

## Glossary of Terms

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

### A

#### **Application Mode**

Application Modes describe the three types of user in the system: 

- Admin users
- Logged in OPAC users
- Guest users

#### **Application Standard**

This includes the Soutron and RIS structures at the present time: others might be added in the future.

### B

#### **Biannual**

Published twice a year.

#### **Biennial**

Published every two years.

#### **Boolean Operators**

Words (specifically AND, OR, and NOT) that may be used to join or arrange keywords in a search statement in order to narrow or expand the search.

### C

#### **Content Type**

A broad category of material, such as Monograph or Serial, which can be subdivided into more specific Record Types such as Book, Report, Directory, etc. Each Content Type can have its own query screen and search results screen, so that the fields appropriate for that Content Type can be searched and displayed.

### D

#### **Due Date**

The date stamped in the back of the book that reminds you when it must be returned to the library. If you need to use the book for a longer time, you may renew it. If a book is returned after its due date, you may have to pay a fine.

### H

#### **Holdings**

All the materials (print, non print, and electronic) owned by a library.

### I

#### **Issue**

All the copies of a specific periodical title published on the same date. A subscription entitles the subscriber to receive one copy of each issue.

### M

# Soutron Documentation

## **Monograph**

A publication that appears one time only. Books or reports are monographs; periodicals or serials are not.

## O

### **OPAC**

**Online Public Access Catalogue:** the view of the catalogue that is seen by end users (ie everybody except administrators of the system and/or Library staff)

### **OPAC Summary**

OPAC Summary is a feature that is present in the system but no longer used. When you do a search and see your results, you can set the system so that when you click on a record you would see a summary of the record rather than the full record. Then you would have to click again to see the full record. By default the system is no longer set up to use it.

### **Overdue**

An item has been kept by the borrower past its due date. There are usually fines for overdue items.

## P

### **Public**

Viewable by users of all OPACs (Library staff / system administrators can always see all fields). If a field is not public, end users will not even be aware of its existence.

## R

### **Record Type**

A Record Type is a specific type of material, such as Book, Journal, etc, that is assigned under a broader Content Type such as Monograph. Each Record Type has its own edit screen, so that they can contain the appropriate fields for each Record Type.

### **Renewal limit**

The number of times an item may be renewed: this is determined at the office level

### **Rich Text fields**

Rich Text fields enable you to add formatted text, links and more complex text to a record, as well as lay it out as required

## S

### **Sequence Number**

This is used to reflect the order in which this copy will be displayed on the locations screen when multi-volumes are involved. For example, if you have two volumes, Volume 1 would be Sequence 1 and Volume 2 would be Sequence 2. If a record has only one volume that the sequence number will always be 1

### **Serials**

Also known as periodicals. A term that describes a wide range of publications that are issued in successive parts with no predictable end in sight. Periodicals, magazines, journals, newspapers, annual reports, series, some conference proceedings, and annual reviews are all examples of serials.

### **Shelf Reference**

By default Shelf reference is assigned as a globalisation field, although this can be changed. In any case, the Shelf Reference field has certain logic built in which enables the librarian to input the shelf reference just once into this field. When any copies are created the shelf reference will automatically be assigned to the copy if the library that the copy is being created in, providing that the library has Shelf Reference generation activated. If Shelf Reference has not been made globalisation then the shelf reference will be assigned to all copies where shelf reference generation is active.

### **Short Code**

**Sub Unit**

Department or other division of an office, such as Human Resources, Finance, etc.

## T

**Table of contents**

A list of the chapter or article titles in a book or journal. This is usually found at the beginning of a book after the title page. The University of Waikato Library online catalogue lists the table of contents for some recent books. The table of contents for a journal may sometimes be found on the cover (back or front) of each issue, inserted in one issue of the volume (but covering all issues of a volume) or issued separately. The online catalogue does NOT list the table of contents for journals. There are databases which do this however.

**Term**

A term describes an entry in a thesaurus and may comprise a single word or a combination of words.

## U

**URL**

Universal Resource Locator used to denote a specific web page

## V

**Volumes**

Library materials that are part of a single title but appear as separately bound items. When individual issues of a periodical are bound together into a single unit, this is called a "volume." (Usually, this equals one year of that periodical.) Also, large works such as encyclopedias are divided into volumes.