

IMPORTANT RESEARCH TERMS

A

Abstract A brief paragraph (at most 250 words) giving a non-evaluative synopsis of the content and scope of the article.

B

Barcode A two dimensional set of vertical lines representing numbers that are read by a scanner.

Bibliography A list of works used or consulted for an article, paper or assignment and formatted in a specific style such as MLA, APA, Turabian and Chicago to name a few.

Boolean Logic A search strategy incorporating the search terms "and, or, not" to broaden or narrow a search in a database or on the web. In most basic searches, the word "and" is implied when there are more than two words.

C

Call Number A set of combined set of letters and numbers created according to an established classification scheme to uniquely identify books on library shelves.

Check Out To borrow library materials for a set amount of time.

Citation Information about research material that will allow someone to find it at a later date. This will contain publication information pointing directly to where the information was found. Depending on the type of material (for example book or journal article) it will contain information such as author, title, journal title, volume, issue number, date, place of publication, and who published it.

Collections Items grouped together due to a common likeness. In the RCC Library, the General Collection contains books on various subjects that may be checked out for two weeks while the Reference Collection on various subjects that may not be checked out.

Copyright "A form of protection provided by the laws of the United States for "original works of authorship" including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. "Copyright" literally means the right to copy, but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work. Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright." <http://www.copyright.gov/help/faq/definitions.html>

D

Database	A collection of information logically organized in digital format. While most databases accessible via the web, some may be found on CD-Roms.
Date Due	The date in which a borrowed book must be returned to the library or renewed. Should the patron keep the book past this date, it will be considered overdue and a fine will be assessed for each day until it is returned to the library.
Domain Name	richmondcc.edu is the domain name for the Richmond Community College website. The domain name part of the web address points to the specific machine/server the information is stored in.

E

Easy Books	Books held in Richmond Community College Library that are written for students on a PreK-3 reading level.
e-Books	e-Books or Electronic Books are books that have been digitized so that they can be accessed by computer with an e-Reader program via the internet or downloaded to a handheld e-Reader device such as a Kindle or a Nook.
e-Journal	An electronic journal (eJournal or e-Journal) is generally a scholarly journal accessible via the internet. In some cases, the eJournal may have a traditional paper format as well.

F

Fair Use	<p>According to the US Copyright office, "the doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:</p> <ul style="list-style-type: none"> * The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes * The nature of the copyrighted work. * The amount and substantiality of the portion used in relation to the copyrighted work as a whole. * The effect of the use upon the potential market for, or value of, the copyrighted work." http://www.copyright.gov/fls/fl102.html
Full-Text Format	Full-Text: An article that has been reproduced for a database e-journal or web page by typing the information in an HTML text format. Any tables or images will be attached via links to the article.

H

Hyperlink Also known as link, a hyperlink is a word, phrase or image that the user can click on to take them from their current location on a web page to another location on that web page or a completely different web page.

I

Index An alphabetized list of subject specific terminology, names or places in the book and the pages they appear on.

Interlibrary Loan (ILL) A service of the library that will ask other libraries to loan materials we do not own. Books are usually mailed and arrive within a week to 10 days of request. Articles are usually faxed or emailed and usually arrive within 3 days to a week from request.

ISBN International Standard Book Number. A unique number 10 to 13 digit code given to published books and book-like media that indicate the country, language, publisher and as well as a check digit.

ISSN An International Standard Serial Number is an eight digit identifier given to magazines, journals, newspapers and other serial-like media.

J

Journal Journal: Scholarly in nature, the material is subject specific and research oriented. The vocabulary will be complex and may include “jargon” or terms that are commonly utilized in that field of study. Advertisements are limited to subject specific items such as conferences, books and subscriptions.

L

Librarian A librarian is a person who is trained to help someone in all aspects of their research. They have attended an American Library Association (ALA) accredited school and received at least a Masters in Library Science.

Library of Congress Classification System A system created by the Library of Congress to arrange books in an orderly manner by the use of call numbers that represent the main subject headings or subheadings, author, publication year and sometimes title. These call numbers are made up of letters and numbers.

Link An example would be: RT 55 .S78 2011
See Hyperlink

M

Monograph Normally referred to as a book, a monograph is a publication complete in one volume or a certain number of volumes.

N

North Carolina Collection The North Carolina Collection housed in the Richmond Community College Library contains books relating to North Carolina and books written by North Carolina Authors It contains reference books (NC_REF) that must be used on site and circulating books (NC_COLL) that can be checked out for two weeks.

O

Online Databases Databases are storehouses of information organized for quick and easy access. These databases are not part of the internet but rather the researcher uses the internet to get to the database. Much like you would use a road to get from your home to work or school.

OPAC The Online Public Access Catalog (OPAC) is the digital version of the old Card Catalog. Users are able to look up books from anywhere there is an internet connection by accessing the Richmond Community College Library page and clicking on the CCLINC tab. http://www.richmondcc.edu/_library/index_library.html

P

PDF Format PDF: A PDF formatted article is a digital image of the actual article. All images, tables and text are exactly as they appear in the actual journal/magazine.

Peer-Reviewed Article Scholarly, Peer-Reviewed, Refereed: These articles are from journals that are subject specific and accept only articles proven to be solidly academic in nature. They go through a review process where the article is submitted to the editor, who in turn passes it on to a group of subject experts to read. This group of peers is comprised of people who are highly knowledgeable in the field and are able to objectively read, understand and evaluate the information for facts as well as problems. If the article is proven acceptable, it will be published in the journal at some point in the next six months to a year. If not, it is refused with reasons and the author is notified so that he or she may be able to resubmit with corrections.

Periodicals Magazines, Journals and other like publications published at regular intervals and intended to be published indefinitely. Publication may range from daily, monthly, bimonthly, quarterly, yearly to odd number combinations per year. Most keep track of the individual issues by pulling together issues published each year into one volume or multiple volumes. EX: The issue of the Smithsonian pertaining to July/August 2011 would be v. 42, no. 4.

Plagiarism The act of using someone else's words/ideas as ones own. This includes paraphrasing someone else's material without giving them appropriate credit.

Primary Resources Original resources created during the time of the event or study. They offer a unique, first-hand account of the subject matter based on the opinions of the time. These can be any print material or written communication.

Publishers The person or company that produces published works such as books, periodicals, newspapers and other media. EX: University of Pennsylvania Press, Sage Publications

R

Reference Material Books, pamphlets, encyclopedia sets, dictionaries and other materials that are for in library use only. These are generally items that are very current or used so often that they need to be readily available.

S

Scholarly Article Scholarly, Peer-Reviewed, Refereed: These articles are from journals that are subject specific and accept only articles proven to be solidly academic in nature. They go through a review process where the article is submitted to the editor, who in turn passes it on to a group of subject experts to read. This group of peers is comprised of people who are highly knowledgeable in the field and are able to objectively read, understand and evaluate the information for facts as well as problems. If the article is proven acceptable, it will be published in the journal at some point in the next six months to a year. If not, it is refused with reasons and the author is notified so that he or she may be able to resubmit with corrections.

Search Engine A program created to search indexes of databases to retrieve information that contains the search terms entered. Search engines can search web indexes or database indexes.

Search Terms A word or group of words used in a research strategy to find information in a database or on the internet. In a subject search the words will pertain to the subject matter of the book. (ex: Mental Health) Search terms are generally combined with the Boolean terms; and, or, not, to create a more specific search. (car OR automobile)

Secondary Resources Resources that evaluate, discuss, assign value to and make conclusions with regard to the material covered in a primary resource. These are usually journal articles, thesis, dissertations and other opinion pieces.

Serial A publication intended to be published in regular intervals to include periodicals.

Stacks The top floor area in the RCC Library that contains all the books.

Subject Headings A word or phrase chosen that describes the subject matter of a particular book.

T

Table of Contents List of chapters, articles or divisions and the pages they begin on.

Tertiary Resources Resources that compile and list secondary resources. They are generally anthologies, bibliographies, almanacs, encyclopedias and other like material.

Trade Publications Bound publications that are generally not research oriented but are subject specific such as Opera, PC World, and Police Chief.

U

URL The Uniform Resource Locator (URL) is the specific address to a web page document or file on the internet. Depending on the type of resource you are accessing will dictate if the address begins with Hypertext Transfer Protocol (HTTP://) or other term.

W

Web Page Created in HTML (Hypertext Markup Language) and displayed by a browser, web pages are all the individual documents make up what is known as the World Wide Web.

Web Site A collection of web pages. An example would be the Library of Congress web site. (<http://www.loc.gov>). From the main page you can access different pages via hypertext links.