

## Appendix A. Keywords

**Accession number:** A unique number given to each library book recorded in the accession register.

**Accession register:** A record of books in the order that the library receives them.

**Alphabetical order:** A way of sorting information into A-to-Z order. Fiction books, for example, are usually organised in alphabetical order by the author's last name.

**Atlas:** A book of maps.

**Audio-visual stock:** Items you can listen to (audio) or watch (visual). It includes tapes, videos, CDs, and DVDs.

**Author:** A person who has written a book or an article.

**Bar code:** A design, usually on the back cover of a book, consisting of numbers and parallel lines that can be read by machines to confirm the price of the book. Bar codes can be found on many different products, including books.

**Book club:** A group that meets regularly to discuss books.

**Bookend:** A heavy object, perhaps a stone or wooden 'L' shape, used to keep books standing upright on bookshelves.

**Book jacket:** A strong paper cover or sticky-back plastic cover that protects a book.

**Bookmark:** A narrow piece of card that can be put inside a book to remind the reader which page they have reached.

**Book pocket:** A paper pocket, sometimes called a card pocket, into which an information ticket about a library book can be placed. When the book is borrowed, the ticket is removed and stored for easy reference by the librarian. Book pockets are often combined with the school nameplate and return date label. They are usually glued to a page near the front of a book.

**Bookshelf:** A flat board in a cupboard, or against a wall, on which books are arranged. Bookshelves can also be a specially made set of shelves. This is the best place to display books and other library stock. It is possible to make temporary bookshelves and book cupboards from a variety of materials (e.g. tea chests).

**Borrow:** To take away books or other stock, with the librarian's permission, for a set period of time.

**Borrowing system:** A method that allows people to take books out of the library for a set period of time, for study or leisure reading. A written record of who has borrowed the book helps the teacher-librarian to find the book if it is not returned by the date specified on the return date label.

**Browser box:** A low box, divided into sections, that can be used to display a few books. It is a good way to encourage reluctant readers to look at the different types of book available in the library and is recommended for primary school students.

**Caution fee:** Some schools ask parents to pay a caution fee at the start of each term. This is usually refunded if the student does not damage any of the school's property, including library stock.

**Classification:** A way to divide information books into coded subject areas. The books are labelled with identifying codes on the spine.

**Classroom library:** A way to organise and keep books in a classroom, especially recommended for primary schools.

**Contents:** A list of the subjects covered in a book. It is usually at the front of information books and is useful for finding out if the book you are looking through has the information you want.

**Copy:** In a library, a copy means one book. If you have several books, with the same title and by the same author,

then you have multiple copies. Each copy should be given its own unique accession number.

**Copyright:** A legal term that protects writers' work from reproduction for a specific number of years without the permission of the publisher.

**Date stamp:** A rubber stamp, used with an ink pad, that can be set to a specific date and used on the return date label.

**Dewey Decimal Classification (Dewey or DDC):** One method of dividing or classifying information books by subject.

**Dictionary:** A book that gives the meaning of words, arranged in alphabetical order.

**Display:** An attractively arranged group of objects. Displays are used to encourage people to visit the library.

**Divider card:** Stiff paper used to divide a collection of index cards into easy-to-check sections. They are often a little taller than and/or a different colour from index cards.

**Dust jacket:** A protective cover for a book, usually made of thick paper or sticky-back plastic.

**Encyclopaedia:** A reference book (or set of books) where you can find quick answers to all sorts of questions.

**Fiction:** A story that is not based on fact. Types of fiction stories include thrillers, ghost stories, crime, romance, etc.

**File:** To arrange in a particular order.

**Fine:** A sum of money imposed as a punishment if borrowed books are brought to the library later than the agreed date stamped or written on the return date label.

**Flip chart:** A poster-sized information diagram. These often take a long time to draw, so they should be stored safely in the library, either rolled up or in a project box.

**Front cover:** Protective cover of a book. Most have the book's title written on it as well as the names of the author and publisher.

**Genre:** A type of fiction book (e.g. mysteries, romance, or science fiction).

**Hardback:** A book with a strong cover, usually more expensive and not as easily damaged as a paperback book.

**Index:** An alphabetical list of subjects together with page references, usually found at the back of information books.

**Index card:** Standard-sized record card with details about each item of library stock, usually arranged in a specific order.

**Information book:** A book that contains facts (e.g. textbooks and reference books).

**ISBN:** An individual number given to each published book, used by book publishers around the world to help identify books. It can be useful to know if you are ordering books from an overseas library supplier's catalogue.

**Issue box:** A container where index cards are filed in a systematic order. It is sometimes called an index box.

**Junior Colour Code:** A method of dividing or classifying information books by subject using different colour labels for each general subject area.

**Junior fiction:** Imaginary stories for young children.

**Ledger:** A large book for writing records down.

**Lend:** To allow library users to borrow books for a set period of time.

**Lending system:** See Borrowing system.

**Librarian or librarian:** The person responsible for organising the library. The best librarians will encourage everyone's interest in the library and share library decisions and

duties with a range of people, including library committee members, library club members, and library monitors.

**Library:** A place where books and other stock are kept in an organised way so that it is easy for users to find the information they want.

**Library club:** A club for students who are interested in learning more about the library and book management.

**Library committee:** A small decision-making group. At a school, it will include school staff, parents, and students. At a community library, it will include local leaders and residents, men and women.

**Library monitor:** A student responsible for helping the librarian with library tasks. It is best to make the job of library monitor a privilege.

**Library supplier:** A company that specialises in providing books, and sometimes stationery and other equipment, for libraries.

**Literacy:** The ability to read what you want to read and to write what you want to write. Schools, books, and libraries aim to develop literacy skills.

**Magazine:** A thin paper booklet published at regular intervals that contains very up-to-date information, stories, and photographs.

**Mobile:** A hanging display that can be used to show information and to decorate the library.

**Novel:** A book of fiction containing a single story.

**Oversize book:** A large book that does not fit on standard-sized bookshelves.

**Pamphlet:** A small booklet or handbook that does not have a spine.

**Paperback:** A book with a paper cover.

**Periodical:** Another name for a magazine.

**Photograph:** A visual information record. Photographs are always popular; however, they can be easily damaged or torn, so the best place to store them is in a photograph album.

**Poster:** A large picture, printed or drawn, designed to provide information. Posters can be made by the library club, or bought from shops, to decorate the library.

**Project box/subject file:** A box or file in which a variety of stock about the same subject (e.g. the weather) is kept. A project box is a good place to store pamphlets and videos, which might not be easy to see on bookshelves.

**Publication date:** The date when a book is published. It is usually found at the front of the book.

**Publisher:** A company that produces books or magazines.

**Quarterly:** A way of describing something that is done four times a year. Some magazines, for example, are published every three months – four times a year.

**Readathon:** A fun story-telling exercise when a series of students read a book, out loud, for a long time.

**Reference book:** An information book where readers can find answers quickly, and which cannot be borrowed from the library.

**Reprint:** A further edition of a book, produced by the publisher when the initial number of copies printed has sold out.

**Return date label:** A place in the book where the date by which a borrowed book must be returned to the library is written or stamped.

**Routine:** A task that is done regularly.

**Science fiction:** A type of fiction that describes imaginary future worlds, space travel, futuristic science and technology, and so on.

**Shelf guide:** A sign that shows library users where books and stock are kept on the bookshelves.

**Shelf list:** A complete list of all the books and stock in the library, kept in the same order as the books on the bookshelves.

**Silica:** A substance used to dry the air so that humidity does not damage audio-visual equipment.

**Skill level:** The stage of development a person has reached in their reading ability. Library books can be arranged according to skill levels or degrees of difficulty so that readers can easily find the right book for their current skill level.

**Spine:** The backbone of a book. If the spine is broken, the book's pages and cover may fall apart.

**Spine label:** A label glued to a book's spine so that you can quickly identify the subject area of the book and where it should be kept on the bookshelves.

**Stationery:** Pens, glue, paper, etc.

**Sticky-back plastic:** Plastic with one sticky side, which can be used to give added protection to book jackets or covers.

**Stock:** All items in the library.

**Stocktake:** A method of checking to see what stock is in the library. To make a stocktake, you will need a shelf list.

**Subscription:** Advance payment for a set number of magazines (e.g. for six months or one year). Most subscription offers will save you some money in the long term.

**Textbook:** A standard book for a particular subject of study.

**Theme table:** A table used for special displays on one topic. The theme 'What do we find on the beach', for example, might include a map of the local beach, pictures of special seabirds, some shells, dried seaweed, a turtle egg, and a project book from one of the classes with short stories and pictures of strange objects students have found on the beach.

**Thesaurus:** A reference book of synonyms organised alphabetically like a dictionary. It can help users increase their vocabulary.

**Title:** The name of a book.

**Title catalogue:** All of the titles of the books in the library, written down on individual index cards, then filed in alphabetical order.

**Title page:** The page at the front of a book where the title, author, and publisher are printed on it. It is usually a right-hand page and it is where you are recommended to glue the school nameplate and return date label.

**Title verso page:** The back of the title page. It usually contains information about the book (e.g. publisher, date published, etc.).