

ALP Foundations 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). 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.

Librarian - The 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 a magazine such as: video, audiotape, CD or computer software. Some of these circulate for three days.

Online catalog - This is the way to find what is in the Library. It tells you if it 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 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 check out or return a book. Also where the reserve books are found.

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