems. PEGASUS provides a range of online corporate services for staff, students and applicants.

Peer reviewed: materials which have been peer reviewed have been examined by academic experts to ensure their accuracy and reliability. It is often possible to limit search results in a database to peer reviewed materials.

Photocopying and Binding Services: Photocopying including enlargements and reductions, and binding of dissertations/assignments. Available at the Library Shop on Level 2 of the library.

Plagiarism: passing off the work of others as your own – a form of academic theft. Read more: http://www.strath.ac.uk/plagiarism/

PURE: Strathclyde’s research management system: https://www.strath.ac.uk/openaccess/pure/

Q
Quiet Study: Areas for studying quietly, with only low level interaction. Found on Level 3 of the library. See also Group Study and Silent Study.

R
Reference books: These books are for reading in the library and cannot be borrowed. All reference books are on Level 1 and the class number will be preceded by RD. On SUPrimo the location will be given as ‘Reference’.

Reference list: Details of all the materials you have referred to / cited in your text. See also Bibliography.
Renewals: books are automatically renewed unless a reservation is placed on a book. See http://www.strath.ac.uk/library/usingthelibrary/changestoborrowerentitlements/

Reservations: Requests can be placed on books on loan to another borrower. Read more: http://www.strath.ac.uk/library/usingthelibrary/usinglibraryservices/reservations/

SCONUL Access: A scheme allowing certain users (academic staff, postgraduate students, part-time, placement and distance learning students) access to the libraries of other member institutions.

Self-service borrow/return: Self-service machines used for issuing or returning items. Located on Level 3, with separate machines in the Short Loan Collection to borrow/return Short Loan items.

Shelved at: The books are arranged numerically by subject and within each number alphabetically either by author or title. Note the full shelfmark before going to the shelves e.g. D 328 LAV.

Shibboleth Login: Allows you to access Library eresources off campus. See also Institutional Login.

Short Loan: Items available for 1 day loan. Short Loan books must be returned or renewed by library closing time the following day. For example if you borrow a Short Loan book on a Monday, it must be returned or renewed before closing time on Tuesday. If you borrow a Short Loan book on Friday, Saturday or Sunday it must be returned or renewed before closing time the following Monday. More information: http://www.strath.ac.uk/library/usingthelibrary/usinglibraryservices/shortloan/ The Short Loan Collection is available on Level 3 of the Andersonian Library.

Silent Study: Areas for studying in silence, found on Levels 1, 4, and 5 of the Library. Mobile phones must be off or kept on silent. See also Quiet Study and Group Study.

Special Collections: Rare or significant printed material and books, including the Anderson Collection (the personal library of John Anderson, 1726-1796, natural philosopher), plus over 30 other collections spanning the 16th to the 21st centuries. Read more: http://www.strath.ac.uk/archives/

Standard Loan: These books are issued for 6 weeks and will automatically renew if there are no reservations on the book. You can keep a Standard Loan book for 24 weeks.

Store Lending: Older books are often kept in the Library Store and are available for borrowing. A Store Request may be submitted online via SUPrimo, or at the Enquiry desk on Level 3 (the entrance floor) of the library using a paper form.

Strathprints: A digital repository of research publications from the University of Strathclyde. http://strathprints.strath.ac.uk/

Subject Librarian: Each faculty has one or more subject librarians who act as the first point of contact between the faculties and the library. http://www.strath.ac.uk/library/yourfacultylibrarian/

SUPrimo: The library's SUPrimo online search system enables you to find books, journals, journal articles, exam papers, databases, theses and more: http://suprimo.lib.strath.ac.uk
Theses: Strathclyde postgraduate research theses (print) held in the Andersonian Library. Use SUPrimo to search for specific titles. Electronic copies, when available, are accessed via SUPrimo.

U

UK Access (Management) Federation: Allows off campus access to library e-resources. See also Shibboleth Login and Institutional Login.

V

Volume: Usually refers to all of the issues/parts of a journal published in a specific year.

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