

## 7 Library Terms First-Year Students Should Know



7. **Library Catalog:** an online database that holds information about the materials that the library owns or owns access to. Typically, this is where you search for books, journal, magazines, videos/films, and government documents. It's important to note that library catalogs do not contain information about the articles that appear in journals and magazines. They only contain information about the journal or magazine title. KSU's library catalog is called **KentLINK** and it can be accessed from the Libraries' home page ([www.library.kent.edu](http://www.library.kent.edu)). The **OhioLINK Library Catalog** is also available to KSU students. OhioLINK is a consortium of college and university libraries in Ohio. The OhioLINK Library Catalog is a centralized catalog of all the materials owned by OhioLINK member libraries. Put more simply, every school has their version of KentLINK, and added together into one database they comprise the OhioLINK Library Catalog. Why is this important to you? If KentLINK doesn't have the book that you need, *you can request it from another Ohio library* through OhioLINK. Most requests take three to four days to fill. This tremendous service gives you access to the combined resources of all the college libraries in Ohio.
6. **Periodicals:** a general term referring to publications that come out at periodic intervals. Newspapers, journals, and magazines are examples of periodicals. Librarians and professors will often refer to these types of publications in general by calling them periodicals. Libraries will often locate their periodicals in one physical location. So it is common to see on library guides and maps the designation "Periodicals" or "Current Periodicals." However, now many periodicals are also published online. A title search of your periodical in KentLINK will let you know if we have the title in print or online.
5. **Reserves:** a collection of materials (books, slides, journal articles) that circulate in a controlled manner, usually for a limited period of time. Professors designate what goes into the reserve collection based on the needs of their current classes. Students will be instructed that materials are on reserve by their professor. KSU's Reserve collection is at the Circulation Desk. To access reserve materials, visit the circulation desk with the title of work on reserve or the name of your professor or your course name and number. These materials will usually only circulate for a few hours. KSU also has Electronic Reserves (ERes). ERes requires a password. Your professor will provide you with the password.
4. **Call Numbers:** A unique identifying number given to each book that essentially serves as the book's address within the library. When you find a book in KentLINK, for example, you will need the call number to find it on the shelf. The KSU Library uses the Library of Congress Classification system to create call

numbers. These numbers begin with letters (rather than the numbers used by the Dewey Decimal System). The letters are then followed by numbers and letters. For example, the call number for F. Scott Fitzgerald's *The Great Gatsby* is **PS374.W6 W38x 1993**.

3. **Style Manuals:** manuals that provide instructions on formatting a research paper with regard to citations, works cited, and pagination. Style manuals are often discipline specific. So there is no single standard for style. Make sure to ask your professor which style manual you are to use, if it isn't clearly indicated on your syllabus. Two common style manuals are *MLA Handbook for Writers of Research Papers* and *Publication Manual of the American Psychological Association* (also called *APA*).
  
2. **Scholarly Journals:** Also called Academic, Peer-reviewed, or Refereed Journals, Scholarly journals are the life-blood of academic communication. They report research and undoubtedly your professors will ask you to work with them in your studies. Scholarly Journals can be distinguished from Popular Magazines in many ways. Here are a few of the biggest differences. Appearance: Popular Magazines often include lots of photos and color, where Scholarly Journals tend not to and are more serious looking. References or Works Cited: articles in Scholarly Journals will always include a complete list of works cited. Popular Magazines rarely, if ever, include references within their articles. Authorship: The authors who appear in Scholarly Journals are scientists and almost always are affiliated with a university or research institution. The authors who appear in Popular Magazines are journalists with no subject-specific expertise. Credibility: We already mentioned a few factors that give Scholarly Journal an advantage in credibility (works cited and authorship), but they often use an editorial policy that adds an additional level of credibility to their publications. They assemble a board of peer experts to review research articles submitted for publication. This peer-review committee ensures work of high standards.
  
1. **Research Databases:** online indexes that hold information about articles that appear in journals, magazines and newspapers. KSU subscribes to hundreds of these tools. They are often subject-specific. So if you are doing research in the medical field, you will need to use research databases focused on medical information. What's important to know about Research Databases is that they are not free. The library pays hundreds of thousands of dollars to subscribe to them. They cost so much because editors, publishers, and authors have worked hard to create them with a high level of accuracy and authority. Google, on the other hand, is free, but it possesses a low level authority. Editors, publishers, and authors do not play a role in the information you find by using the Google search engine. With Google, it's all up to you as far as judging credibility goes. You can access research databases "alphabetically by title" or "by subject" from the Libraries' home page.