

GLOSSARY

CALL NUMBER: The classification number and author initials which appear on the spine of a book and in the online catalog entry.

CATALOGING: The process of making a detailed entry of the author, title, and subjects of each book, kit, video, or other items which are in the library and will appear in the online catalog.

CIRCULATION RECORD: The record of the items loaned for use in the library.

CLASS NUMBER OR CLASSIFICATION NUMBER: The number assigned to the item to stand for the subject of its contents, also called the Dewey Decimal number.

CLASSIFYING: The process of assigning certain numbers to books so that when books are shelved by number all like subject matter will be grouped together.

COPYRIGHT DATE: The date of the copyright as given in the book, usually on the back of the title page. The most recent date is used.

DEWEY DECIMAL NUMBER: The classification system most generally used in which knowledge is divided into ten major groups by subject. Each group can be subdivided indefinitely.

INTER LIBRARY LOAN (ILL): The process by which each school library can borrow materials from other libraries. Materials may be borrowed from SCSD libraries as well as outside libraries.

INVENTORY: A checking of every item on hand with the record of every item owned by the library. Items on hand include those on the shelves, taken out by patrons, or out for mending and rebinding.

JOBBER: A company which handles products from many producers, Example a book jobber distributes books of all publishers. (For example, Brodart, Bound-to-Stay Bound are jobbers.)

LIBRARY MEDIA CENTER: A learning center in a school where a full range of print and audiovisual media, necessary equipment, and services of library media specialist are accessible to students and teachers.

LIBRARY.SOLUTION: The automated cataloging system by TLC used by the Syracuse City School District Library System.

ONLINE CATALOG: An index to the materials in the library; the index is accessed by computer.

REBINDING: The process of reconditioning worn books by cleaning papers, trimming, resewing, and putting firmly into new covers. This should be done by professional binderies.

SUBJECT HEADING: The word or words used to indicate the subject of the material.

TITLE PAGE: A page near the beginning of a book on which is printed the title, author, publisher, etc. of the book.

TLC: The vendor of Library.Solution which is the automated cataloging system used by the Syracuse City School District Library System.

VERTICAL FILE: The term used to designate the collection of pamphlets, clippings and pictures kept in a filing cabinet/

WEEDING: Examining all materials and removing from the library and library records those materials not desirable or out of date for continued library use.

WINNEBAGO: The automated cataloging system formerly used by the Syracuse City School District.

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