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## ALP Level I Library Vocabulary

**Author** - The person who writes a book.

**Call number** - The letters and numbers you use to find a book. EXAMPLE: PE1127.L6 C547 2000

**Circulating** - A book that you can take home from the library (*borrow*). At BCC students may take out up to ten books for three weeks, but only three Penguin Readers. These books are on the Main Floor of the Library.

**Encyclopedia** - A collection of information usually in many volumes such as The World Book Encyclopedia or The Encyclopedia Britannica.

**Fiction** - Some thing made up, imaginary as literature, short story or a novel.

**Librarian** - A person you can ask for help in the library. There is always a librarian at the reference desk to help you.

**Media** - Things that are not a book or magazine such as: video, audiotape, CD or computer software.

**Non-fiction** - A factual or true story such as history, biography, etc.

**Online catalog** - Used to find what is in the Library. It tells you if an item is in (*available*) or out (*not available*).

**Reference book** - A book of facts that you use to find information. Types of reference books are: dictionaries, atlases, and encyclopedias. These books stay in the Library and have red labels on the spine.

**Reference desk** - The place where you go to find a librarian and ask for help.

**Renew** - If you have not finished using the book you can take it out again for another three weeks when you renew it.

**Reserve** - Textbooks or articles that you can use in the Library. At BCC, reserve material is at the Service Desk.

**Service desk** - The place to take out or return a book. Also where the reserve books are.

**Subject** - Words that describe the contents of a book, article or video.

**Title** - The name of a book, a magazine, or a movie.